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Management and Maintenance

Performance at Divisional Secretariat

Highlights

Career Building in Journalism

Impact of COVID-19 on Online Shopping

Discovering Thoughts, Inventing Future

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Dr. Carlos García Pont

Associate Professor of Marketing
IESE Business School, University of Navarra
Doctor of Philosophy (Management),
Massachussetts Institute of Technology (MIT)
Master in Business Administration, IESE, University of Navarra
Degree in Industrial Engineering,
Universitat Politècnica de Catalunya
Web: iese.edu/aplicaciones/faculty/facultyDetail.asp

Dr. Söhnke M. Bartram

Department of Accounting and Finance
Lancaster University Management School
Ph.D. (WHU Koblenz)
MBA/BBA (University of Saarbrücken)
Web: lancs.ac.uk/staff/bartras1/

Dr. Bassey Benjamin Esu

B.Sc. Marketing; MBA Marketing; Ph.D Marketing
Lecturer, Department of Marketing, University of Calabar
Tourism Consultant, Cross River State Tourism Development Department
Co-ordinator, Sustainable Tourism Initiative, Calabar, Nigeria

Dr. Dodi Irawanto

Ph.D., M.Com, B.Econ Hons.
Department of Management
Faculty of Economics and Business
Brawijaya University
Malang, Indonesia

Dr. Ivona Vrdoljak Raguz

University of Dubrovnik,
Head, Department of Economics and Business Economics,
Croatia

Dr. Yongbing Jiao

Ph.D. of Marketing
School of Economics & Management
Ningbo University of Technology
Zhejiang Province, P. R. China

Dr. Charles A. Rarick

Ph.D.
Professor of International Business
College of Business
Purdue University Northwest
Hammond, Indiana US

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Center for Resource and
Environmental Management
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B.A., M.S., Ph.D., Biokinetics, University of Johannesburg, South Africa
Professor Department of Sport and Movement Studies
University of Johannesburg, South Africa

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Study on Implementation of 5S Concept for the Office Performance at Divisional Secretariat, Nintavur

By Mr. A. G. Imam Mohamed Ithrees, Mr. Ibnu Suhood Narsheeth
& Ms. M. A. C. Fathima Aroosiya
Hardy Advanced Technological Institute

Abstract- Divisional secretariats are the public service organization that provides core public services to the public. The public has a close relationship with Divisional secretariat offices since they are dealing with Divisional secretariat offices for obtaining most of the livelihood services. Also, educated and uneducated people are coming to Divisional secretariat offices to obtain their livelihood services. Therefore, the Divisional secretariat offices should maintain on-time, effective, efficient, and quality services to the public since the Divisional secretariat offices provide essential services to the public.

It is essential to adopt the '5S' system in the Divisional secretariat to maintain the quality services within the office system such as filing, storage, cleaning, on-time service, etc. to improve the office performance.

Keywords: '5S' system, divisional secretariat, sort, set in order, shine, standardize, sustain.

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STUDYONIMPLEMENTATIONOF5SCONCEPTFORTHEOFFICEPERFORMANCEATDIVISIONALSECRETARIATNINTAVUR

Strictly as per the compliance and regulations of:

Study on Implementation of 5S Concept for the Office Performance at Divisional Secretariat, Nintavur

Mr. A. G. Imam Mohamed Ithrees [α], Mr. Ibnu Suhood Narsheeth [σ] & Ms. M. A. C. Fathima Aroosiya [ρ]

Abstract- Divisional secretariats are the public service organization that provides core public services to the public. The public has a close relationship with Divisional secretariat offices since they are dealing with Divisional secretariat offices for obtaining most of the livelihood services. Also, educated and uneducated people are coming to Divisional secretariat offices to obtain their livelihood services. Therefore, the Divisional secretariat offices should maintain on-time, effective, efficient, and quality services to the public since the Divisional secretariat offices provide essential services to the public.

It is essential to adopt the '5S' system in the Divisional secretariat to maintain the quality services within the office system such as filing, storage, cleaning, on-time service, etc. to improve the office performance. This study is aimed to examine the level of 5S system in Divisional Secretariat, Nintavur. The sample size was 100 employees in the Divisional secretariat in Nintavur. The measuring tool was a modified questionnaire of Asphipaoloye and Menez (2013), as cited in Albarico etal. (2016), which consisting of 25questions. Data were subjected to descriptive statistics. The results of the study revealed that the overall mean score for 5S system is 3.5144. It's meant that level of 5S system implementation is in moderate level at Divisional Secretariat, Nintavur.

Keywords: '5S' system, divisional secretariat, sort, set in order, shine, standardize, sustain.

I. Introduction

Divisional Secretariat are service organizations functioning under the Public Administrative rule and regulations of Sri Lanka. The divisional secretariat of Nintavur consists 25 Grama Niladhari sections. The Divisional Secretariat offers services such as civil registrations, issuing licenses, issuing certificates, land, providing social services, issuing tenders and implementing development projects. The divisions of Nintavur divisional secretariat are administrative division, social service division, planning division, land division, account division, registration division and pension division etc.

Becoming successful and pioneer organization in the complex, challenging and technological world is crucial at present. This movement can be achieved by applying best practices and benchmarking procedures. Every organization should select the best practices to achieve their goals and objectives energetically. Also judging and evaluating standards of performance is often important. Such evaluations are assisting to the organizations to consider the shortcomings in the performance and lead to enhance the performance. According to Albarico et al. (2016), an increasing number of companies and organizations that implement 5S practice, as one of the techniques adapted to achieve quality, has to be evaluated to identify the company's position on the implementation. Singh and Ahuja (2014) indicated that5S is a disciplined approach to keep the workplace clean and organized to improve productivity and quality.

II. Research Problem

Divisional secretariats are the public service organization that provides core public services to the public. The public has a close relationship with Divisional secretariat offices since they are dealing with Divisional secretariat offices for obtaining most of the livelihood services. Also, educated and uneducated people are coming to Divisional secretariat offices to obtain their livelihood services. Therefore, the Divisional secretariat offices should maintain on-time, effective, efficient, and quality services to the public since the Divisional secretariat offices provide essential services to the public.

(Sati, 2019) indicated that 5S is an integrated way to improve productivity. It is a complete culture that increases productivity, improves quality, reduces cost, makes on-time delivery, improves safety, and improves morale.

Therefore, it is essential to adopt the '5S' system in the Divisional secretariat to maintain the quality services within the office system such as filing, storage, cleaning, on-time service, etc. to improve the office performance.

III. Literature Review

5S can be seen as a set of rules for the workplace designed to create a healthy and productive work atmosphere and to carry out business activities

Corresponding Author α: Lecturer in Management, Hardy Advanced Technological Institute, Sri Lanka Institute of Advanced Technological Education, Ampara, Sri Lanka. e-mail: ithrees.fm@gmail.com

Author σ: Senior Assistant Registrar Uva Wellassa University of Sri Lanka. e-mail: narsheeth@gmail.com

Author ρ: Senior Assistant Registrar, Swamy Vipulananda Institute of Aesthetic Studies. Eastern University, Sri Lanka. e-mail: fathimaaroosiya@gmail.com

efficiently and effectively. It is expected to minimize errors, improve efficiency, increase employee safety and morale, and improve the productivity of employees (Todorovic & Cupic, 2017).

The five 5S pillars are usually referred to as (Sort, Set in order, Shine, Standardize, and Sustain). 5S systematically and steadily applying the workplace housekeeping process to preserve an organization's structure and standardization. A well-organized workplace motivates individuals to use diverse tools effectively and efficiently at all levels of management (Sanmuganathan et al., 2014).

Ghodrati and Zulkifli (2013) indicated that 5S is technique. Five Japanese terms are used by organizations to routinely use 5S; Seiri (sort), Seiton (set in order), Seiso (shine), Seiketsu (standardize), and Shitsuke (sustain). By controlling a structured environment, this system helps to coordinate a workplace for efficiency and minimize waste and maximize output and productivity Sanmuganathan et al. (2014) described the 5S concepts as follows;

- Sort - the first step in making things cleaned up and organized.
- Set in Order- organize, identify and arrange everything in a work area.
- Shine- regular cleaning and maintenance.
- Standardize - make it easy to maintain- simplify and standardize.
- Sustain- maintaining what has been accomplished.

The 5S concept is easy for understand because: It does not require the understanding of difficult terminologies. It is simple, driven by logic and natural to human behavior. It is within the reach of all types and sizes of industries or organizations. (Singh & Ahuja, 2014).

5S will be needed if the workplace is messy and unorganized. It will also be needed if employees spend extra time in searching tools, papers, information, etc. (Ennin et al., 2012).

Marshettiwar and Sang ode (2018) indicated the followings are benefits of "5S" system.

- Discarding the unnecessary items from the necessary items reduces wastage of time due to waiting time and motion.
- Ensures that components, equipment, tools, machines, people etc. are located in the most ergonomic and thus efficient safe positions.
- Ensures that the workplace remains neat and clean thereby helping the operators to identify major faults and reasons for the breakdown in the machine.
- Assures that the work of the organization is done in a standard way that implements the most efficient work method with clear standards.
- Ensures that the 5S methodology is implemented for the long run thereby making improvements for the organization through the constant involvement of the staff.

IV. Objectives of the Study

The objective of the study is to examine the level of 5S system in Divisional Secretariat, Nintavur.

V. Methodology

a) Population and Sampling Design

The Divisional Secretariat includes 262 staff in different categories such as Staff Offices – 6, Public Management Assistant – 24, Grama Niladhari – 18, Field Staff – 26, Development Officer – 82, Samurdhi Staff – 46, Office Employee Servant – 7, Watcher – 3, Driver – 1, Graduate Trainees - 49.

b) Description of Sample

The study was conducted among the employees in Divisional secretariat in Nintavur. One hundred employees were selected as the sample population using random sampling method.

c) Description of the Tool Used

The major tool of data collection of this study was the modified questionnaire of Asphipaoloye and Menez (2013) as cited in Albarico et al (2016). It consists of25 statements about 5S system. Three statements were on the demographic details of the respondents namely sex, department or branch and type of position of respondent. The responses for each question were provided scores ranging from 1-5 (1-Strongly disagree, 2- disagree, 3-Neutral, 4- Agree, 5-Strongly agree).

d) Data Collection

The questionnaire was distributed to the employees of Divisional secretariat in Nintavur. A total of 100 questionnaires were distributed and 100 filled questionnaires were collected giving an overall response rate of 100 percent.

e) Scope

The scope of the study was limited to the employees from the divisional secretariat, Nintavur.

VI. Analysis

As soon as the data collection was completed through questionnaire survey, each questionnaire was carefully scrutinized and confirmed that all the questionnaires received back had been filled properly. All returned questionnaires were transferred to worksheets by assigning scores. In coding data, response categories of the Likert Scale provided in the questionnaire were organized in the following way:

Table 1: Scores for Response Categories (Variables Measured on Interval Scales)

Response Category	Very High Extent	High extent	Moderate extent	Low extent	Very Low Extent
Scores	5	4	3	2	1

Each question with numerical values were transferred to worksheets of computer for analyzing with Statistical Package for Social Science (SPSS) version 20.

1. Personal Information

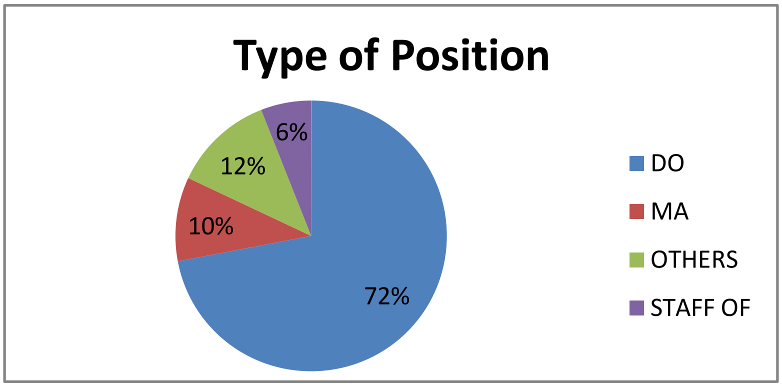

Figure 1: Distribution of respondents based on Type of Position of respondents

One hundred respondents of this study have been described in table-2 below. Based on the analysis carried out among 100 respondents, 72% of respondents are Development Officer, 10% of respondents are Management Assistant, 6% of respondents are staff Officer, 12% of respondents is other staff at Divisional Secretariat.

