
CHAPTER -VIII

APPENDIX

- A) Interview Schedule for Research.
- B) Bibliography.

C H A P T E R - V I I IM. PHIL. COURSE
SHIVAJI UNIVERSITY, KOLHAPURA) INTERVIEW SCHEDULE FOR RESEARCH:

NAME OF THE SUBJECT: = A STUDY OF INDUSTRIAL
RELATIONS WITH SPECIAL
REFERENCE TO MENON AND MENON
EVT. LTD., KOLHAPUR.

NAME OF THE RESEARCHER: MALI K.G.

NAME OF THE RESEARCH GUIDE DR. T.G. NAIK.

(FOR THE USE OF THE EMPLOYEES-INCLUDING CLERKS AT THE
SHOPFLOOR LEVEL OTHER THAN SUPERVISORS AND ABOVE)

I) PERSONAL DATA:

- 1) Name.
- 2) Age.
- 3) Sex.
- 4) Married/Unmarried.
- 5) Education.
- 6) Department.
- 7) Designation.
- 8) Period of service in present department.
- 9) Total period of service.
- 10) Permanent/Temporary/Bodli worker.

II) INDUSTRIAL DISPUTES:

- 1) whether there was any dispute in your organisation during last five years. Yes/No.
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- 2) If yes, were you involved in that dispute ? Yes/No.
- 3) What were the causes of the disputes ?
- 4) What was the duration of the dispute ?

III) SETTLEMENT OF DISPUTE:

- 1) By which way the workers prefer to settle their dispute ?
Joint Agreement/ Joint arbitration/ Before the Govt. Labour Officer or Arbitrator/ Through Court.
 - 2) Did the settlement of disputes affect the working of the organisation and the relationship between the workers and management ?
 - 3) What were the terms and conditions of the settlement ?
 - 4) Who were participated in the settlement of disputes ?
Trade Union/ Arbitrator / Worker's Representative.
 - 5) What were the means of communicating settlement ?
Pamphlets / House Journals / Hand books / Notice Board/ Supervisors.
 - 6) Were you satisfied with that settlement procedure of disputes ?
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IV) STANDING ORDERS:

- 1) Do you know standing orders of your Organisation ? Yes/No.
- 2) Are they framed ? Yes/No.
- 3) How do you come to know the rules and regulations i.e. standing orders of your organisation ?
Notice Board/Hand book/Trade Union/Supervisors.
- 4) Are you satisfied with these means ?
Yes/No.
- 5) If not give reasons ?

V) WAGES AND ALLOWANCES:

- 1) Are you satisfied with your wage ?
Yes/No.
- 2) What is your monthly wages ?
(i) Basic wage (ii) D.A. (iii) Other allowances insurance/attendance prize/leave pay/provident fund/Gratuity/any other.
- 3) Do you get your wages regularly ? Yes/
No.
- 4) What other facilities do you get in your organisation ?
i) Transport (ii) Medical (iii) Housing
(iv) Canteen (v) Recreation (vi) Creches

(vii) worker's education scheme

(viii) Any other.

5) What are your suggestions to improve wages ?

VI) COMMUNICATION MEDIA:

1) Does the management communicate their different policies to you ? Yes/No.

2) If yes, which are these policies ?
Wage/Leave/Bonus/Discipline.

3) What are the means to communicate them?
Pamphlets/House Journals/Hand books/
Magazines/Notice board.

4) Are you allowed to approach the top management representative for communication
Yes/No.

5) Does the management publish any special pamphlets or house journals to communicate the same to you ? Yes/No.

6) Do you think that management sufficiently take the workers in confidence for communicating their policies ? Yes/No.

7) How do you communicate to the management regarding any of your doubts & grievances ?

8) Are you satisfied with the existing system of communication ? If not, what are your suggestions ?

VII) WORKERS TRADE UNION:

- 1) How many Trade Unions are there in your Organisation ?
- 2) Which is recognised by your management ?
- 3) Are you member of any one of Trade Union ?
Yes/No.
- 4) If yes, which one ?
- 5) Do you think that the Trade Union is active in communicating the grievances and the need of the workers to the management ? Yes/No.
- 6) What is the role played by the Trade Union in solving the disputes of the workers ?

VIII) GRIEVANCE SETTLEMENT PROCEDURE:

- 1) What is the grievance settlement procedure adopted in your organisation ?
 - 2) What are the major grievances according to you in order of seriousness ?
Working conditions/i.e. Shift of working/
hours/heavy work/discipline/promotions/
transfer wages/ allowances/ leave weekly off/
 - 3) How do you communicate your grievances ?
Write formally/Approach Personally/Both.
 - 4) Who are the persons to whom you are approaching.?
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- 5) Whether you are allowed to approach the top management staff to communicate your grievances ? Yes/No
- 6) What is your opinion about your grievance settlement procedure ?
- 7) Would you suggest any improvement in this procedure ?

IX) WORKERS PARTICIPATION:

- 1) Is there a scheme of workers participation in management in your organisation ? Yes/No.
- 2) Do you think that this scheme is useful for bringing about cordial relations between the workers and management ? Yes/No/ Can't say.
- 3) Is there a scheme for worker's education in your organisation ? Yes/No
- 4) Did you ever participate in it ? Yes/No

X) DISCIPLINARY PROCEDURES:

- 1) Through what way you come to know the rules and regulations for the maintenance of discipline ? (Standing Orders) ?
Notice Board/Pamphlets/Hand book/Circulars/
Trade Union/Supervisors.
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2) What action is taken against the misconduct of the workers ?

Oral warning/Written Memo/Show Cause Notice/Suspension/Dismissal.

XI) FRIENDSHIP & CO-OPERATION OF EMPLOYERS:

1) What is the nature of your co-workers ?

Friendly/Co-operative/Agressive/Competitive/Acceptive/Any other.

2) What is your opinion regarding the relationship of workers and your department ?

3) What measures would you suggest to improve the relationship between management and workers ?

XII) SUPERVISORS & EMPLOYEES RELATION:

1) What is your opinion about orders given by supervisors, Head of the department, or higher officials in daily routine ?

2) To what extent co-operation is given to perform their orders ?

3) Whether the attitudes of the management towards/ you are sympathetic ? Yes/No.

Remarks : (If any):

Date: / /1984.

Signature

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