

APPENDICES

- QUESTIONNAIRE : 1) FOR OFFICERS
2) FOR WORKERS

BIBLIOGRAPHY

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"HUMAN RESOURCE PLANNING IN CO-OPERATIVE SUGAR
 FACTORIES WITH SPECIAL REFERENCE TO AJINKYATABA
 SAHAKARI SAKHAR KARAKHANA LTD., SHENDRE, DIST-SATARA.

QUESTIONNAIRE (FOR OFFICERS)

- 1) Name :-
 - 2) Age :-
 - 3) Sex :- Male / Female
 - 4) Religion :-
 - 5) Caste :-
 - 6) Married status:- Married / Unmarried.
 - 7) Category of job :- Skilled/Unskilled/Semi-skilled.
 - 8) Permanent / Temporary.
 - 9) Education;+ Primary/Secondary/Higher Secondary/Higher Education
 - 10) Department :-
 - 11) Length of service in this factory:-
 - 12) Native place :-
 - 13) Mode of conveyance :-
 - 14) Name of the department which deals with personnel matters?
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- 15) How far is it from factory?
 - 16) Where do you reside :
 - a) In the factory premises
 - b) Outside factory premises
 - 17) Is there a man-power department in you factory ?
 Yes/No.
 - 18) Which of the following methods do you use for manpower planning
 - i) Annual estimate of vacancies.
 - ii) Long range estimate of vacancies.
 - iii) Fixed minimum man specific requirements.
 - iv) Specific position estimate.
 - v) Any other

- 19) Which of the following factors are considered for forecasting the man-power ?
- i) Death
 - ii) Resignation
 - iii) Retirement
 - iv) Discharge
 - v) Any other
- 20) State the period for which manpower requirement are forecasting?
- i) One year
 - ii) Two year
 - iii) Three year
 - iv) Five year
 - v) Any other
- 21) Is there any shortage of manpower in the factory? Yes/No
- 22) If yes, how it is dealt with?
- i) Through fresh recruitment
 - ii) By promotion
 - iii) Any other
- 23) Is there any surplus? Yes/No.
- 24) If yes, how it is dealt with?
- i) Through early retirement
 - ii) Discharge
 - iii) Lay off
 - iv) Transfer to any department.
 - v) Any other
- 25) What is the expected loss rate ? _____
- 26) Do you think that in the factory the principle of "right person on the right job" is followed?

- 27) Is it necessary to carry out the man-power planning for the following?
- i) Expansion of factory
 - ii) Technical change
 - iii) Increase in production.
 - iv) Any other.
- 28) What difficulties do you face in manpower planning?
-
- 29) Whether the factory utilise outside sources for recruitment?
Yes/No.
- 30) If yes, which of the following ?
- i) Advertising
 - ii) Employment exchanges
 - iii) Educational institutions/ professional institutions.
 - iv) Trade union.
 - v) Any other
- 31) Did you conduct any test while recruitment from outside source?
Yes/No.
- 32) Does the factory consider the recommendations of the existing employees for fresh recruitment ? Yes/No.
- 33) Do you impart training to newly recruited employees?
Yes/No.
- 34) Who looks after recruitment function?
- i) Board of Directors.
 - ii) Managing Directors.
 - iii) Personal Department.
 - iv) Any other.
- 35) What difficulties do you face in recruiting? _____

36) Does the factory provide any ~~type of~~ training before placement?

Yes/No.

37) If yes, what is the duration of training ?

From _____ To _____

38) State the type of training ?

- i) On the job
- ii) Off the job
- iii) Any other

39) What difficulties do you face in executing training programme?

40) Are there motivational scheme in your factory? yes/No.

41) What are the facilities provided that by the factory to the employees to do the work more efficiently ?

- (i) Bonuses
- (ii) Profit sharing
- (iii) Leave with pay
- (iv) Medical reimbursement
- (v) Any other.

42) Does the factory gives incentives to the efficient workers ?

Yes/ No

43) If yes, which are those ? _____

44) Tick mark (✓) from the following the practices followed by the factory ?

- (i) Delegation of Authority
- (ii) Participation in management
- (iii) Job security
- (iv) Job enrichment
- (v) Any other

45) What is the effect of motivation ?



- (i) Increase in production
- (ii) Decrease in production
- (iii) Nil
- (iv) Any other.