Table 2: Distribution of employees of Divisional Secretariat in the Sample based on Type of Position of respondents

Type of position	Frequency	Percentage
Development Officer at Divisional Secretariat	72	72%
Management Assistant at Divisional Secretariat	10	10%
Staff Officer at Divisional Secretariat	6	6%
Other staff at Divisional Secretariat	12	12%
Total	100	100%

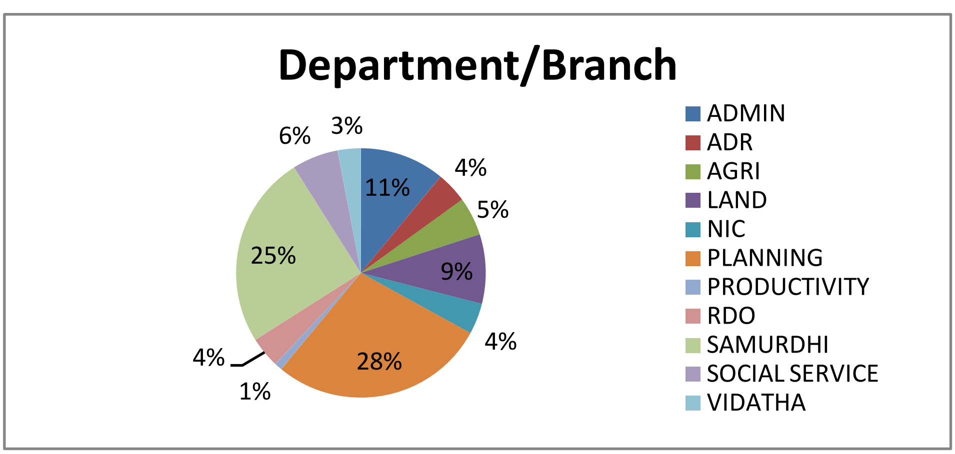

Figure 2: Distribution of respondents based on Department/Branch of respondents

100 respondents of this study have been described in table- 3 below. Based on the analysis carried out among 100 respondents, Administration (ADMIN)-11%, Assistant District Registrar (ADR) Division-4%, Agriculture Division (AGRI)-5%, Land Division (LAND)-9%, NIC Division-4%, Planning Division-28%, Productivity-1%, Rural Development Officer(RDO) Division-4%, Samurdhi Division-25%, Social Service Division 6%, Vidatha-3% at Divisional Secretariat.

Table 3: Distribution of employees of Divisional Secretariat in the Sample based on Type of Position of respondents

Department/Branch	Frequency	Percentage
Administration	11	11.0
Assistant District Registrar Division	4	4.0
Agriculture Division	5	5.0
Land Division	9	9.0
NIC Division	4	4.0
Planning Division	28	28.0
Productivity	1	1.0
Rural Development Officer Division	4	4.0
Samurdhi Division	25	25.0
Social Service Division	6	6.0
Vidatha	3	3.0
Total	100	100.0

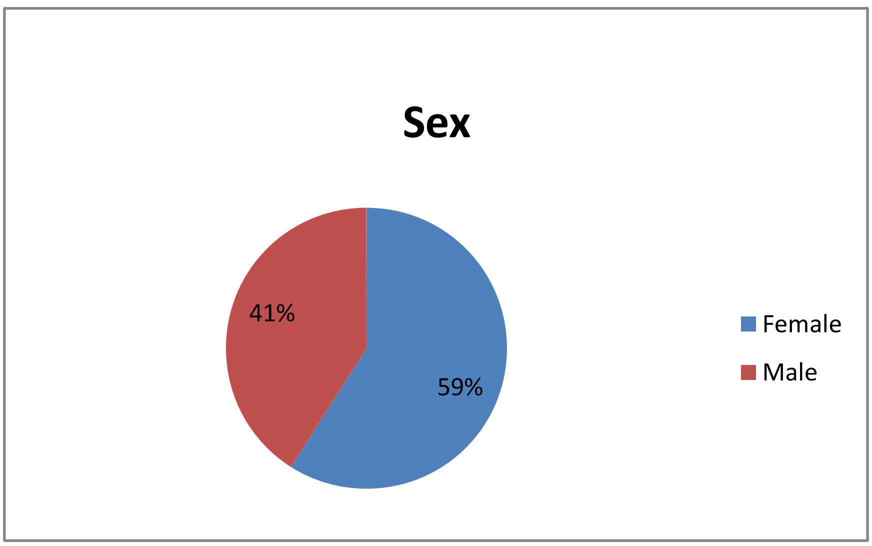

Figure 3: Distribution of respondents based on Sex

One hundred respondents of this study have been described in table - 4 below. Based on the analysis carried out among 100 respondents, 59% of respondents are females and 41% of respondents are males at Divisional Secretariat.

Table 4: Distribution of employees of Divisional Secretariat in the Sample based on Sex

Sex	Frequency	Percent
Female	59	59.0
Male	41	41.0

2. Mean and Standard Deviation

In this analysis, the level of existence or degree of occurrence or level of each variable in the sample was analyzed in terms of degree of responses given by the respondents with descriptive statistics. The researchers used a Mean and Standard deviation as the measures of this analysis. A mean and standard deviation of responses (based on agreement of respondents) for each statement in the checklist are tabulated as below.

Table 5: Mean and Standard Deviation

S. No.	Statements	N	Mean	S.D
Q1	Office supplies, equipment and other items are properly sorted and stored	100	4.13	.734
Q2	Items not frequently used are appropriately stored	100	4.03	.926
Q3	Frequently used items are properly stored	100	4.13	.928
Q4	Only necessary items are found in the workplace	100	4.20	.865
Q5	Both items needed and not needed are clearly distinguished in the workplace	100	3.93	.714
Q6	There are safety signs showing possible hazards in the workplace	100	3.09	1.006
Q7	Color coding and other visual controls are used to set documents and files in order	100	4.10	.823
Q8	The use of visual control such as labeling is very visible in the workplace	100	3.84	.884
Q9	There are good storage Facilities	100	3.62	.940
Q10	Important files are well documented, identified and stored correctly	100	4.39	.803
Q11	There are schedules for cleaning the workplace	100	3.07	1.066
Q12	Cleaning materials are sufficient enough to clean the work area	100	3.51	.835
Q13	Each employee has his or her own cleaning schedules	100	2.79	1.297
Q14	There are staff assigned to clean particular areas of the workplace	100	3.79	1.266
Q15	There is a staff assigned to oversee the cleanliness of the work area	100	3.25	1.445
Q16	Rules and responsibilities are clearly spelt out by the management	100	4.15	1.167
Q17	The different areas of the workplace are distinctly labeled	100	4.66	.670
Q18	All staff are conversant with 5S program	100	4.07	.756
Q19	Standardization procedures are being introduced from time to time	100	3.77	.664
Q20	Staff are encouraged to maintain a high level of standard in the workplace	100	3.71	.891
Q21	Areas for improvement and noted and acted Upon	100	3.93	.769
Q22	5S checklist is provided during the implementation of the 5S	100	3.41	1.026
Q23	There a regular auditing of the department to ensure compliance to 5S	100	3.69	1.116
Q24	There are seminars and trainings conducted from time to time	100	3.98	.910
Q25	A staff is assigned to oversee the Compliance	100	3.74	1.107
5 'S' System			3.5144	.45826

VII. Findings

According to the above table- 5, the statement "Office supplies, equipment and other items are properly sorted and stored" (Q1) is found to have a mean score of 4.13. This value falls under the highest level of the above continuum.

The statement "Items not frequently used are appropriately stored" (Q2) is found to have a mean score of 4.03. This value falls under the highest level in continuum.

The statement "Frequently used items are properly stored" (Q3) is found to have a mean score of 4.13. This value falls under the highest level in continuum.

The statement "Only necessary items are found in the workplace" (Q4) is found to have a mean score of 4.20. This value falls under the highest level in continuum.

The statement "Both items needed and not needed are clearly distinguished in the workplace" (Q5) is found to have a mean score of 3.93. This value falls under the moderate level in continuum.

The statement "There are safety signs showing possible hazards in the workplace" (Q6) is found to have a mean score of 3.09. This value falls under the moderate level in continuum.

The statement "Color coding and other visual controls are used to set documents and files in order" (Q7) is found to have a mean score of 4.10. This value falls under the highest level in continuum.

The statement "The use of visual control such as labeling is very visible in the workplace" (Q8) is found to have a mean score of 3.84. This value falls under the moderate level in continuum.

The statement "There are good storage Facilities" (Q9) is found to have a mean score of 3.62. This value falls under the moderate level in continuum.

The statement "Important files are well documented, identified and stored correctly" (Q10) is found to have a mean score of 4.39. This value falls under the high level in continuum.

The statement "There are schedules for cleaning the workplace" (Q11) is found to have a mean score of 3.07. This value falls under the moderate level in continuum.

The statement "Cleaning materials are sufficient enough to clean the work area" (Q12) is found to have a mean score of 3.51. This value falls under the moderate level in continuum.

The statement "Each employee has his or her own cleaning schedules" (Q13) is found to have a mean score of 2.79. This value falls under the lowest level in continuum.

The statement "There are staff assigned to clean particular areas of the workplace" (Q14) is found to have a mean score of 3.79. This value falls under the moderate level in continuum.

The statement "There is a staff assigned to oversee the cleanliness of the work area" (Q15) is found to have a mean score of 3.25. This value falls under the moderate level in continuum.

The statement "Rules and responsibilities are clearly spelt out by the management" (Q16) is found to have a mean score of 4.15. This value falls under the highest level in continuum.

The statement "The different areas of the workplace are distinctly labeled" (Q17) is found to have a mean score of 4.66. This value falls under the highest level in continuum.

The statement "All staff are conversant with 5S program" (Q18) is found to have a mean score of 4.07. This value falls under the highest level in continuum.

The statement "Standardization procedures are being introduced from time to time" (Q19) is found to have a mean score of 3.77. This value falls under the moderate level in continuum.

The statement "Staff are encouraged to maintain a high level of standard in the workplace" (Q20) is found to have a mean score of 3.71. This value falls under the moderate level in continuum.

The statement "Areas for improvement and noted and acted upon" (Q21) is found to have a mean score of 3.93. This value falls under the moderate level in continuum.

The statement "5S checklist is provided during the implementation of the 5S" (Q22) is found to have a mean score of 3.41. This value falls under the moderate level in continuum.

The statement "There a regular auditing of the department to ensure compliance to 5S" (Q23) is found to have a mean score of 3.69. This value falls under the moderate level in continuum.

The statement "There are seminars and trainings conducted from time to time" (Q24) is found to have a mean score of 3.98. This value falls under the moderate level in continuum.

The statement "A staff is assigned to oversee the Compliance" (Q25) is found to have a mean score of 3.74. This value falls under the moderate level in continuum.

To measure 5S system, twenty-five questions were used. Based on the responses of 100 respondents, nine questions (Q1, Q2, Q3, Q4 Q7, Q10, Q16, Q17, Q18) recorded mean score under the high level, fifteen questions (Q5, Q6, Q8, Q9, Q11, Q12, Q14, Q15, Q19 Q20, Q21, Q22, Q23, Q24, Q25) recorded mean score under the moderate level and others (Q13) have fallen under lower level.

The overall mean score for 5S system is 3.5144. It's meant that level of 5S system implementation is at moderate level at Divisional Secretariat, Nintavur.

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VIII. Recommendations

Based on the views of divisional secretariat employees, the following recommendations are suggested to strengthen the 5S concept for office performance.

- Conducting the 5S system awareness program for employees
- Progress of the 5S system execution should be continuously observed.
- Conducting competition and awarding ceremony among the employees who execute the 5S system effectively and efficiently
- Providing staff with adequate training to understand the 5S syste
- Providing each division with appropriate cleaning service
- Encourage staff to include new creative ideas to change the set-up of the workplace.
- Providing urgent repair facilities when any equipment is harmed.
- Setting up first aid services Motivating teamwork for improving 5S system in office set-up
- Providing machinery or equipment for the destruction of waste without any delay.

IX. Conclusion

This study aimed to measure the level of the 5S system in the Divisional Secretariat, Nintavur. Since the Divisional secretariat office is the government office, the employees have to adapt the 5S system to eliminate wasted time, wasted space, and wasted inventory raises product quality, and improves work productivity, resulting in lower costs and higher efficiencies. Adopting the proper 5S strategy allows the Divisional Secretariat, Nintavur to function at peak capacity with minimal interruptions in service.

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Attitude towards the Career Building in Journalism among the Female Students of Communication

By Moyna Akter, Tabiur Rahman Prodhan & Razu Ahmmed
Begum Rokeya University

Abstract- This research work looked at female students' attitudes toward Mass Communication and journalism to build a journalism career. This study's objectives were to determine female mass communication students' attitudes towards journalism as a career and to identify the obstacles to building a journalism career. This study employed the survey method with a questionnaire distributed among the female mass communication students of the Begum Rokeya University, Rangpur. From this research, it discovered that women have a negative attitude towards journalism as a career. Most female students do not want to build a journalism career because of family barriers, social or traditional outlook, extremist religious attitude, insecurity, physical limitation, discrimination between males and females at a media house, low salary, low evaluation of women, risk, and job environment.

Keywords: attitude, journalism, career, female student.

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ATTITUDETOWARDSTHECAREERBUILDINGINJOURNALISMAMONGTHEFEMALESTUDENTSOFCOMMUNICATION

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Attitude towards the Career Building in Journalism among the Female Students of Communication

Moyna Akter α, Tabiur Rahman Prodhan σ & Razu Ahmmed ρ

Abstract- This research work looked at female students' attitudes toward Mass Communication and journalism to build a journalism career. This study's objectives were to determine female mass communication students' attitudes towards journalism as a career and to identify the obstacles to building a journalism career. This study employed the survey method with a questionnaire distributed among the female mass communication students of the Begum Rokeya University, Rangpur. From this research, it discovered that women have a negative attitude towards journalism as a career. Most female students do not want to build a journalism career because of family barriers, social or traditional outlook, extremist religious attitude, insecurity, physical limitation, discrimination between males and females at a media house, low salary, low evaluation of women, risk, and job environment.

