

APPENDIX

A) Bibliography

B) Questionnaire

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1. C.B. Memoria, 'Personnel Management', 29th Editions 2008, Himalayas Publication house Pvt. Ltd., Mumbai, page No.263.
2. P. Subba Rao, 'Essential of Personnel Management', 3rd Editions 2008, Himalayas Publication house Pvt. Ltd., Mumbai, page No.266.
3. Dessler Gary, 'Human Resource Management', 3rd Editions 2005, Ashok K. Ghose publication, New Delhi.
4. Edwin Flippo, 'Principal of Personnel Management', 6th Edition. 1984 McGraw Hill Publication, Singapore.
5. Shejwalkar P. C. 'Personnel Management & Industrial Relations.', 1st Editions. 1994, Ameya Prakashan, Pune
6. C. B. Memoria 'Personnel Management', 24th Edition 2004, Himalayas Publication house Pvt. Ltd., Mumbai

Other References :

1. Official record of the company
2. WWW. cooperfoundry.com.
3. WWW. google.Com.

Working Condition:

Are you satisfied with following conditions in your factory?

- 1) Temperature Yes/No
- 2) Light Yes/No
- 3) Ventilation Yes/No
- 4) Noise Yes /No
- 5) Are the machines you work on kept in good condition?
 Yes/No
- 6) Can you get your machines repaired immediately following a breakdown?
 Yes/No
- 7) Can you hold the job as long as you wish?
 Yes/No
- 8) Is there shift system in your shop?
 Yes/No
- 9) In Which shift do you work?
 a) I shift b) II shift c) III shift

Leave Facility:

- 1) Do you have holiday every week?
 Yes/No
- 2) What do you do on that day?
 a) Rest/Domestic work/Agricultural work
- 3) Do you get casual leave?
 Yes/No
- 4) How do you utilize it?
 Yes/No
- 5) Do you get paid leave every year?
 Yes/No
- 6) Do the personnel manager always accept the reason you advance for leave
 Yes/No
- 7) Is it possible for you to get leave when you want?
 Yes/No

Welfare facilities:

Are the following facilities provided in your factory?

- | | |
|----------------------------------|---------|
| 1) Place for washing | Yes/No |
| 2) Drinking water | Yes /No |
| 3) Is there canteen in your shop | Yes/No |
| 4) Do you have a rest room | Yes/No |
| 5) Are you covered under ESI | Yes/No |

Absenteeism:

1) How many Hours do you work daily?

- a) 5 Hrs. b) 8 Hrs. c) 10 Hrs. d) 12 Hrs.

2) How Many Days you remain absent per month?

- a)1 Days. b) 2 Days. c) 3 Days. d). 4 Days

3) Do You Have any Habit Like?

- a) Gambling b) Smoking d) Drinking e) None of these

4) Mode of conveyance for attending duties?

- a) Motor cycle b) Bicycle c) Foot d) Bus/Auto

5) How far is your residence from the factory?

- a)1-2 Km. b)2-4 Km. c) 4 & above

6) What is the cause of such an absence?

- a) Illness b) Personal work c) Fair d) Domestic Work
e) Lack of conveyance f) Agricultural work g) Festival
h) Accident

7) Do you get attendance bonus?

Yes/No

8) Do you remain absent from work without permission?

Yes/No

9) Is any disciplinary action taken against you? If yes specify?

Yes/No

10) Do you suffer from any chronic Disease? If yes specify?

Yes/No

11) How many times do you go to village/Home in the month?

- a) Every week b) 2-3 Days

12) Do you know what effects on industry of absence?

- a) Production b) Management of work
c) Monetary loss

13) Does your family conflict lead to absenteeism?

Yes/No

14) Do any of your family members suffer from any chronic disease? If yes specify?

Yes/No

15) What measures are being adopted by the management to reduce absenteeism?

- a) Punitive b) Sympathetic c) Counseling d) Any other

16) Do you fill Fatigue after work?

Yes/No

Expectations:

Find listed below aspect of a job in company. First strike off the least important.

Job Aspect	Most Important	Important	Least Important
Job security	()	()	()
Housing	()	()	()
Pay according to merit	()	()	()
Supervisors	()	()	()

Perceptions:

Please answer the following questions, you may indicate the answer by putting a check () in the appropriate column against each again.

- | | |
|---|---------|
| 1) Can you hold job as long as you wish. | Yes/No |
| 2) Is your work place clean & hygienic? .? | Yes/No |
| 3) Does your company help you with suitable housing?..? | Yes/ No |
| 4) It is possible for you get leave when you want. .? | Yes/No |
| 5) Will the company promote you according to your ability? .? | Yes/No |
| 6) Are the management interested in having joint committees and works committees in the company. .? | Yes/No |
| 7) Is your work tiring? | Yes/No |
| 8) Do Supervisors help you in work related problems?. | Yes/No |
| 9) Do supervisors appropriate you for a fine job? | Yes/No |
| 10) Are the supervisors well trained for their job?. | Yes/No |
| 11) Are supervisor interested in your growth and advancement. .? | Yes/No |
| 12) Can a supervisor interested in only extracting work from you. .? | Yes/No |
| 13) Do you know all the products your company produces.? | Yes/No |
| 14) Do you know the name & number of all depts. in your company. .? | Yes/No |
| 15) Do you find your job interesting? | Yes/No |
| 16) Do your family and friends approve of your job? . | Yes/No |
| 17) Do you think you get paid what you deserve? . | Yes/No |
| 18) Will you advice your friend work for you company. .? | Yes/No |

