

A P P E N D I C E S

QUESTIONNAIRE FOR EMPLOYER

1. Name and Address of the Organisation :  
  
Registered/Unregistered
2. Date of commencement of work :
3. Status :
  - Sole Proprietorship
  - Joint Family
  - Partnership
  - Co-operative
  - Private
4. Product of the Organisation :
  - a) Main
  - b) By
5. How much initial capital has been?  
invested
6. What is the present Position of Capital?
  - a) Fixed Rs.
  - b) Working Rs.
7. State of number of workers working in the Organisation.
  - a) Skilled
  - b) Un-skilled
  - c) Administrative
  - d) Supervisory staff

8. How were they recruited?
- a) Direct Recruitment
  - b) Through employment exchange
  - c) Any other source
9. What are the average prevailing wages that are paid to?
- a) Skilled workers Rs.
  - b) Un-skilled workers Rs.
  - c) Administrative workers Rs..
10. How wages are paid ? Monthly  
Forthightly  
Weekly/Daily
11. Do you pay bonus to workers?  
Yes/No
12. What other benefits you provide to the workers?
- a) Medical
  - b) Housing
  - c) Leave
  - d) Maternity Leave
  - e) Accident benifits
  - f) Recreation
  - g) Provident fund
  - h) State Insuance Scheme
  - i) Fee Education
  - j) Gratuity

13. Do you employ any incentive schemes in the organisation?

Yes/No

14. If any accident took place in the Organisation during the 4 or 5 years?

Yes/No

15. If yes, what compensation was paid to?

a) Dead workers

b) Permanent disabled workers

c) Temporary disabled workers

16. Do you provide any health and safety measures in the organisation?

Yes/No

17. Are the workers organised in trade union?

Yes/No

18. Has there been any strike or lack-out in the organisation?

Yes/No

19. If yes, what are the causes?

20. Is your organisation getting training facilities from the Government?

Yes/No

21. State the attitude of the workers?

a) Co-operative

b) Non co-operative

22. What labour problems do you face at present?

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23. What suggestions would you offer for the effective solution of the labour problems in the organisation?

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INTERVIEW SCHEDULE**PERSONAL DATA :**

1. Name :
2. Age :
3. Sex : Male/Female
4. Religion :  
Caste :
5. Education : Illiterate/Primary/Secondary/Higher
6. Mother Tongue :
7. Size of family :
8. Department :
9. Experience in this organisation :
10. Total experience in years :
11. Native Place : Village  
: Taluka  
: District
12. Where do you stay at present?
13. Distance from the organisation :  
: In kilometers
14. Mode of conveyance  
: Bus,Cycle,Motor-cycle,Auto,on foot)
15. Mode of recruitment  
: Direct by Management

- : Through Middleman
- : Employment Exchange

**WELFARE FACILITIES :**

**Health and Sanitation**

1. Are there proper and sufficient sanitary facilities?  
: Yes/No
2. Is there proper arrangement of drinking water and washing facilities?  
: Yes/No
3. Is there facility of rest room?  
: Yes/No
4. What is your opinion about facilities provide in the rest room?  
:
5. Does the organisation provides dining hall for you?  
: Yes/No

**Canteen**

6. Is there any canteen in the organisation premises?  
: Yes/No
7. Is it clean and with proper sitting arrangement?  
:
8. Are the prices of the things provided in the canteen reasonable?  
:
9. Do you get the lunch in the canteen?  
: Yes/No

**Safety**

10. Does the organisation makes provision of first aid?  
: Yes/No
11. Is there any safety committee in your organisation?  
: Yes/No
12. Do you get uniform from the organisation?  
: Yes/No
13. Are there safety equipments and machinary guard?  
: Yes/No
14. Do you think that these equipments are adequate?  
: Yes/No
15. Do the accidents occur in your organisation?  
: Yes/No
16. Did you face any accident?  
: Yes/No
17. If yes, How did the organisation helped you that occasion?  
:
18. What are the causes of accidents?  
a) Negligence of Labour  
b) Fault the Management  
c) Any other vehicle
19. What are you suggestion for reduction of accidents?  
:

**Leave and Provident Fund, Gratuity Scheme**

20. What types of leave can you get?

- a) Casual
- b) Sick
- c) Paid
- d) Other

21. Do you get the benefits of provident and gratuity schemes?

:

22. What is your opinion about these schemes?

:

**Housing**

23. Does the organisation provide you housing facility?

: Yes/No

24. If No, are you ready to accept the quarters if organisation is going to provide it?

: Yes/No

25. Do you get housing allowance?

: Yes/No

26. What is your opinion about it?

:

27. Do you have any suggestions about housing facilities?

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**Educational and Recreation Facilities**

28. What entertainment facilities do the organisation provide?  
: Yes/No
29. Are there any facilities of sports?  
: Yes/No
30. Are any festivals celebrated in the organisation?  
: Yes/No
31. Do you get news papers and periodicals in the organisation?  
: Yes/No
32. Does the organisation arrange any worker's education programme?  
: Yes/No

**Promotions and Transfers**

33. Are there proper systems of promotions and transfers in your organisation?  
: Yes/No
34. Are you satisfied with these promotions and transfers systems?  
: Yes/No
35. Do you have any suggestions regarding these system?  
:

**Working Atmosphere**

36. How many hours a day to you work?  
:

37. Whether you are required to work in Night-shifts? What is the frequency?

:

38. Are any rest pauses?

: Yes/No

39. Do you have weekly holiday?

: Yes/No

40. Do you get extra pay for the over-time work?

: Yes/No

41. Do you think that working conditions are satisfactory?

: Yes/No

If 'No' it what sense they are inadequate?

#### Wages

42. Present Wages :

Basic Pay :

D.A. :

H.R.A. :

Any other allowances :

43. What are the deductions?

:

44. Is there any unauthorised deduction?

:

45. What is the frequency?

:

**INDUSTRIAL RELATIONS :**

1. How according to you are the industrial relations in your organisation?  
: (Good, Fair, Bad)
2. Do you know the standing orders of the organisation?  
: Yes/No
3. Is there any scheme of workers participation in the Management in this organisation?  
: Yes/No

**TRADE UNION :**

4. Is there any trade union in your organisation?  
: Yes/No
5. Are you member of the trade union?  
: Yes/No
6. Does the trade union help you in solving the difficultires?  
: Yes/No
7. Do you think that the trade union is working satisfactory in communicating grievances and needs of workers?  
: Yes/No
8. Is there any workers committee?  
: Yes/No

**INDUSTRIAL DISPUTES :**

9. Whether there was any dispute in your organisation in the last five years?  
: Yes/No
10. If yes, were you involved in it?  
: Yes/No
11. What was the nature of the dispute?  
:

12. What was the reason behind the dispute?

:

13. For how many days it continued?

:

**SETTLEMENT OF DISPUTE :**

14. By which way workers preferred to settle this dispute.

: (joint agreement, joint arbitration, labour officer, court, government).

15. Who were the participants in the settlement?

:

16. What were the means of communicating the settlement?

: (Pamphlets, periodicals, supervisors, Notice Board)

17. Were you satisfied with the settlement procedure?

: Yes/No

**GRIEVANCE SETTLEMENT PROCEDURE :**

18. To whom do you approach for solving out your grievances?

:

19. How do you put up your grievance?

:

20. What are the major causes in arousal of the grievance?

:

21. Does the Management help adequate in settling your grievance?

:

22. Is there any specific grievance settlement procedure provided by the organisation?

:

23. Are you satisfied with the present system of settling grievances?

: Yes/No