Keywords: attitude, journalism, career, female student.

I. Introduction

In the past, the journalism sector remains present and will be in the future. Women are an essential part like men in this profession of journalism (Ross, 2001). This study benefits female journalists because many people are puzzled over why women do not take up journalism as a career after studies. A journalist is the mirror of society through their reports and discourse of issues that span from diverse policy areas. According to BNSK 2006, the number of female journalists is increasing in Bangladesh, but their numbers are woefully low. There is fewer female at the policymaking level (Gassama et al., 2013). The study also focuses on female communication students' perception of journalism as a career and can know their career consideration obstacles. It may provide guidelines for women journalism students to practice journalism after completing their graduation. This study examines among the female mass communication students of Begum Rokeya University towards journalism as a career. Because of the discrepancies in women's enrolment in mass communication and journalism, the study aims to find out the attitudes of female students of Begum Rokeya University towards journalism as a career.

These are the objectives of the study:

- To find out the attitudes of female communication students of BRUR towards journalism as a career.
- What are the factors that are an obstacle to build a career in journalism?

Author α ρ: Independent Researcher, Department of Mass Communication and Journalism, Begum Rokeya University, Rangpur-5400.
Author σ: Assistant Professor, Department of Mass Communication and Journalism, Begum Rokeya University, Rangpur-5400.

II. Statement of the Problem

In Bangladesh, the number of female journalists in the field is very few. (Arul Aram, 2006) reported that news is still mainly reported and presented by men. Women journalists not often saw as lectures nor to women help develop and promote the professions (Remnek & Ruane, 2001). This dormant attitude towards the profession has resulted in the male claiming superiority over them and not portraying women's right image in society. The study unveils the career consideration in journalism of female mass communication students of BRUR.

III. Literature Review

Women comprise 12% of the workforce in journalism in India but only 40% of working journalists (Rajeev et al., 2019). Stereotyped attitudes, sexual harassment, traditional gender biases, and lack of support mechanism for working women deter women from joining the media (Cantalupo, 2019). Religious laws are privileged over constitutional guarantees, working against female journalists' interests (Safa & Akter, 2015). Editors have said that they prefer to hire a man without a degree than a woman who has a journalism degree (Svensson & Wang, 2013). During reporting dangerous events such as wars and conflict zones where a woman journalist, much like a male journalist, finds herself in a dangerous context (Sreberny, 2014). The audience in society still stands against gender equality. Women are often not aware of their rights; even females who depend on male protection are convinced that it is not in their best interests to claim those rights, says (Safa & Akter, 2015). Women in Bangladesh media are still ruled by religious laws regarding legacy, marriage, divorce, and child custody (Zaman, 1999). In stories reported by women, 25% of news subjects are women than 20% of news subjects reported by men (Ross, 2007). The media are male-dominated in subject matter, news, and people who report news, prominence of male and female newsmakers and reporters (Baitinger, 2015).

A fair field and no favor must suffice for women in journalism (Freeman et al., 2011). Women journalists have to work twice as hard as male colleagues and always battle suggestions or perceptions that they are using sexuality to get ahead in their careers (Ross, 2001). They are more vulnerable than male colleagues to gossip, promotion prospects, and age factors for discrimination and miserably sexual harassment in the workplace increases (Ibrahim & Spikin, 2020). In Eastern Africa, some media houses "violate female journalists' rights such as presenting them as sexual objects" and "sexual harassment, intimidation, abuse, undervaluing or ignoring their work, success, efforts, rights and by symbolically destroying or frustrating them" (Canning et al.,2015). In Bangladesh, besides the killing of bloggers and numerous attacks on journalists, female journalists have also been specially targeted in the violence against the media by fundamentalist forces (Safa & Akter, 2015). Most hidden and undocumented and female journalists who raise sexual harassment charges against colleagues or seniors are often at risk of losing their jobs, and their charges are either not taken up seriously or dismissed as false (Ibrahim & Spikin, 2020). The above review of the literature indicates that there less involvement of women in the profession of journalism. Although many female journalists produced from different institutions offering mass communication, very few are involved in this profession.

IV. Material and Methods

Methodology mainly indicates the strategy; model how or in which way a research work be completed. The survey method was used as a research design in this study. There are 89 female mass communication students in the Mass Communication and Journalism department at Begum Rokeya University, Rangpur, Bangladesh. Seventy female students were simple randomly selected from 89 female students to make up the sample size. The essence of using simple random sampling was to allow anyone in the population to be chosen or selected. The primary tool of this observational analysis is the questionnaire prepared for the survey. Data are pieces of information. Data identified as a collection of object-units that are distinct from one another. In this study, a self-administered structured questionnaire was used to collect the data from the research respondents.

The amount of students is almost seven thousand. Currently, the university twenty-one departments, and the amount of students is almost 7 thousand. It contains the student hall (including two males and one female). There are a library and a cafeteria on the campus. The university has constructed four academic buildings and started class in August 2011 on the main campus. Begum Rokeya University is a public university in the Rangpur Division, ranked second in the Rangpur division and 30th in national. Data interpretation allows the analysis of data and to determine or resolve the study query. SPSS version used for the data analysis with descriptive devices such as percentages and frequencies. Table and bar charts used for data presentation. The obtained data analyzed through the quantitative method. The data were categorized and analyzed using statistical tools and other arithmetic data analysis methods available viable. The study was published in the online edition of the scientific journal 'Data Processing.'

V. Finding and Analysis

Women's participation in newspapers in Bangladesh started in 1870 in this subcontinent (Safa & Akter, 2015). Girls' participation in the current Bangladeshi newspapers as journalists, editors, reporters, writers, and scriptwriters are tremendous. Among 1500 reporters working in Dhaka–primarily based in Bangla and English newspapers, the range of women journalists had been 60 in 1996 (Safa & Akter, 2015). They should be diagnosed with the assistance of families rather than with character. The women in their lives experience gender dichotomy in any domain. They are glad about less of everything: meals, schooling, fitness care, etc. The woman was known to use a husband as the daughter of a father. This situation of women's Participation in newspapers is insignificant in quantity (Panday, 2010). Authors found that in this study, Bangladesh women experience gender duality in any domain. *They would instead use their husband as a husband than as a person and want to have a husband who can provide all they need to get through the day. They also prefer to have someone to look after their children and to look out for them.*

Furthermore, it is hard to find someone who can look after them properly. Besides, they are not wanted to be seen as a priority in the home and the community. Family is more important than their work, and they want to be looked after by caring for their children. They believe that their work is more important than their interests. The role of women in Bangladesh is to help their family and their community.

Women are devalued in terms of their gender identification in every aspect of the patriarchal social system in Bangladesh (Kabeer, 2011); among more significant than 470 members of the countrywide Press membership, about 15 are women. Some females work at newspapers and information agencies in Dhaka and someplace else in the country. Given a choice, none of them but had opted to emerge as newshounds. *They favored deskwork to report in journalism than in the field. A decade later, no female journalists remain in the profession. They go away to journalism as quickly as a higher job gives come and away again. The women work as sub-editors at desks or appearance after the newspapers' specialized feature. Some of them have their eyes on different jobs. Women's actual state of affairs newshounds inside the newspaper. One left* *journalism to be a banker. Any other took an airline process and by no means returned to journalism.*

a) *Attitude Towards journalism*

Women's enrolment and achievements at the educational establishments are improving in extraordinary dimensions. Many households are now encouraging their women to select journalism as a profession (Brems et al., 2017). Ekushey television CEO Manjurul Ahsan Bulbul stated that girl reporters are increasing notably in current days (Unb, 2017). Women are doing highly nicely as journalists within the western media. Sexual harassment by using boss or colleagues is a commonplace factor in this quarter. Women face discrimination in professions' difficulty, face discrimination, and sexual harassment by boss or colleague is commonplace. Many universities or female college students have a poor attitude in the direction of journalism. They even concept that journalism is a volatile, insecure, and low profits profession. The number of women journalists has long passed up within the last couple of years, but our society, family, tradition, and women have a mindset towards journalism. Nowadays, many television channels are getting great for girls now, not the best news imparting and news reporting. The contribution of the television channel has modified our social norms and values approximately our female facet. Now the lady who is operating in news media is common in anywhere of our society with appreciation. Women journalists need to change their attitude toward journalism. Women journalists ought to comply with this direction and take journalism as their permanent profession. People who come to the career taste the excitement related to it, and they may live and inspire others to comply. Women should remember that almost 90 percent of us a's garment workers are a lady. Below are the data that the authors have complied with and analyzed by the primary investigation.

Do you like journalism as a profession? To interpret these criteria:

It has been observed that 68.57 % of respondents believe that they have better journalism and think about journalism as a profession. On the other hand, 25.71% negative shows their approach on the journalism profession, 5.71% shown the undecided position.

What sector of journalism do you have an interest to work in: In the journalism segmentation issues, there categorically 14.04% like reporting section work, 40.35 % like edition or desk work, 5.26% agreed on advertisement as their inclination choice, and 40.35% is on the presentation sector of the journalism?

How does someone look at journalism as a profession? In the above Table and Figure (table-03 and figure-03), above 45.59% of respondents believe that the journalism profession is a noble profession, 30.88% feel insecurity about that profession. 16.18 % of respondents believe that they have the chance of discrimination; on the other hand, 1.47% and 5.88% of respondents believe that low salary profession and high salary profession about their approach setting.

We like reporting, although it is risky: it has been observed that 29. 85% of respondents strongly believe that they agreed it has the risk, but they like reporting. 41.79% agreed as usual sense about their reporting issues of the journalism profession. 13. 43% is the level of neutral about their reporting issues as considering the risk. On the other hand, 10.45% and 4.48% disagree and strongly disagree, respectively, in reporting as per the consideration risk issues of journalism.

We are interested in work editing or desk: It has been observed that 40.30% of the respondents strongly believe that they agreed they are interested in the desk or editing. 47.76% agreed as usual sense about their desk job liking issues of the journalism profession. 2. 99% is the level of neutral about the interest issues of the desk job in journalism. On the other hand, 4.48% and 4.48% disagree and strongly disagree, respectively, in the case of a desk job due to the consideration of different journalism issues.

There is risk in the Journalism profession: it has been observed that 49.25% of respondents strongly believe that they agreed it has the risk. 43.28% agreed as usual sense risk level about the journalism profession. 4.48% is the level of neutral about considering it as a profession. On the other hand, 2.99% disagree in the case of considering risk at this profession.

Reporting is difficult to work or out in the field: it has been observed that 19. 40% of respondents strongly believe that they agreed that reporting is problematic out of the field while 73.13% agree with this. 2.99% is the level of neutral about the reporting and difficulty level. On the other hand, 4.48% and 4.48% disagree that reporting is difficult to work or out in the field.

There is low participation of women in sports news coverage: it has been observed that 28.36% of respondents strongly believe that they agreed that there is love coverage in the sports news by female participation while 47.76% agree with this approach. 16.42% is the level of neutral about the female coverage of sports news; on the other hand, 2.99% and 4.48% disagree and strongly disagree, respectively, in low female sports news coverage in the journalism sector.

Translate work is comfortable in journalism: it has been observed that 23.88 % of respondents strongly believe that t translate is comfortable in the journalism profession while 23.88% agree approach positively affect it. 25.37% is the level of neutral about translation is comfortable in the journalism profession. On the other hand, 25.37% and 1.49 % disagree and strongly disagree, respectively. In translation, work is easy; they believe that it is a tough job in this profession.

Investigative Journalists have many sides to the foe: It has been observed that 49.25% of respondents strongly believe that the investigative journalist has many sides of the foe, while 43.28% strongly impact the positive support. 7.46% disagree in the case of investigative journals for both sides.

Women have low interest in coverage of political news: it has been observed that 31.34 % of respondents strongly believe that women have low interest in the coverage of political news; on the other hand, 52.24 % shown favorable agreement with this statement. 10.45 % is the level of neutral about the female interest issues political news coverage. 5.97 % disagree in the case of female interest in political news coverage.

Coverage of crime news is risky for women: it has been observed that 49. 25% of respondents strongly believe that they agreed that crime news risky job while 40.30% agree with this and 10.45 % here comparatively shown a neutral approach.

Women prefer the coverage of soft news like lifestyle, fashion, entertainment, etc. than hard news: it has been observed the 23.88% of respondents strongly believe that women like to cover soft news while 43.23% added more impact positively on this statement. 19.40% just shown the neutral figure. On the other hand, 2.99% and 10.45% disagree and strongly disagree, respectively, in soft news and hard news preferential area of a female.

