

**APPENDEX & BIBLIOGRAPHY**

## APPENDIX I

### QUESTIONNAIRE - I

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#### A) Introductory Information

1. Name of the unit :
2. Manufacturers of :
3. Address :
4. Education :
5. Constitution :(Tick off the relevant items)
  - a. Proprietary concern.
  - b. Partnership concern.
  - c. Co-operative concern.
  - d. Private limited Company
  - e. Public limited company.

If partnership concern, state the number of partner and indicate whether partners are from the same family.

6. Date of establishment :
7. Date of acquisition by the present owner:
8. Mode of acquisition : (Tick off the relevant items)
  - a. Inherited
  - b. Purchased
  - c. Started by the owners
  - d. Leased in by the owners
  - e. Others
9. Initial amount of capital with which the concern was started : Rs.
10. Technology used : i) Yes ii) No
11. Source of initial capital : (Tick off the relevant items)
  - a. Own funds
  - b. Bank loan
  - c. Friend's and relative's loan
  - d. Money lenders
  - e. Govt. agencies
  - f. Other
12. Occupation before starting the present industry.
13. What are the reasons for choosing this industry?  
(Tick off the relevant items)
  - a. Inherited
  - b. Had the know-how and requisite and qualifications
  - c. Attracted by the govt. facilities
  - d. Encouraged by the friends

e. Encourage by previous employer.

f. Encourage by relatives.

14. Whether purchase manager is appointed : Yes/ No.

15. Is there a purchase department : Yes/No

16. Purchase are done purely on 1. Credit/Cash/Both

17. How much capital is invested in inventory? Rs.

18. Percentage of technology used in the industries?

19. Whether stores records are kept? Yes/No.

20. Advertising media used: Yes/No

News Paper/Banner/Ratio/T.V.

**B. Fixed Assets**

1. Sources of funds for the purchases of land and building

Source	Proportion	Rate of interest
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a. Bank

b. Friends and relatives

c. Money lender

d. Govt. Agencies

2. Plant and machinery and other fixed assets: Price?

**C. Working capital**

1. Source of working capital :

Source	Proportion	Rate of interest
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a. Bank

b. Friends and relatives

c. Money lender

d. Govt. Agencies

**D. CAPACITIES**

i. Installed capacities:

Total installed capacity:	Units	Value
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One shift

Two shift

Three shift

ii. Present utilities capacity (annual) = %

iii. In case of utilisation capacity tick out the relevant items.

1. Lack of demand 2. Lack of finance

3. Shortage of raw materials 4. Shortage of skilled labour

5. Shortage of power 6. Other reason

E. Name of the bank or banks from which you have borrowed the loan ? 1. 2.

F. Reason for choosing the banks.

1. Near to working place

2. Introduced by friends

3. Introduced by relatives
4. Attracted by advertisement
5. Gives good banking facilities
- G. Difficulties in getting the loans
  1. Time taking one month
  2. Time taking two months
  3. Time taking three months
  4. Time taking four months
  5. Time taking five months
  6. Time taking six months

H. Marketing of the products

1. Local market
2. District market
3. State market
4. National market
5. International market

I. Management

- a. Worker's participation in management: Yes/No
- b. Difficulties of the management

J. Labour and employment

1. Number of workers
2. Nature of the workers ? Skilled/Unskilled/Semi-skilled
3. Workers working temporary or permanent
4. A recruitment of the worker ?
  - i. Directly from market
  - ii. Through advertisement
  - iii. Through employment exchange
5. Basis of payment ? Monthly/Weekly/Daily
6. Advantage of P.F. : Yes/No
7. Bonus facilities : Yes/No
8. Percentage of bonus given in last year.

K. Problems faced by the small scale industries

1. 3.
2. 4.

L. Suggestions for the problems of small scale industries

1. 3.
2. 4.

## Questionnaire II

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### 1. Personal Information of workers

- i. Name:
- ii. Age:
- iii. Education:
- iv. Department:
- v. Name of industry:
- vi. Designation:
- vii. Experience:
- viii. Total service:
- ix. Distance from co.                      in kms.
- x. Type of work
  - i. Clerk      ii. Worker : Skilled/Unskilled
  - iii. Supervisory grade

### 2. Wage and salary:-

- i. How is the work rated ? By time/By piece rate
3. How much wage and salary do you get per month?
4. Is there any problem in getting salary or wages in time?
5. If there is any type of allowance?
6. Do you get bonus every year?
7. How much bonus has been received in last year ?

### 8. Incentivites

Put tick mark against monetary and non-monetary incentives received.

- a. Monetary?: i. Wages ii. Salary iii. Bonus iv. Prizes  
v. Return of investment

### b. Non-Monetary:

- i. Job security    ii. Recognition
- iii. Participation    iv. Delegation
- v. Training      vi. Welfare

10. If the existing salary is sufficient ? Yes/no

### 11. Other benefits

- i If there is pension or provident fund scheme ? Yes/No
- ii Do you get leave ? Yes/No
- iii Do you get medical facilities?
- iv. Having getting the training Yes/No
- v. The workers suggestions for management ?
  - i.
  - ii.
  - iii.