46) What difficulties do ^{you} face in case of motivation ?

47) What is the criteria for promotion ?

- (i) Seniority
- (ii) Efficiency
- (iii) Seniority -cum- efficiency
- (iv) Any other.

48) Is there any departmental test for promotion ? Yes/ No

49) If yes, explain its nature : _____

50) Is there any contract between the factory and trade union regarding the basis of promotion ? Yes / No

51) If yes, which is the base ? _____

52) Do you have definite transfer policy ? Yes / No

53) Tick mark (✓) the types of transfers followed by you ?

- (i) Production transfer
- (ii) Replacement
- (iii) Shift
- (iv) Remedial (v) Versatability
- (vi) Other

54) Whether the factory transfers the employees according to their conveniences ? Yes | No

55) What difficulties do you face in transferring employees ?

56) Are there strike in the factory ? Yes / No

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 FACTORIES WITH SPECIAL REFERENCE TO AJINKYATARA
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QUESTIONNAIRE (FOR WORKERS)

- 1) Name :-
- 2) Age :-
- 3) Sex :- Male / Female
- 4) Religion :- _____
- 5) Caste :- _____
- 6) Marital status :- Married / Unmarried
- 7) Type of job :- Skilled / Unskilled / semi-skilled
- 8) Permanent /- Temporary
- 9) Education:- Primary/Secoundry/Higher Secendry/ Higher Education
- 10) Department :- _____
- 11) Length of Service in this factory:- _____
- 12) Native Place:- _____
- 13) Mode of Conveyance :- _____
- 14) Where do you reside ?
 - a) In the factory primes.
 - b) Outside the factory premies.
- 15) How far is it from factory ? _____
- 16) Are you aware of the recruitment procedure in your factory ?
 Yes/No.

- 17) State the source through which you get employment in the factory?
 - i) Through middle man.
 - ii) Through exisiting employees.
 - iii) Employment exchanges.
 - iv) Any other.
- 18) Do you have any pervious experence before accepting this
 employment ? Yes/No.

- 19) Was there any written test for recruitment ? Yes/No.
- 20) If yes, state its nature ? _____
- 21) What is your opinion about the method of selection in your factory ? _____
- 22) Did you undergo any special training/apprenticeship/probation before your placement ? Yes/No.
- 23) If yes, what was its duration ? _____
From _____ 'To _____
- 24) Are you satisfied with job ? _____
- 25) If not, why ? _____
- 26) Do you believe in job oriented training to workers ?

Yes/No.
- 27) Do you want to make any suggestion for job satisfaction ?
i) _____
ii) _____
iii) _____
- 28) In your opinion what type of : 1) On the job
training should be given to : 2) Off the job
workers ? : 3) Apprenticeship
: 4) Any other
- 29) Whether did you work as a trainee under the direct supervision?
Yes/No.
- 30) Tick mark () the facilities provided by the factory to do the work more efficient ?
i) Wage & salaries.
ii) Bonuses
iii) Profit sharing
iv) Leave with pay

v) Medical Reimbursement

vi) Any other

31) Do you get rewards or promotion if work is done more efficiently? Yes/No.

32) If yes, state its nature: _____

33) Tick mark () non-financial incentives provided by the factory?

i) Delegation of Authority,

ii) Participation of authority.

iii) Job security.

iv) Job rotation.

v) Job loading.

vi) Any other.

34) Do you feel that facilities provided by the factory are sufficient? _____

35) What is your opinion about the incentive plan of factory? _____

36) What is the promotion policy in your factory? _____

37) What is the criteria for promotion?

i) Seniority

ii) Efficiency

iii) Seniority-cum-efficiency

iv) Any other

38) Is there any test for promotion in your organisation?

Yes/No.

39) If yes, state its nature: _____

40) Are you satisfied with the existing promotion policy?

Yes/No.

41) What is the annual promotion rate? _____

- 42) Is there any training for promotion ? Yes/No.
- 43) If yes, state its nature ? _____
- 44) What do you know about the transfer policy?

- 45) In which department did you work ? _____
- 46) What are the reasons of transfers ?
- i) _____
- ii) _____
- 47) State the nature of transfer?
- i) Intra transfer.
- ii) Inter transfer.
- 48) While transferring ^b whether the management considers your willingness ?
- Yes/No.

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