The literature-based scenario in perspective Bangladesh: Women's participation in journalism is increasing globally, but they have no longer received much parity with their counterparts (Franks, 2013). Stereotyped attitudes, traditional gender harassment, earnings differences, unfair treatment in assignments, and promotions are the main impediments. Females' reporters need to work twice as hard as male colleagues and should continuously war tips or perceptions that they are using sexuality to get ahead in their careers. Sexual harassment in media residence by using colleague or boss is one of the external issues. Extremist groups like Hefajat-e-Islam (a religion primarily based extremist organization) and their needs for banning the unfastened affiliation of men and women in public areas, media houses steer clear of sending women journalists to cowl their occasions. The pay-packet for an experienced journalist in Bangladesh is no extra than $two hundred to $300 a month–not a very attractive deal (Deutsche Welle, 2019). It is most effective been within the past decade that Bangladesh females have begun to consider a career. Bangladesh's lifestyle is conservative, especially in its attitudes towards females' position within the home and society. Historically, our society's mindset has been that women want to meet their commitment to their own family first, so Bangladeshi females feel pressured to live domestically. Maximum control blames females' non-expert mindset as an excuse to create a barrier to management development.

b) Obstacles factors

Family Barrier: 29.03 percent suspect and 19.33 percent only believe there is a family barrier; it has been observed. 25.81 percent is the balanced interest standard. On the other hand, in the case of family hurdle concerns for not pursuing journalism as a profession, 11.29 percent and 14.52 percent oppose and strongly disagree, respectively.

Traditional/social attitude: 19.35 percent of respondents firmly believe, and 37.10 percent believe a social attitude problem exists. 9.68 percent is the level of neutral interest. 9.68 percent is the level of neutral interest. On the other hand, for not preferring journalism as a career, 29.03 percent and 4.84 percent oppose and strongly disagree, respectively, on social mindset topics.

Religious barrier: 29.03 percent of respondents have been found to believe firmly, and 30.65 percent believe that there is a religious barrier. 12.90 percent is the degree of neutral interest. On the other hand, in the case of religious barrier concerns for not selecting journalism as an occupation, 16.13 percent, and 11.29 percent oppose and strongly disagree, respectively.

Insecurity: 33.87 percent of respondents strongly suspect, and 45.16 percent believe that insecurity remains. 16.13 percent is the degree of neutral interest. On the other hand, 1.61 percent and 3.23 percent oppose and firmly disagree, respectively, in vulnerability concerns for not preferring journalism as a career.

Physical limitations: 16.13 percent of respondents suspect, and 45.16 percent believe physical limitations. The degree of neutral interest is 6.45 percent. On the other hand, in physical disabilities concerns for not preferring journalism as a profession, 22.58 percent and 9.68 percent oppose and 9.68 strongly disagree.

Discrimination between male and female: it has been found that 25.81 percent of respondents strongly agree, and 54.84 percent only believe there is discrimination between male and female .1.61 percent is the degree of neutral interest. 17.13 percent, on the other hand, disagree with concerns of sexism for not preferring journalism as an occupation. It was found that 35.45 percent of respondents firmly agree that there is a low wage, and 54.84 percent believe that there is a low salary. The level of neutral interest represents 3.23 percent. On the other hand, for not preferring journalism as a career, 6.45 percent of low-wage problems.

Low women's appraisal: 16.13 percent of respondents have been found to agree firmly, and 59.68 percent only believe that women's evaluation is low, 20.97 percent is the degree of neutral concern. On the other hand, in the case of weak assessment of women's problems, 3.23 percent deny that journalism is preferred as an occupation.

Employment climate: 30.65 percent of respondents firmly believe, and 37.10 percent believe a job environment exists. The degree of favorable interest is 29.03 percent. On the other hand, 3.23 percent disagree with work climate concerns for not choosing journalism as a career.

Risky: it has been found that 51.61 percent of respondents firmly believe and 43.55 percent only believe there is a risk, 4.84 percent is the degree of neutral concern regarding the troublesome issues for not choosing journalism as a profession.

VI. Synopsis

Female mass communication students of Begum Rokeya University agree that journalism was a Nobel profession, but they have a negative attitude towards journalism as a career. Media house should employ women as presenters and assign them to the field as reporters. Women need to be provided with the correct training to enhance the skill of women in journalism. Working journalist salary should be increased to motivate and change the negative attitude, the study said. The results of the study were published in the journal Finding. The findings show that 75.81% of respondents believe in the journalism profession; females are not evaluating correctly.

VII. Conclusion

Bangladesh must create parallel opportunities for men and women to seek a career in either field. Nari Sangbadik Kendra (BNSK) was founded in Bangladesh on 13 March 2001 to support and encourage women who work for newspapers, electronic media, news, and online media companies. The number of female journalists is growing, but still not at the same level as the male journalists. The role of women in the journalism profession is to be fulfilled through education and skill training.

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Impact of COVID-19 on Online Shopping of Bangladesh - A New Window Opens for Digital Advancement

By Sunjida Khan & Md. Ashraful Alam Bhuiyan
Daffodil International University

Abstract- The revolution of information and communication technology has played a leading role to transform the global economy towards digitalization: the digital economy. It's considered as a driver of the modern economy to accelerate the economic growth of the nation. Nowadays, the traditional market has been replaced by a digital or online market with greater scope and confidence of the consumers. In the COVID-19 pandemic situation, it has already been proved that there is no alternative market place but online and the whole world solely depends on online economic activities. Using a self-constructed online questionnaire, this study collects data from Dhaka city of Bangladesh where a vast group of consumers are involved with online shopping.

Keywords: consumer, digital economy, online shopping, online marketing, technological transformation.

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Impact of COVID-19 on Online Shopping of Bangladesh - A New Window Opens for Digital Advancement

Sunjida Khan [α] & Md. Ashraful Alam Bhuiyan [σ]

Abstract- The revolution of information and communication technology has played a leading role to transform the global economy towards digitalization: the digital economy. It's considered as a driver of the modern economy to accelerate the economic growth of the nation. Nowadays, the traditional market has been replaced by a digital or online market with greater scope and confidence of the consumers. In the COVID-19 pandemic situation, it has already been proved that there is no alternative market place but online and the whole world solely depends on online economic activities. Using a self-constructed online questionnaire, this study collects data from Dhaka city of Bangladesh where a vast group of consumers are involved with online shopping. Based on both primary and secondary data, the study tries to analyze the digital economic uprising of Bangladesh by investigating the buying behavior of the consumers on online shopping and measuring the significance and obstacles of digital marketing. The article attains with the inference that digitalization has transformed the economy's progression rapidly with significant impact. It may assist the policymakers of less advanced nations to adopt the initiatives of Bangladesh as an example for the expansion of ICT knowledge base economy or digital economy.

Keywords: consumer, digital economy, online shopping, online marketing, technological transformation.

I. Introduction

Digital economy refers to an economy focused on digital computing technology, but it is increasingly viewed as a business-driven economy by internet-based markets and the World Wide Web. The digital economy is often referred to as the Internet Economy, the Modern Economy, and the Web Economy. It is the single most important engine of innovation, competition, and development, and holds enormous potential for entrepreneurs. The digitization of a country's economy not only drives innovation in its service industry but also boosts domestic job opportunities, enabling faster economic growth. In recent years, Bangladesh has seen rapid growth in internet access and cell phone penetration, as well as a rapidly maturing support system for digital entrepreneurs and a young population with an open-minded approach to technology. Digital Shopping has reached a wider level with people's increasing willingness to shop online instead of visiting places physically. Skilled people with smart devices become accustomed to using digital payment methods like debit & credit cards, internet banking, mobile financial services and e-wallets. The ease of hassle-free cashless payment from anywhere has drawn people's attention and they embrace the digital economy every day.

Human society has come to a standstill in the light of the outbreak of the Pandemic Covid-19. Like many other facets of everyday life, people had to find an alternative to the physical buying of their daily goods and other purchases. To deter virus spread, a large amount of the entire customer base has moved towards online transactions. Not only did this change in the purchasing mode trigger a significant shift in customer buying behavior, it also created a distinction in the field of the digital economy. The term Digital Economy seems to boom faster than ever expected overnight at a radical pace.

The Covid-19 pandemic has promoted online shopping activities among Bangladeshi consumers. Previously it took a lot of effort to get the customer accustomed to online shopping but the outcomes were not as effective as the outbreak current phenomenon due to Covid-19. Therefore, our study aims to investigate how the buying behavior of the customers is changing during the Covid-19 and what changes it brings to the economy. One of the changes we have observed that people are approaching this period of isolation and uncertainty is in huge overnight changes to their shopping behaviors. People are changing the patterns of what they're buying, when, and how. Even the promotional activities are shifting towards digital promotion more and more where no human interaction is required. Digital and cashless transaction is becoming the new normal and the safest mode of transaction in term of mitigation of transmission. Online business are booming at the fastest pace possible even the traditional businesses are now adopting online product delivery and services to keep pace with the emerging new normal and this shift is not momentary the more a country will be able to adapt to online businesses the faster it will be able to run in the digital economy race because it's just a matter of time for most of the business to operate in online platforms and the

Author α: Senior Lecturer, Department of Business Administration, Daffodil International University, Bangladesh.
e-mail: sunjida.bba@diu.edu.bd
Author σ: Head of IT & ADC Shimanto Bank Limited, Bangladesh.

economies will eventually be turned into digital economies. This study mainly aims to investigate the online buying tendency of Bangladeshi customers in this crisis.

II. Literature Review

Online shopping means electronic commerce allowing the seller to purchase goods or services directly from the Internet. Internet-based business model Click and Order replaced the traditional Brick and Mortar business model. More people use the web to shop for a range of items, from house to shoes to airplane tickets. Now customers have many opportunities to select their goods and services when shopping online.

According to Huseynov (2014), online retail means financial traction through the internet by keeping the privacy of customers and avoiding physical interaction. Demangeot and Broderick (2010) stated that security and privacy factors are mostly affected by the buying behavior of online consumers. Zuroni and Goh (2012) emphasized that the internet is the media between the customer and online shop and customers use and spent the internet for online purchasing.

Vrender (2016) stated that the evolution of the internet changes the consumer's preferences and their buying behavior depends on the use of the internet. Gaffar (2016) mentioned that the ICT sector playing a significant role for the development of finance and business, thus contribute for the future growth of developing economies like Bangladesh. According to Rashid MH (2020). Bangladesh is moving towards the fourth industrial revolution and the digital economy.

Haque and Ali (2015) emphasized about two factors that determine consumers buying behavior online, one is trust and another factor is benefit. According to Koufaris (2002), both satisfaction and usefulness (web page) increase the intention of customers for more purchases from online. Liao, Chu, Chen, & Chang, (2012) said that online current and historical data like product, price, service, review etc. influence customers re-purchase decisions from online. Gong, Stump, and Maddox (2013) mentioned in their study that customer's demographic features like age, education, income and marital status influenced the online buying decision in China. Haque (2015), product quality, brand image and popularity have a significant effect on online purchasing.

III. Methodology

To examine the online buying behavior of Bangladeshi people during the Covid-19 situation, the study was conducted from both primary and secondary data. A self-developed questionnaire is used to collect the primary information online and various online articles are used as a secondary source of data. Thus, the study is designed as both qualitative and quantitative in manner.

According to many researchers, a convenient sampling method is easy to implement and cost-effective and more common in research that gets a higher response rate (Eze, Manyeki, Yaw, & Har, 2011; Ritchie, Lewis, Nicholls, McNaughton, & Ormiston, 2014). By usinga simple random sample technique, the study has collected the response of 232 customers/respondents as primary data through an online survey for the analysis. The questionnaire consisting total 12 items are used to find out the research objectives, questions like, demography, income level, preference reasons, advantage, and disadvantage, buying items, past and present difference, etc. asked to determine and compare the online buying behavior of the customers who belong to different age group and occupations at Dhaka city. Many statistical tools are applied to analyze the primary data, such as; frequency distribution, percentage determination, pie chart, bar chart with the help of SPS Sversion 25.0. Different popular websites, national and international journals, newspapers, online articles, etc. are represented as the secondary data sources of this study.

IV. Findings and Discussions

In the context of demography, samples are featured as gender, occupation and income level. Buying behavior of people determined by choice which is associate with their income level, moreover shopping tendency varies significantly from male to female. The following graph traces out the ratio of male to female in our study:

Figure 1: Percentage of Male and Female

It is a common feature that the shopping tendency of the female is higher than male. However, from the above graph, it is shown that the male and female percentage is almost the same in the survey, male 52.6% and female 47.4% which indicates the true reflection of the whole population.

The following table shows the occupation status of our respondents.

Table 1: Occupations of the Respondents

Occupation	
Service	72
Business	60
House Workers	58
Others	32

The graph of the respondent's occupation states that most of the participants are service holders, i: e: approximately 33%. From the rest respondents, 27% are business persons, 26% are house workers and 14% are involved with other activities like students, etc.

