

QUESTIONNAIRE NO.1

Name of the researcher : Ms.Vaibhava
V.Desai
Name of research guide : Dr.Mrs.Maindargi
Varsha
Name & address of research institute : Shivaji University,
Kolhapur.

Part- I PERSONAL DATA

1. Name :
2. Age :
3. Sex : Male/ Female
4. Educational Qualification :
5. Marital Status : Married/ Unmarried
6. Designation :
7. Department :
8. Type of work :
9. Permanent / Temporary :
10. Total length of service :
11. Mother tongue :
12. Place of residence :
13. Distance from the factory :
14. Mode of conveyance : On foot/ Own
vehicle / factory
for coming on duty : vehicle/ Railway/
S.T. Bus

Part- II Recruitment & Selection

1. How did you get employment in this : Employment exchange/

- organization ? : Educational
 Institute/ Direct by : Management/
 others.
2. Did you have previous experience? : Yes/ no.
3. If yes, How many years/ months :
 and with whom? :
4. How had you applied for the job ? : Prescribed
 application/ Application form /
 other.
5. Did you receive a formal interview call?: Yes / No.
6. which method of selection test was : Written test/
 Interview /
 used for selection? : Written test &
 Interview
7. How did you find selection procedure? Please fill up the following
 table 1 by making tick mark on the correct answer.

Table No. 1.

Written test	I'st Interview	II'nd interview
Too tough	very long	very long
Very Liberal	Very Subjective	Very Subjective
Objective	Irrelevant	Irrelevant

8. What is your opinion about selection : Good/ fair/ bad
 procedure followed here? :
9. What were the deficiencies in selection :
 procedure that you have observed? :
10. Have you got job information in final : Yes / No
 selection interview? :
11. As per selection process have you : Yes / No
 got proper placement :

Part III Training & Development

1. What type of training did you undergo? : Classroom Training
 / On the : job training / work
 shop /

- Any other. : outside training /
2. What was the duration of the training? :
 3. How did you find the training : Informative/
educative /
program? : Irrelevant/ Useless.
 4. What deficiencies did you find in the :
training program? :
 5. What improvements do you suggest :
in making the programme more :
effective? :
 6. After giving promotion whether you :
were given special extra training :
suitable for that higher position? : Yes/ No.
 7. If Yes, What is the type of training & :
period of training? :
 8. Which method of training do you think :
is better? :
 9. 1. How long was the probation Period? :
2. Was it extended? : Yes/ No
If Yes, what was the reason? :

Part IV - Transfer

1. After Joining have you been :
transferred? : Yes / No
2. If Yes, How many times? :
3. Was it at your request? :
4. If Yes, for what reason? :
5. If not, did you like it? : Yes/ No/ neutral

Part V - Promotion

1. Have you got any promotion since :
your appointment ? : Yes / NO
2. If Yes, How many times? :
3. What was your designation when :

- you were appointed? :
4. First promotion date :
5. Second Promotion Date :
6. Third Promotion Date :
7. What is your present designation? :
8. On what basis were you promoted?: Merit / Seniority /
Performance : / Influence/
relations
9. What were the tests / interviews :
you were require to undergo before :
promotion? :
10. How did you rate these test / : Satisfactory / Tough
/ Liberal :
interviews? : / Useful/ Useless/
Irrelevant/ : irrelevant /objective
/Subjective
11. Did you find any deficiency in the promotion policy of the company?

12. what are your suggestions to make the promotion policy more
effective?

Part- VII Personality Development

1. Do you feel the management follows : Personality
Development/

the policy for
development/Development

: self

Work culture/ co-
operation

2. What extra efforts management should take to further develop human resources?

3. Does the company in your opinion :
follow a policy of manpower planning? : Yes/ No

QUESTIONNAIRE NO. 2

Interview Schedule cum Questionnaire for Management Representatives

Part- I Company Data

1. Name & address of the company :
2. Date of Registration :
3. Date of commencement of business :
4. Type of industry : Engg/ Electrical/
Any other
5. Initial capital employed :
6. Product fixed capital & working capital :
7. Number of workers and staff as :

Part- II Recruitment and Selection

1. What methods do you generally follow : Direct/ Employment
exchange/
for recruitment of supervisory and : Educational institutes/

managerial staff? : Advertisement/
Contest through : present employees /
professional :
: bodies/ Preference
to employees ::
: relations

2. Which method is used for manpower
Planning? :

3. Do you notify vacancies on your notice board of the supervisory and
managerial staff? If No, what are the reasons?

4. Do you take written examination and : written / oral / both
oral interview or both before selection? :

5. What type of information is collected from oral interview?

6. How final selection of candidate is made?

7. Do you pay T. A. and D.A. to candidates :
called for interview? : Yes/ No

Part- III Training and Development

1. What is the nature of initial training to staff on their appointment?

2. Which method of training do you : On the Job/
classroom/
follows for training the staff? : Combination of first
two/
: Induction/ outside/
vestibule.

3. Do you have documented scheme/ yearly programme for deputed staff
for outside training?

4. A) How many persons are deputed for :
outside management training? :
B) Which management topics are :
covered? :

5. What is the procedure for selecting persons for outside training /
seminar?

6. How many training programs / seminars / conference / lectures are
arranged
for your workers and staff on regular basis ?

Part-IV Transfers and promotion

1. What is the criteria for promotion of : Merit / seniority /
Staff members? : merit cum seniority
/ any other.
2. What are the grounds for matching transfers?

3. Do you discuss / take consent of the : Yes / No
individual before transfer?

4. If no, what are the reasons?

5. What type of change do you contemplate in production policy?

6. What special training in given after promotion?

THANK YOU.