

## APPENDICES

1. Questionnaire.
2. Bibliography.

QUESTIONNAIRE

THE STUDY OF MANPOWER PLANNING IN GADHINGLAJ TALUKA  
SAHAKARI SAKHAR KARAKHANA LTD. GADHINGLAJ.

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( In partial fulfillment of the requirement for the degree  
of Master of Philosophy in Commerce and Management. )

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Name and address of the : Chhatrapati Shahu Central Institute  
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Name of the research : Prof. J. C. Sinha.

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Note: Information provided by you will be treated as strictly  
confidential and will be utilised purely for academic  
purpose.

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1. PERSONAL DATA

Name

Age

Sex : Male / Female

Education ; Illiterate/ Primary/ Secondary/  
College / Technical.

Department

Designation

Permanent/ Temporary

Length of the service  
 in the present  
 organisation :  
 Total length of service :  
 Mother tongue :  
 Marital status : Married / unmarried  
 Place of residence :  
 Distance from the Factory :  
 Mode of conveyance for  
 coming on duty. : Walking/ own vehicle/ Factory  
 vehicle/ by S.T. Bus.

2. RECRUITMENT & SELECTION :

i) How did you get employ-  
 ment in this organisat-  
 ion? : a) Employment Exchange  
 b) Middleman  
 c) Direct by management.  
 d) Contractor.  
 e) Other

ii) Did you have previous  
 experience ? : Yes/No

If yes how many years/  
 months? :

Did you undergo any test  
 before selection? : Yes/ No

What is your opinion  
 about the selection  
 procedure followed  
 here ? : Good/ Fair/Bad

3. PLACEMENT & INDUCTION .

- i) Did you undergo any special training apprenticeship before your placement? : Yes / No.
- ii) If yes what was the duration? : From -----  
To -----
- iii) Do you think that training apprenticeship was sufficient to get knowledge? : Yes / No

4. TRANSFER.

- i) After joining this organisation have you been transferred? : Yes / No
- ii) If yes how many times? : -----
- iii) Was it as your request ? : Yes / No
- iv) If yes , for what reason? :
- v) If not, did you like it? : Yes / No

5. Promotion.

- i) Have you got promotion since your appointment? : Yes / No
- ii) If yes, how many times? : -----  
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- iii) Are you satisfied with the promotion policy? : Yes / No
- iv) If not, why? : -----  
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6. WORKING HOURS

- i) How many hours a day do you work? : -----  
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- ii) What is our opinion about the working hours in your organisation ? : Long hours /satisfact-  
: ory

- iii) Do you think that any change :  
 is needed? Yes / No  
 iv) If yes, what? : -----  
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#### 7. JOB SATISFACTION.

- i) What is the nature of your job? Physical work/ supervi-  
 sory/office work/  
 clerical/ dangerous  
 ii) Are you satisfied with it? : Yes/No  
 iii) If not, What are the reasons? : -----  
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#### 8. WAGE AND SALARY.

- i) What is your opinion about wage:  
 and salary structure in your  
 organisation? : Good / Fair / Bad  
 ii) What method of payment is  
 followed? : Time rate/ Piece rate/  
 U  
 Other methods  
 iii) What is the mode of payment? : In cash / by cheque/  
 by transfer of your /  
 account.  
 iv) Is there any deduction from  
 your total remuneration? : Yes / No  
 v) If yes, what and how much? : -----  
 -----  
 -----  
 vi) What other allowances do you : -----  
 receive? -----  
 vii) Is your total remuneration  
 is enough to meet your needs? : Yes / No

viii) How does your remuneration compare with those working on similar job in other neighbouring organisation? Higher than/ Equal to : Lower than

#### 9. BONUS.

i) Do you get bonus? : Yes / No.  
 ii) If yes, how much and when? : -----  
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iii) How do you utilise the amount of bonus? : Paying back loans  
 Making purchases  
 Saving in Banks  
 Festivals

iv) Are you satisfied with the bonus scheme? : Yes/No.

v) What is the basis of bonus payment? : Production link  
 Flat rate  
 Others

#### 10. LEAVE PROVISIONS.

i) Do you get causal leave : Yes / No  
 ii) If yes, how many days in year? : -----  
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iii) Do you get preveledge (earn) leave? : Yes / No

iv) If yes, how many days in the year? : -----  
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v) What is the maximum days accumulated? : -----  
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vi) Do you get payment in lieu of the preveledge leave due? : Yes / No

vii) Is it on the basis of total remuneration or the basis of wage/ salary? : -----  
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## 11. GRIEVANCE PROCEDURE.

- i) Is their grievance settlement procedure in your organisation: Yes / No
- ii) What are the major grievance according to you in order of seriousness? : Leave  
Weekly off  
Illbehaviour  
Transfer  
Shift  
Working hours  
Heavy work  
Wage / salary  
Discipline  
Promotion  
Dismissal  
Others
- iii) How do you accumulate your grievance? : a) Write formally  
b) Approach personally.
- iv) To whom do you approach? : a) Personnel officer  
b) Supervisor  
c) Grievance Committee

## 12. RETIREMENT BENEFITS.

- i) What are the main retirement benefits in our organisation? : a) Gratuity  
b) P. F.  
c) Family pension  
d) Any other.
- ii) Are you satisfied with the above provisions? : Yes / No

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