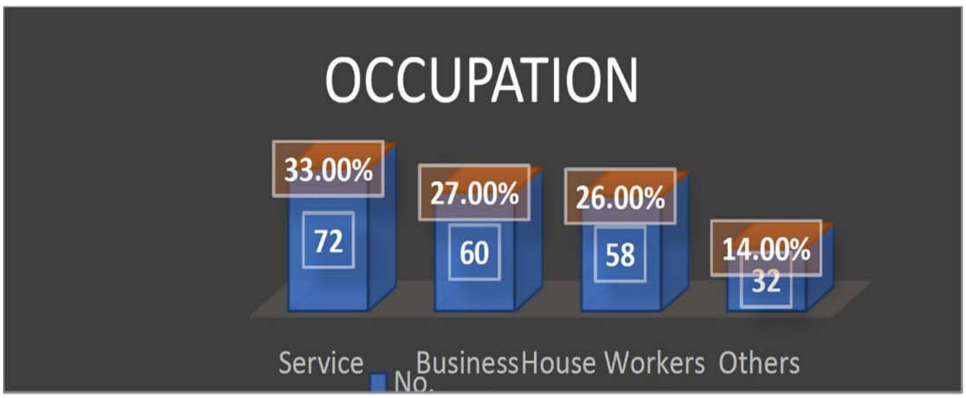

Figure 2: Occupations of the Respondents

Another important factor of the demographic is income level, which is expressed by the following table and graph:

Table 2: Income of the Respondents

Income Level	
1000 to 20,000	18
21,00 to 40,000	47
41,00 to 60,000	42
61,000 to 80,000	48
81,000 to 1,00000	49
Above 1,00000	28

Among the respondents, income level from 10,000 BDT to 20,000 BDT is the lowest number (18%) and income level from 61,000 BDT to 80,000 BDT is the highest number (49%) involve online purchasing.

It has been observed that to maintain social distance, people have to avoid the crowded market place and they preferred online shopping rather than offline.

Table 3: Mode of Shopping During Covid-19

Preferred Shopping Manner During Pandemic	
Online	145
Offline	87

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Figure 3: Mode of Shopping During Covid-19

The above graph represents that above 60% of people prefer online shopping during the pandemic situation and below 40%like offline.

Table 4 expresses the preferred shopping manner before Covid-19.

Table 4: Mode of Shopping Before Covid-19

Preferred Shopping Manner Before Pandemic	
Online	81
Offline	151

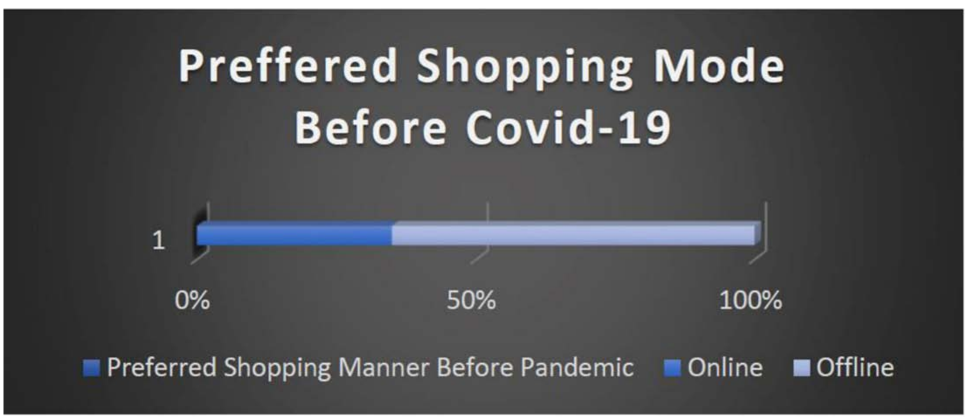

Figure 4: Mode of Shopping Before Covid-19

According to the above figure, very few people, approximately 37% like online shopping before the crisis.

An important finding is also observed from the below table. It is shown that most of the respondents are habituate with online purchase regularly and occasionally. Very few, only 5 people in our survey have no buying experience from online.

Table 5: Online Purchasing Behavior

Online Purchasing Frequency	
Frequently	98
Occasionally	129
Never	5

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Figure 5: Online Purchasing Behavior

The above feature indicates the online buying tendency of the sample, where 227 respondents are used to online shopping.

During Covid-19, people mostly depend on online purchasing. Their demand varies from regular time. The following table and graph explain the purchasing items from online during this situation.

Table 6: Most Purchasing Items During Covid-19

Most Purchasing Item from Online during Pandemic	
Food/ Grocery Item	89
Apparel	38
Health kits/Medicine	72
Accessories	23
Others (Travel ticket/Hotel Booking)	11

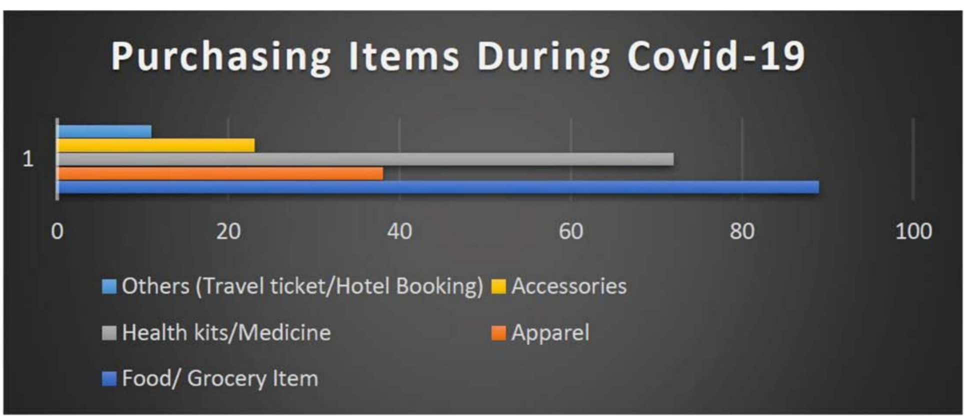

Figure 6: Most Purchasing Product During Covid-19

Most of the respondents depend on online for their food items and medical necessities. However, due to lockdown and other restrictions, the demand for ticket or hotel booking is reduced.

Table 7: Most Purchasing Items Before Covid-19

Most Purchasing Item from Online before Pandemic	
Food/ Grocery Item	71
Apparel	42
Health Aid	35
Accessories	39
Others (Travel ticket/Hotel Booking)	45

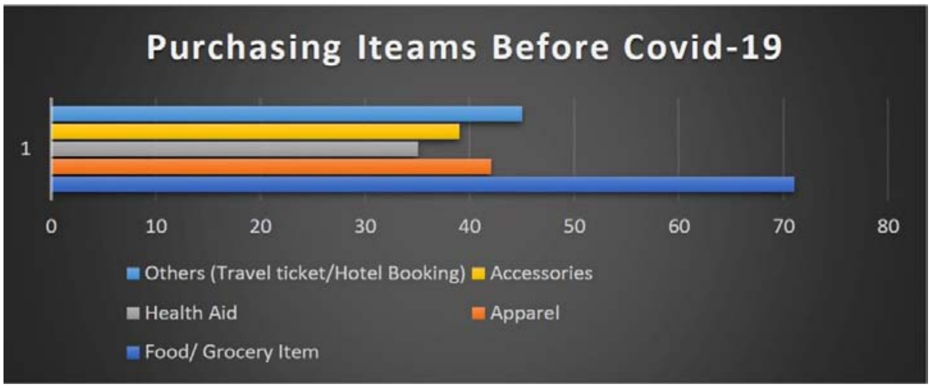

Figure 7: Most Purchasing Product Before Covid-19

The above picture states that before pandemic people preferred to buy travel ticket and hotel booking through online and food items purchase also highest for each situation.

Figure 8: Advantages of Online Shopping

In the issue of the benefits of online purchases, nowadays the most important factor is social distaining. In the study, about 42% agrees with the advantage of social distance and choose online for their shopping.

Figure 9: Disadvantages of Online Shopping

It is found from the above graph that people mostly dislike online shopping for its high charge rather offline. Near about 34% are mentioned this factor as major demerits of online.

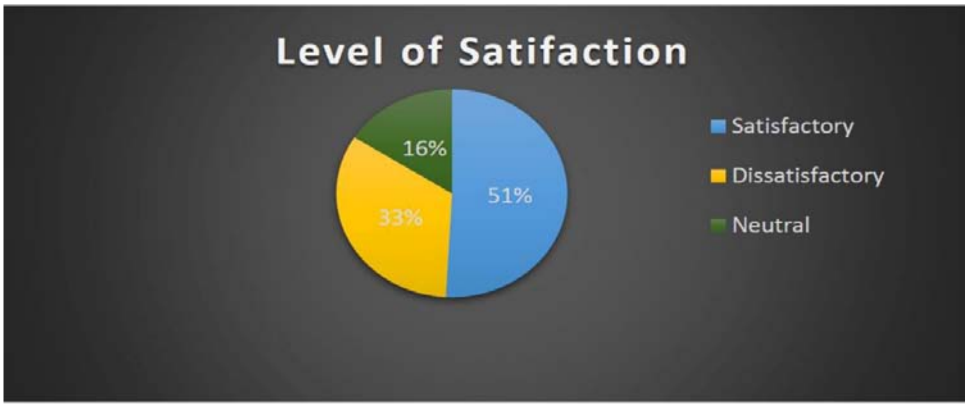

Figure 10: Customers' Satisfaction Level on Online Shopping

In the content of online purchasing satisfaction, almost 51% are satisfied with their shopping experiences which indicates a technological upward trending to digitalization.

V. Conclusion

Spreading of the internet, online payment methods, and overall ICT structure determine and drive the online business more rapidly. At present, the penetration rate of the internet and the coverage area of Bangladesh is higher than previously. Despite the various difficulties of online shopping, the factors like price, quality, security, reliability, time-saving, energy-saving, traffic ignorance, etc. are the most prime factors that lead the customers for choosing online shopping. However, Covid-19 adds the essential term 'social distance" that diverse a large number of customers to enhance their intention on online shopping and people have no alternative but online for their basic and daily requirements. A vast number of consumers now depend on online as well as the digital economy and in that sense, it turns the pandemic obstacle into an opportunity to expose us as more digitalize. The study reveals the consumer behavior of online shoppers in Bangladesh and it helps the decision-makers and techno-entrepreneurs to synchronize their existing policies and put more emphasis on preparing new policies to explore and enhance the digital trends in Bangladesh. This is surely a good sign for the industry in the long run. However, if the pandemic continues for a longer period, then a large number of smaller e-commerce firms will drop out of the race and that might create a major problem," (Chief Executive Officer of AjkerDeal.com, Fahim Mashroo. 2020).

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High-Rise: European Lessons from Management and Maintenance

By Paul Van Soomeren

The (first) High-Rise Wave- High-rise buildings are extremely popular in Asia nowadays and high-rise seems to regain a new momentum in Europe and the Netherlands. The failed high-rise wave of the 60s/70s of the last century, with the Amsterdam Bijlmermeer as an all-time low, caused an aftershock that lasted for many years. More than two-thirds of the Bijlmer, a high-rise district with 17,000 homes and over 40,000 inhabitants, was demolished (Wassenberg, 2013, Bijlmermonitor, Klundert, 2014, Kleuver & Soomeren, 2009). This "clean-up operation" cost approximately 1.5 billion euro. The dream of individualistic urban developers turned into a nightmare and caused considerable trauma to high-rise buildings in The Netherlaands.

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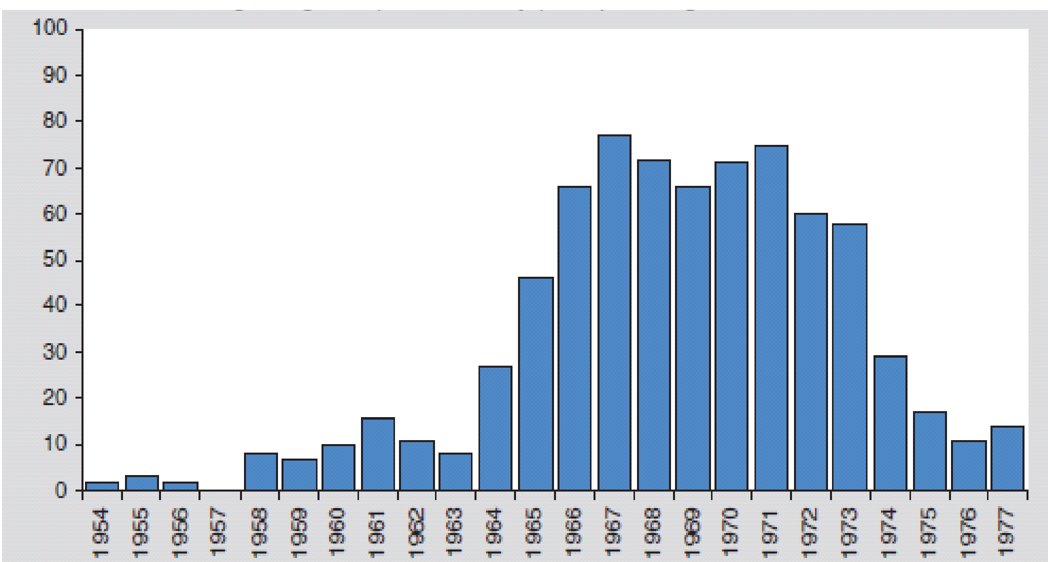
High-Rise: European Lessons from Management and Maintenance

Paul Van Soomeren

I. The (first) High-Rise Wave

High-rise buildings are extremely popular in Asia nowadays and high-rise seems to regain a new momentum in Europe and the Netherlands. The failed high-rise wave of the 60s/70s of the last century, with the Amsterdam Bijlmermeer as an all-time low, caused an aftershock that lasted for many years. More than two-thirds of the Bijlmer, a high-rise district with 17,000 homes and over 40,000 inhabitants, was demolished (Wassenberg, 2013, Bijlmermonitor, Klundert, 2014, Kleuver & Soomeren, 2009). This "clean-up operation" cost approximately 1.5 billion euro. The dream of individualistic urban developers turned into a nightmare and caused considerable trauma to high-rise buildings in The Netherlaands. (Dekker, 2017). "*The Bijlmer is a symbol of a high-rise district where almost everything that could go wrong went wrong from the moment of completion: the accumulation of problem groups, social insecurity, drug nuisance, and limited (financial) support for retail and other facilities. High-rise buildings are etched in Dutch memory as misery.*" (Gadet, 2018)

The Bijlmer was part of the short but powerful high-rise wave in the Netherlands and Europe, as shown in Figure 1:



Source: Turkington et al. 2004

Figure 1: The wave of high-rise in the Netherlands: high-rise houses (more than five floors) as a percentage of the total number of social rental flats.

This high-rise wave emerged across Europe in the mid-1960s, but quickly disappeared: "Between 1960 and the mid-1970s high-rise buildings were constructed in all western countries. High-rise estates dominated the building in this era, and these years proved to be the time of peak housing production in the Netherlands and many other European countries. Housing production had to be optimized by reducing the variation in dwelling types, repetition of construction patterns and using new construction techniques. High-rise fulfilled these requirements. (…). In countries like France, Sweden, Germany, Britain and the Netherlands the majority of the high-rise was built as public housing."(Wassenberg, 2006/192)

In the literature (Turkington et al. 2004/7), seven motives explain this high-rise wave:

- To solve the acute housing shortage;
- Innovative technology that made high-rise buildings easier;
- Trust in "Modern Architecture" for a better and fairer society;
- Freeing the countryside from urban sprawl as it occurred in the US;

Aurhor: *e-mail: pvansoomeren@dsp-groep.nl*

- To meet the demand for better and more spacious housing;
- The competition between municipalities/public housing providers to provide modern housing;
- Government policy that supported radical solutions to solve the housing shortage.

The high-rise wave turned out to be a brief belch in the Netherlands - and other European countries as well. But not long after that in Asia, the high-rise wave turned into a tsunami. Perhaps that, and some of the same motives as back in the 60s, caused high-rise buildings to gain back popularity in The Netherlands in recent years. Not without risk, as history shows. High-rise buildings were not a success in Europe, and certainly not in the Netherlands. Maybe we can learn something from the Dutch and European past?

II. High-Rise Buildings and Density

Once again, in 2020, the acute housing shortage is an essential motive for building high. It sounds plausible: "we have to accommodate many people in the coming years, and if we build high, we can accommodate more people". Yet this reasoning is far too simple. It is too readily assumed that building high means that many more houses/people fit on a square kilometre: building high = high density. This may be true for Asia, where the 50 or more storey high-rise buildings are close together. And sometimes that is the case with high-rise buildings close to centre/station locations. Yet high-rise buildings and high density in the Netherlands appear to be a rare combination. With all its high-rise buildings, the Bijlmermeer was the district with the lowest housing density in Amsterdam. Alice Coleman (1985) states in her book 'Utopia on Trial' that the assumption "high-rise automatically means high density" is a persistent myth. The high-rise flats are often surrounded by lots of greenery and open space, following the credo "light, air and space". Coleman also points out that high-rise buildings require all kinds of facilities that are often not necessary in low-rise buildings: stairwells, halls, lifts, fire lifts and compartments, galleries, technical/service rooms, shafts, etc.

Partly for this reason, high-rise buildings nearly always cost more than low-rise. In the Netherlands, architect Sjoerd Soeters argues against high-rise buildings and particularly against the new Amsterdam high-rise sold as "Vancouver on the Amsterdam Waterfront". Soeters said about this area: "*In the case of a project such as this area, the contradiction of starting points is even more poignant: the plan must mainly consist of high towers, which are also slim because that is beautiful. That is the most expensive building form that can be devised: structural, ratio facade surface/floor area, ratio net/gross, extra costs of fire services, extra costs for installations, extra costs for maintenance installations.*" (Stadszaken, 2019) And: "*High-rise buildings are like an avocado. As the building gets higher, the wick gets more prominent, and the floor area's efficiency decreases. That even drops from seventy to eighty per cent to fifty per cent. Moreover, our swampy soil is not suitable for high-rise buildings. In Amsterdam, for example, we have to drive piles as deep as 25 and 50 meters deep for high-rise buildings, and then the whole lot is still 'wiggling' on stiletto heels.*" (De Architect, 2018).

III. CIAM: Light, air and Space in a Functional City

The often low building density in the Netherlands is partly due to the ideas of CIAM (Congrès Internationauxd' Architecture Moderne). CIAM is a group of architects and planners who, from the 1920s to the late 1950s, made their mark on the architectural debate with concepts such as the functional city, segregation of functions (living, working, traffic, recreation) and light, air and space. All this in response to the miserable living conditions and slums of the 19th century (Woud, 2010). Or as Le Corbusier put it in his Athens Charter (1933):

> *CIAM 29 (recommendation): "High buildings, set far apart from one another, must free the ground for broad verdant areas. Indeed, they will have to be situated at sufficiently great distances from one another, or else their height, far from being an improvement of the existing malaise, will actually worsen it; that is the grave error perpetrated in the cities of the two Americas. (…) a city (…) population density must be great enough to justify the installation of the communal facilities that will form the extensions of the dwelling. Once this density has been determined, a presumable population figure will be adopted, permitting the calculation of the area to be reserved for the city*."(Modernist Architecture, 2010)

The quote is a plea for high building in very low (!) density. High-rise buildings in a sea of public greenery. The well-known architect and MIT professor John Habraken finds that there is often too much public space with poor visibility/control. Maintenance and social safety are often appalling (Habraken, 2000). "*We have drifted away from territorial patterns so that we tend to maximize public space, ignore territorial boundaries. We have forgotten how to treat territorial edges, and we do not like gates. The territory is established by giving control to inhabitants.* " (Habraken, 2003) Others support Habraken in his harsh judgment: Jacobs, 1961; Newman, 1972 and 1980, Kube, 1982, Soomeren, 1989; Soomeren et al., 2014.

The CIAM ideas may have been an excellent response to the 19th-century slum woes. Still, the emphasis on low densities in combination with high buildings in particular often turns out badly nowadays, because that (public) space requires a lot of cost-increasing maintenance, is challenging to control and oversee, resulting in poor social safety. High-rise in itself does not always have to be or become problematic (Aquilué and Stummvoll, 2015, Soomeren et al. 2014 and 2016), but those who want to build high do start with a 5-0 disadvantage:

1. High-rise buildings are expensive,
2. Less suitable for families with children,
3. Certainly in the increasingly extreme Dutch climate, 'windier' and therefore less pleasant,
4. It has more semi-public space which often leads to (inter-ethnic) conflicts and hassle (Crul et al. 2020),
5. And a poorly monotonous design - for example, a dead plinth full of storage areas - often results in crime and fear of crime (Soomeren, 2013), especially if the spaces between the buildings are large, green and unclear (Korthals Altes, 1987).

It is certainly not just a question of how high a building is, many more variables are important, but planners and architects rarely have a good sense of what these are. If you want to build high, you often have to sit on the expensive management blisters.

Nowadays-similar to the Asian high-rise-we built differently: no more gallery flats but a large parking garage with a high-rise building on top of that. The individual apartments are directly accessible from the garage with lift and staircase that connect to 2 or 4 flats per floor.

There is often still a fence around a complex of high-rise towers with a security guard, barrier, and automated number plate recognition (ANPR). Contacts in the building between neighbours are often limited (at most per floor or sometimes in the elevator). Moreover, such a building/complex is not part of the city; it is not part of the urban fabric. In principle, this type of building forms a "gated community". Incidentally, this is a form of housing that enjoys increasing popularity worldwide (Glaze et al. 2006). For that "Desire for security and fear of crime" is often an important argument.

Interestingly enough, criminals also like to settle in such communities. You see the enemy approaching from afar, and you are-if you want-completely anonymous. You can arrive and leave unseen by car. That social isolation is not a soft concept shows Eric Klinenberg (2002) in his book Heat wave. People living anonymously with little contact with family and neighbours, experience - sometimes deadly - problems in an extreme crisis (heat wave, pandemic). Nobody sees, knows or helps them.

IV. Learning

Have planners, architects, public housing providers, and investors learned anything from the past management experiences -particularly in Europe - of the first wave of high-rise buildings?

Learning through structural evaluation proves difficult in the world of urban planning, architecture and design since the problems pop up later in the management and maintenance phase. Or as one Dutch planner pointed out: "we never learn our lesson, we should, but we just don't take the time to reflect". And even if some planner or architect does learn from the design errors, it often remains implicitly in the head of that one planner or designer. There is no structural retrospective evaluation-learning from management& maintenance-that shows us the lessons we need to know for the future. (Soomeren et al., 2014/65)

Only the beautiful sunny image with that one smiling young family with cheerful children in summer clothes lasts upon completion in the architecture magazines.

> "*After nearly a hundred years of renewa linar chitecture an durban building it may beacause for wonder that the unacceptable inner-city forms which were then rejected (PvS: by the CIAM adepts) have become an inspiration forurb an planners in their search for new diversity and shapes in the compact city. It illustrates the temporary blindness that invariably accompanies revolutionary ideas. While innovation sometimes leads to improvement it is nearly always also coupled with rejection of what was essentially valuable and needed to becherished.* "(Zimmerman, 2007)

With the "search for new diversity and shapes in the compact city", Zimmerman refers to American critics such as Jane Jacobs (1961), Lewis Mumford (1961) and Christoffer Alexander (1977). Or in Europe Jan Gehl (2010) and recently in the Netherlands Foor Milikowski (2018). Academics and practitioners who stood up against megalomaniacal and monotonous urban renewal. Critics that consider issues such as diversity, view of the street, mixing of functions and the human scale more important than buildings and their form. Perhaps panners and authorities in Asia still find that human scale and diversity is not that important (Yuen & Yeh, 2011) and undoubtedly we in the Netherlands - in all haste to build a lot and high - forget the past lessons. Still, perhaps we should try to reflect more seriously on lessons learned in the past and *learn from management and maintenance.*

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All the Fellow members of FMBRC get a badge of "Leading Member of Global Journals" on the Research Community that distinguishes them from others. Additionally, the profile is also partially maintained by our team for better visibility and citation. All fellows get a dedicated page on the website with their biography.

Career | Credibility | Reputation

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Get discounts on the future publications

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Career Financial

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Financial

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Fellows may join as a member of the Editorial Board of Global Journals Incorporation (USA) after successful completion of three years as Fellow and as Peer Reviewer. Additionally, Fellows get a chance to nominate other members for Editorial Board.

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ASSOCIATE OF MANAGEMENT AND BUSINESS RESEARCH COUNCIL

ASSOCIATE OF MANAGEMENT AND BUSINESS RESEARCH COUNCIL is the membership of Global Journals awarded to individuals that the Open Association of Research Society judges to have made a 'substantial contribution to the improvement of computer science, technology, and electronics engineering.

> The primary objective is to recognize the leaders in research and scientific fields of the current era with a global perspective and to create a channel between them and other researchers for better exposure and knowledge sharing. Members are most eminent scientists, engineers, and technologists from all across the world. Associate membership can later be promoted to Fellow Membership. Associates are elected for life through a peer review process on the basis of excellence in the respective domain. There is no limit on the number of new nominations made in any year. Each year, the Open Association of Research Society elect up to 12 new Associate Members.

Benefit

To the Institution

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Global Journals sends a letter of appreciation of author to the Dean or CEO of the University or Company of which author is a part, signed by editor in chief or chief author.

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Certificate, LoR and Laser-Momento

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Career | Credibility | Exclusive | Reputation

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Career | Credibility | Exclusive | Reputation

Recognition on the Platform

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All the Associate members of ASFRC get a badge of "Leading Member of Global Journals" on the Research Community that distinguishes them from others. Additionally, the profile is also partially maintained by our team for better visibility and citation. All associates get a dedicated page on the website with their biography.

Career | Credibility | Reputation

Future Work

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Associate	Fellow	Research Group	Basic
$4800 **lifetime designation**	$6800 **lifetime designation**	$12500.00 **organizational**	APC **per article**
Certificate, LoR and Momento 2 discounted publishing/year **Gradation** of Research 10 research contacts/day 1 **GB** Cloud Storage **GJ** Community Access	**Certificate,** LoR and Momento **Unlimited** discounted publishing/year **Gradation** of Research **Unlimited** research contacts/day 5 **GB** Cloud Storage **Online Presense** Assistance **GJ** Community Access	**Certificates,** LoRs and Momentos **Unlimited** free publishing/year **Gradation** of Research **Unlimited** research contacts/day **Unlimited** Cloud Storage **Online Presense** Assistance **GJ** Community Access	**GJ** Community Access

Preferred Author Guidelines

We accept the manuscript submissions in any standard (generic) format.

We typeset manuscripts using advanced typesetting tools like Adobe In Design, CorelDraw, TeXnicCenter, and TeXStudio. We usually recommend authors submit their research using any standard format they are comfortable with, and let Global Journals do the rest.

Alternatively, you can download our basic template from https://globaljournals.org/Template.zip

Authors should submit their complete paper/article, including text illustrations, graphics, conclusions, artwork, and tables. Authors who are not able to submit manuscript using the form above can email the manuscript department at submit@globaljournals.org or get in touch with chiefeditor@globaljournals.org if they wish to send the abstract before submission.

Before and during Submission

Authors must ensure the information provided during the submission of a paper is authentic. Please go through the following checklist before submitting:

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2. Authors must accept the privacy policy, terms, and conditions of Global Journals.
3. Ensure corresponding author's email address and postal address are accurate and reachable.
4. Manuscript to be submitted must include keywords, an abstract, a paper title, co-author(s') names and details (email address, name, phone number, and institution), figures and illustrations in vector format including appropriate captions, tables, including titles and footnotes, a conclusion, results, acknowledgments and references.
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6. Proper permissions must be acquired for the use of any copyrighted material.
7. Manuscript submitted *must not have been submitted or published elsewhere* and all authors must be aware of the submission.

Declaration of Conflicts of Interest

It is required for authors to declare all financial, institutional, and personal relationships with other individuals and organizations that could influence (bias) their research.

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Plagiarism is not acceptable in Global Journals submissions at all.

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Authors are solely responsible for all the plagiarism that is found. The author must not fabricate, falsify or plagiarize existing research data. The following, if copied, will be considered plagiarism:

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- Writings
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- Illustrations
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- Printed material
- Graphic representations
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- Electronic material
- Any other original work

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1. Substantial contributions to the conception and acquisition of data, analysis, and interpretation of findings.
2. Drafting the paper and revising it critically regarding important academic content.
3. Final approval of the version of the paper to be published.

Changes in Authorship

The corresponding author should mention the name and complete details of all co-authors during submission and in manuscript. We support addition, rearrangement, manipulation, and deletions in authors list till the early view publication of the journal. We expect that corresponding author will notify all co-authors of submission. We follow COPE guidelines for changes in authorship.

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Appealing Decisions

Unless specified in the notification, the Editorial Board's decision on publication of the paper is final and cannot be appealed before making the major change in the manuscript.

Acknowledgments

Contributors to the research other than authors credited should be mentioned in Acknowledgments. The source of funding for the research can be included. Suppliers of resources may be mentioned along with their addresses.

Declaration of funding sources

Global Journals is in partnership with various universities, laboratories, and other institutions worldwide in the research domain. Authors are requested to disclose their source of funding during every stage of their research, such as making analysis, performing laboratory operations, computing data, and using institutional resources, from writing an article to its submission. This will also help authors to get reimbursements by requesting an open access publication letter from Global Journals and submitting to the respective funding source.

Preparing your Manuscript

Authors can submit papers and articles in an acceptable file format: MS Word (doc, docx), LaTeX (.tex, .zip or .rar including all of your files), Adobe PDF (.pdf), rich text format (.rtf), simple text document (.txt), Open Document Text (.odt), and Apple Pages (.pages). Our professional layout editors will format the entire paper according to our official guidelines. This is one of the highlights of publishing with Global Journals—authors should not be concerned about the formatting of their paper. Global Journals accepts articles and manuscripts in every major language, be it Spanish, Chinese, Japanese, Portuguese, Russian, French, German, Dutch, Italian, Greek, or any other national language, but the title, subtitle, and abstract should be in English. This will facilitate indexing and the pre-peer review process.

The following is the official style and template developed for publication of a research paper. Authors are not required to follow this style during the submission of the paper. It is just for reference purposes.

Manuscript Style Instruction (Optional)

- Microsoft Word Document Setting Instructions.
- Font type of all text should be Swis721 Lt BT.
- Page size: 8.27" x 11'", left margin: 0.65, right margin: 0.65, bottom margin: 0.75.
- Paper title should be in one column of font size 24.
- Author name in font size of 11 in one column.
- Abstract: font size 9 with the word “Abstract” in bold italics.
- Main text: font size 10 with two justified columns.
- Two columns with equal column width of 3.38 and spacing of 0.2.
- First character must be three lines drop-capped.
- The paragraph before spacing of 1 pt and after of 0 pt.
- Line spacing of 1 pt.
- Large images must be in one column.
- The names of first main headings (Heading 1) must be in Roman font, capital letters, and font size of 10.
- The names of second main headings (Heading 2) must not include numbers and must be in italics with a font size of 10.

Structure and Format of Manuscript

The recommended size of an original research paper is under 15,000 words and review papers under 7,000 words. Research articles should be less than 10,000 words. Research papers are usually longer than review papers. Review papers are reports of significant research (typically less than 7,000 words, including tables, figures, and references)

A research paper must include:

a) A title which should be relevant to the theme of the paper.
b) A summary, known as an abstract (less than 150 words), containing the major results and conclusions.
c) Up to 10 keywords that precisely identify the paper’s subject, purpose, and focus.
d) An introduction, giving fundamental background objectives.
e) Resources and techniques with sufficient complete experimental details (wherever possible by reference) to permit repetition, sources of information must be given, and numerical methods must be specified by reference.
f) Results which should be presented concisely by well-designed tables and figures.
g) Suitable statistical data should also be given.
h) All data must have been gathered with attention to numerical detail in the planning stage.

Design has been recognized to be essential to experiments for a considerable time, and the editor has decided that any paper that appears not to have adequate numerical treatments of the data will be returned unrefereed.

i) Discussion should cover implications and consequences and not just recapitulate the results; conclusions should also be summarized.
j) There should be brief acknowledgments.
k) There ought to be references in the conventional format. Global Journals recommends APA format.

Authors should carefully consider the preparation of papers to ensure that they communicate effectively. Papers are much more likely to be accepted if they are carefully designed and laid out, contain few or no errors, are summarizing, and follow instructions. They will also be published with much fewer delays than those that require much technical and editorial correction.

The Editorial Board reserves the right to make literary corrections and suggestions to improve brevity.

Format Structure

It is necessary that authors take care in submitting a manuscript that is written in simple language and adheres to published guidelines.

All manuscripts submitted to Global Journals should include:

Title

The title page must carry an informative title that reflects the content, a running title (less than 45 characters together with spaces), names of the authors and co-authors, and the place(s) where the work was carried out.

Author details

The full postal address of any related author(s) must be specified.

Abstract

The abstract is the foundation of the research paper. It should be clear and concise and must contain the objective of the paper and inferences drawn. It is advised to not include big mathematical equations or complicated jargon.

Many researchers searching for information online will use search engines such as Google, Yahoo or others. By optimizing your paper for search engines, you will amplify the chance of someone finding it. In turn, this will make it more likely to be viewed and cited in further works. Global Journals has compiled these guidelines to facilitate you to maximize the web-friendliness of the most public part of your paper.

Keywords

A major lynchpin of research work for the writing of research papers is the keyword search, which one will employ to find both library and internet resources. Up to eleven keywords or very brief phrases have to be given to help data retrieval, mining, and indexing.

One must be persistent and creative in using keywords. An effective keyword search requires a strategy: planning of a list of possible keywords and phrases to try.

Choice of the main keywords is the first tool of writing a research paper. Research paper writing is an art. Keyword search should be as strategic as possible.

One should start brainstorming lists of potential keywords before even beginning searching. Think about the most important concepts related to research work. Ask, “What words would a source have to include to be truly valuable in a research paper?” Then consider synonyms for the important words.

It may take the discovery of only one important paper to steer in the right keyword direction because, in most databases, the keywords under which a research paper is abstracted are listed with the paper.

Numerical Methods

Numerical methods used should be transparent and, where appropriate, supported by references.

Abbreviations

Authors must list all the abbreviations used in the paper at the end of the paper or in a separate table before using them.

Formulas and equations

Authors are advised to submit any mathematical equation using either MathJax, KaTeX, or LaTeX, or in a very high-quality image.

Tables, Figures, and Figure Legends

Tables: Tables should be cautiously designed, uncrowned, and include only essential data. Each must have an Arabic number, e.g., Table 4, a self-explanatory caption, and be on a separate sheet. Authors must submit tables in an editable format and not as images. References to these tables (if any) must be mentioned accurately.

Figures

Figures are supposed to be submitted as separate files. Always include a citation in the text for each figure using Arabic numbers, e.g., Fig. 4. Artwork must be submitted online in vector electronic form or by emailing it.

Preparation of Eletronic Figures for Publication

Although low-quality images are sufficient for review purposes, print publication requires high-quality images to prevent the final product being blurred or fuzzy. Submit (possibly by e-mail) EPS (line art) or TIFF (halftone/ photographs) files only. MS PowerPoint and Word Graphics are unsuitable for printed pictures. Avoid using pixel-oriented software. Scans (TIFF only) should have a resolution of at least 350 dpi (halftone) or 700 to 1100 dpi (line drawings). Please give the data for figures in black and white or submit a Color Work Agreement form. EPS files must be saved with fonts embedded (and with a TIFF preview, if possible).

For scanned images, the scanning resolution at final image size ought to be as follows to ensure good reproduction: line art: >650 dpi; halftones (including gel photographs): >350 dpi; figures containing both halftone and line images: >650 dpi.

Color charges: Authors are advised to pay the full cost for the reproduction of their color artwork. Hence, please note that if there is color artwork in your manuscript when it is accepted for publication, we would require you to complete and return a Color Work Agreement form before your paper can be published. Also, you can email your editor to remove the color fee after acceptance of the paper.

Tips for writing a good quality Management Research Paper

Techniques for writing a good quality management and business research paper:

1. Choosing the topic: In most cases, the topic is selected by the interests of the author, but it can also be suggested by the guides. You can have several topics, and then judge which you are most comfortable with. This may be done by asking several questions of yourself, like "Will I be able to carry out a search in this area? Will I find all necessary resources to accomplish the search? Will I be able to find all information in this field area?" If the answer to this type of question is "yes," then you ought to choose that topic. In most cases, you may have to conduct surveys and visit several places. Also, you might have to do a lot of work to find all the rises and falls of the various data on that subject. Sometimes, detailed information plays a vital role, instead of short information. Evaluators are human: The first thing to remember is that evaluators are also human beings. They are not only meant for rejecting a paper. They are here to evaluate your paper. So present your best aspect.

2. Think like evaluators: If you are in confusion or getting demotivated because your paper may not be accepted by the evaluators, then think, and try to evaluate your paper like an evaluator. Try to understand what an evaluator wants in your research paper, and you will automatically have your answer. Make blueprints of paper: The outline is the plan or framework that will help you to arrange your thoughts. It will make your paper logical. But remember that all points of your outline must be related to the topic you have chosen.

3. Ask your guides: If you are having any difficulty with your research, then do not hesitate to share your difficulty with your guide (if you have one). They will surely help you out and resolve your doubts. If you can't clarify what exactly you require for your work, then ask your supervisor to help you with an alternative. He or she might also provide you with a list of essential readings.

4. Use of computer is recommended: As you are doing research in the field of management and business then this point is quite obvious. Use right software: Always use good quality software packages. If you are not capable of judging good software, then you can lose the quality of your paper unknowingly. There are various programs available to help you which you can get through the internet.

5. Use the internet for help: An excellent start for your paper is using Google. It is a wondrous search engine, where you can have your doubts resolved. You may also read some answers for the frequent question of how to write your research paper or find a model research paper. You can download books from the internet. If you have all the required books, place importance on reading, selecting, and analyzing the specified information. Then sketch out your research paper. Use big pictures: You may use encyclopedias like Wikipedia to get pictures with the best resolution. At Global Journals, you should strictly follow here.

6. Bookmarks are useful: When you read any book or magazine, you generally use bookmarks, right? It is a good habit which helps to not lose your continuity. You should always use bookmarks while searching on the internet also, which will make your search easier.

7. Revise what you wrote: When you write anything, always read it, summarize it, and then finalize it.

8. Make every effort: Make every effort to mention what you are going to write in your paper. That means always have a good start. Try to mention everything in the introduction—what is the need for a particular research paper. Polish your work with good writing skills and always give an evaluator what he wants. Make backups: When you are going to do any important thing like making a research paper, you should always have backup copies of it either on your computer or on paper. This protects you from losing any portion of your important data.

9. Produce good diagrams of your own: Always try to include good charts or diagrams in your paper to improve quality. Using several unnecessary diagrams will degrade the quality of your paper by creating a hodgepodge. So always try to include diagrams which were made by you to improve the readability of your paper. Use of direct quotes: When you do research relevant to literature, history, or current affairs, then use of quotes becomes essential, but if the study is relevant to science, use of quotes is not preferable.

10. Use proper verb tense: Use proper verb tenses in your paper. Use past tense to present those events that have happened. Use present tense to indicate events that are going on. Use future tense to indicate events that will happen in the future. Use of wrong tenses will confuse the evaluator. Avoid sentences that are incomplete.

11. Pick a good study spot: Always try to pick a spot for your research which is quiet. Not every spot is good for studying.

12. Know what you know: Always try to know what you know by making objectives, otherwise you will be confused and unable to achieve your target.

13. Use good grammar: Always use good grammar and words that will have a positive impact on the evaluator; use of good vocabulary does not mean using tough words which the evaluator has to find in a dictionary. Do not fragment sentences. Eliminate one-word sentences. Do not ever use a big word when a smaller one would suffice.
Verbs have to be in agreement with their subjects. In a research paper, do not start sentences with conjunctions or finish them with prepositions. When writing formally, it is advisable to never split an infinitive because someone will (wrongly) complain. Avoid clichés like a disease. Always shun irritating alliteration. Use language which is simple and straightforward. Put together a neat summary.

14. Arrangement of information: Each section of the main body should start with an opening sentence, and there should be a changeover at the end of the section. Give only valid and powerful arguments for your topic. You may also maintain your arguments with records.

15. Never start at the last minute: Always allow enough time for research work. Leaving everything to the last minute will degrade your paper and spoil your work.

16. Multitasking in research is not good: Doing several things at the same time is a bad habit in the case of research activity. Research is an area where everything has a particular time slot. Divide your research work into parts, and do a particular part in a particular time slot.

17. Never copy others' work: Never copy others' work and give it your name because if the evaluator has seen it anywhere, you will be in trouble. Take proper rest and food: No matter how many hours you spend on your research activity, if you are not taking care of your health, then all your efforts will have been in vain. For quality research, take proper rest and food.

18. Go to seminars: Attend seminars if the topic is relevant to your research area. Utilize all your resources.

19. Refresh your mind after intervals: Try to give your mind a rest by listening to soft music or sleeping in intervals. This will also improve your memory. Acquire colleagues: Always try to acquire colleagues. No matter how sharp you are, if you acquire colleagues, they can give you ideas which will be helpful to your research.

20. Think technically: Always think technically. If anything happens, search for its reasons, benefits, and demerits. Think and then print: When you go to print your paper, check that tables are not split, headings are not detached from their descriptions, and page sequence is maintained.

21. Adding unnecessary information: Do not add unnecessary information like "I have used MS Excel to draw graphs." Irrelevant and inappropriate material is superfluous. Foreign terminology and phrases are not apropos. One should never take a broad view. Analogy is like feathers on a snake. Use words properly, regardless of how others use them. Remove quotations. Puns are for kids, not grunt readers. Never oversimplify: When adding material to your research paper, never go for oversimplification; this will definitely irritate the evaluator. Be specific. Never use rhythmic redundancies. Contractions shouldn't be used in a research paper. Comparisons are as terrible as clichés. Give up ampersands, abbreviations, and so on. Remove commas that are not necessary. Parenthetical words should be between brackets or commas. Understatement is always the best way to put forward earth-shaking thoughts. Give a detailed literary review.

22. Report concluded results: Use concluded results. From raw data, filter the results, and then conclude your studies based on measurements and observations taken. An appropriate number of decimal places should be used. Parenthetical remarks are prohibited here. Proofread carefully at the final stage. At the end, give an outline to your arguments. Spot perspectives of further study of the subject. Justify your conclusion at the bottom sufficiently, which will probably include examples.

23. Upon conclusion: Once you have concluded your research, the next most important step is to present your findings. Presentation is extremely important as it is the definite medium though which your research is going to be in print for the rest of the crowd. Care should be taken to categorize your thoughts well and present them in a logical and neat manner. A good quality research paper format is essential because it serves to highlight your research paper and bring to light all necessary aspects of your research.

Informal Guidelines of Research Paper Writing

Key points to remember:

- Submit all work in its final form.
- Write your paper in the form which is presented in the guidelines using the template.
- Please note the criteria peer reviewers will use for grading the final paper.

Final points:

One purpose of organizing a research paper is to let people interpret your efforts selectively. The journal requires the following sections, submitted in the order listed, with each section starting on a new page:

The introduction: This will be compiled from reference matter and reflect the design processes or outline of basis that directed you to make a study. As you carry out the process of study, the method and process section will be constructed like that. The results segment will show related statistics in nearly sequential order and direct reviewers to similar intellectual paths throughout the data that you gathered to carry out your study.

The discussion section:

This will provide understanding of the data and projections as to the implications of the results. The use of good quality references throughout the paper will give the effort trustworthiness by representing an alertness to prior workings.

Writing a research paper is not an easy job, no matter how trouble-free the actual research or concept. Practice, excellent preparation, and controlled record-keeping are the only means to make straightforward progression.

General style:

Specific editorial column necessities for compliance of a manuscript will always take over from directions in these general guidelines.

To make a paper clear: Adhere to recommended page limits.

Mistakes to avoid:

- Insertion of a title at the foot of a page with subsequent text on the next page.
- Separating a table, chart, or figure—confine each to a single page.
- Submitting a manuscript with pages out of sequence.
- In every section of your document, use standard writing style, including articles ("a" and "the").
- Keep paying attention to the topic of the paper.

- Use paragraphs to split each significant point (excluding the abstract).
- Align the primary line of each section.
- Present your points in sound order.
- Use present tense to report well-accepted matters.
- Use past tense to describe specific results.
- Do not use familiar wording; don't address the reviewer directly. Don't use slang or superlatives.
- Avoid use of extra pictures—include only those figures essential to presenting results.

Title page:

Choose a revealing title. It should be short and include the name(s) and address(es) of all authors. It should not have acronyms or abbreviations or exceed two printed lines.

Abstract: This summary should be two hundred words or less. It should clearly and briefly explain the key findings reported in the manuscript and must have precise statistics. It should not have acronyms or abbreviations. It should be logical in itself. Do not cite references at this point.

An abstract is a brief, distinct paragraph summary of finished work or work in development. In a minute or less, a reviewer can be taught the foundation behind the study, common approaches to the problem, relevant results, and significant conclusions or new questions.

Write your summary when your paper is completed because how can you write the summary of anything which is not yet written? Wealth of terminology is very essential in abstract. Use comprehensive sentences, and do not sacrifice readability for brevity; you can maintain it succinctly by phrasing sentences so that they provide more than a lone rationale. The author can at this moment go straight to shortening the outcome. Sum up the study with the subsequent elements in any summary. Try to limit the initial two items to no more than one line each.

Reason for writing the article—theory, overall issue, purpose.

- Fundamental goal.
- To-the-point depiction of the research.
- Consequences, including definite statistics—if the consequences are quantitative in nature, account for this; results of any numerical analysis should be reported. Significant conclusions or questions that emerge from the research.

Approach:

- o Single section and succinct.
- o An outline of the job done is always written in past tense.
- o Concentrate on shortening results—limit background information to a verdict or two.
- o Exact spelling, clarity of sentences and phrases, and appropriate reporting of quantities (proper units, important statistics) are just as significant in an abstract as they are anywhere else.

Introduction:

The introduction should "introduce" the manuscript. The reviewer should be presented with sufficient background information to be capable of comprehending and calculating the purpose of your study without having to refer to other works. The basis for the study should be offered. Give the most important references, but avoid making a comprehensive appraisal of the topic. Describe the problem visibly. If the problem is not acknowledged in a logical, reasonable way, the reviewer will give no attention to your results. Speak in common terms about techniques used to explain the problem, if needed, but do not present any particulars about the protocols here.

The following approach can create a valuable beginning:

- o Explain the value (significance) of the study.
- o Defend the model—why did you employ this particular system or method? What is its compensation? Remark upon its appropriateness from an abstract point of view as well as pointing out sensible reasons for using it.
- o Present a justification. State your particular theory(-ies) or aim(s), and describe the logic that led you to choose them.
- o Briefly explain the study's tentative purpose and how it meets the declared objectives.

Approach:

Use past tense except for when referring to recognized facts. After all, the manuscript will be submitted after the entire job is done. Sort out your thoughts; manufacture one key point for every section. If you make the four points listed above, you will need at least four paragraphs. Present surrounding information only when it is necessary to support a situation. The reviewer does not desire to read everything you know about a topic. Shape the theory specifically—do not take a broad view.

As always, give awareness to spelling, simplicity, and correctness of sentences and phrases.

Procedures (methods and materials):

This part is supposed to be the easiest to carve if you have good skills. A soundly written procedures segment allows a capable scientist to replicate your results. Present precise information about your supplies. The suppliers and clarity of reagents can be helpful bits of information. Present methods in sequential order, but linked methodologies can be grouped as a segment. Be concise when relating the protocols. Attempt to give the least amount of information that would permit another capable scientist to replicate your outcome, but be cautious that vital information is integrated. The use of subheadings is suggested and ought to be synchronized with the results section.

When a technique is used that has been well-described in another section, mention the specific item describing the way, but draw the basic principle while stating the situation. The purpose is to show all particular resources and broad procedures so that another person may use some or all of the methods in one more study or referee the scientific value of your work. It is not to be a step-by-step report of the whole thing you did, nor is a methods section a set of orders.

Materials:

Materials may be reported in part of a section or else they may be recognized along with your measures.

Methods:

- Report the method and not the particulars of each process that engaged the same methodology.
- Describe the method entirely.
- To be succinct, present methods under headings dedicated to specific dealings or groups of measures.
- Simplify—detail how procedures were completed, not how they were performed on a particular day.
- If well-known procedures were used, account for the procedure by name, possibly with a reference, and that's all.

Approach:

It is embarrassing to use vigorous voice when documenting methods without using first person, which would focus the reviewer's interest on the researcher rather than the job. As a result, when writing up the methods, most authors use third person passive voice.

Use standard style in this and every other part of the paper—avoid familiar lists, and use full sentences.

What to keep away from:

- Resources and methods are not a set of information.
- Skip all descriptive information and surroundings—save it for the argument.
- Leave out information that is immaterial to a third party.

Results:

The principle of a results segment is to present and demonstrate your conclusion. Create this part as entirely objective details of the outcome, and save all understanding for the discussion.

The page length of this segment is set by the sum and types of data to be reported. Use statistics and tables, if suitable, to present consequences most efficiently.

You must clearly differentiate material which would usually be incorporated in a study editorial from any unprocessed data or additional appendix matter that would not be available. In fact, such matters should not be submitted at all except if requested by the instructor.

Content:

- Sum up your conclusions in text and demonstrate them, if suitable, with figures and tables.
- In the manuscript, explain each of your consequences, and point the reader to remarks that are most appropriate.
- Present a background, such as by describing the question that was addressed by creation of an exacting study.
- Explain results of control experiments and give remarks that are not accessible in a prescribed figure or table, if appropriate.
- Examine your data, then prepare the analyzed (transformed) data in the form of a figure (graph), table, or manuscript.

What to stay away from:

- Do not discuss or infer your outcome, report surrounding information, or try to explain anything.
- Do not include raw data or intermediate calculations in a research manuscript.
- Do not present similar data more than once.
- A manuscript should complement any figures or tables, not duplicate information.
- Never confuse figures with tables—there is a difference.

Approach:

As always, use past tense when you submit your results, and put the whole thing in a reasonable order.

Put figures and tables, appropriately numbered, in order at the end of the report.

If you desire, you may place your figures and tables properly within the text of your results section.

Figures and tables:

If you put figures and tables at the end of some details, make certain that they are visibly distinguished from any attached appendix materials, such as raw facts. Whatever the position, each table must be titled, numbered one after the other, and include a heading. All figures and tables must be divided from the text.

Discussion:

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Position your understanding of the outcome visibly to lead the reviewer through your conclusions, and then finish the paper with a summing up of the implications of the study. The purpose here is to offer an understanding of your results and support all of your conclusions, using facts from your research and generally accepted information, if suitable. The implication of results should be fully described.

Infer your data in the conversation in suitable depth. This means that when you clarify an observable fact, you must explain mechanisms that may account for the observation. If your results vary from your prospect, make clear why that may have happened. If your results agree, then explain the theory that the proof supported. It is never suitable to just state that the data approved the prospect, and let it drop at that. Make a decision as to whether each premise is supported or discarded or if you cannot make a conclusion with assurance. Do not just dismiss a study or part of a study as "uncertain."

Research papers are not acknowledged if the work is imperfect. Draw what conclusions you can based upon the results that you have, and take care of the study as a finished work.

- You may propose future guidelines, such as how an experiment might be personalized to accomplish a new idea.
- Give details of all of your remarks as much as possible, focusing on mechanisms.
- Make a decision as to whether the tentative design sufficiently addressed the theory and whether or not it was correctly restricted. Try to present substitute explanations if they are sensible alternatives.
- One piece of research will not counter an overall question, so maintain the large picture in mind. Where do you go next? The best studies unlock new avenues of study. What questions remain?
- Recommendations for detailed papers will offer supplementary suggestions.

Approach:

When you refer to information, differentiate data generated by your own studies from other available information. Present work done by specific persons (including you) in past tense.

Describe generally acknowledged facts and main beliefs in present tense.

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Methods and Procedures	Clear and to the point with well arranged paragraph, precision and accuracy of facts and figures, well organized subheads	Difficult to comprehend with embarrassed text, too much explanation but completed	Incorrect and unorganized structure with hazy meaning
Result	Well organized, Clear and specific, Correct units with precision, correct data, well structuring of paragraph, no grammar and spelling mistake	Complete and embarrassed text, difficult to comprehend	Irregular format with wrong facts and figures
Discussion	Well organized, meaningful specification, sound conclusion, logical and concise explanation, highly structured paragraph reference cited	Wordy, unclear conclusion, spurious	Conclusion is not cited, unorganized, difficult to comprehend
References	Complete and correct format, well organized	Beside the point, Incomplete	Wrong format and structuring

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