

M. PHIL DEGREE COURSEINSTITUTION C.S.C. I. B. E. R.RESEARCHER : SHRI M.R. KUMBHARGUIDE: DR. T.A. SHIWARET O P I CTHE STUDY OF ' MANAGEMENT INFORMATION SYSTEM'IN GHATAGE PATIL AUTOMOBILES LTD., KOLHAPURQUESTIONNAIREI) TOP LEVEL MANAGEMENT

1. Do you get the monthly reconciliation report of costing and financial Profit and Loss Accounts  
Yes/No
- 2) Do you get following reports,
  - a) Capital expenditure Yes/No
  - b) Working capital Yes/No
  - c) Flexible budgets Yes/No
  - d) Fund flow statements Yes/No
  - e) Ratio Analysis Yes/No
- 3) Do you get the variance reports, If yes, what are those reports,
  - a) Sales Yes/No
  - b) Material Yes/No
  - c) Idle Time Yes/No
  - d) Over time Yes/No
  - e) Absentism Yes/No

- f) Scrap report Yes/No
- g) Defective Yes/No
- h) Monthly collection reports Yes/No
- i) Monthly Debtors position Yes/No
- j) Monthly creditors position Yes/No
- k) Monthly stock position Yes/No
- 4) Do you get any inventory problem reports ? Yes/No
- 3) Do you get sales operating statements, If yes, what is the period, 1. Monthly  
2. Yearly
- 6) How do you get the reports? 1. Orally  
2. Written  
3. Graphically  
4. Tabulated
- 7) Do you get the required information in time. Yes/No
- 8) What are the areas that you comes in planning.  
a) Purchases  
b) Sales  
c) Servicing
- 9) What are the undertaking factor which affect purchase planning.
- 10) How you have organised your capital expenditure.

- 11) How do you organise your sales.
- 12) Do you encourage cash sales and if so why.
- 13) Do you have any specific area approach to identify the demand.
- 14) Do you get any report at regular interval concerning its demand and supply.
- 15) Do you achieve at your working capital needs?
- 16) Whom do you approach to finance your working capital.
- 17) How do you select the workmen?
  - a) On permanent basis
  - b) On casual labour basis
- 18) How do you co-ordinate the activities of different departments,?
- 19) Do you conduct budgeting? If yes, specify its tenure ?
- 20) How do you motivate your workmen.
- 21) Have you got any labour representation form.
- 22) How do you achieve controlling in different departments.
- 23) Could you mention the different measures of controlling ?
- 24) How do you organise your distribution system.
- 25) What is the general purchasing behaviour of the Public.

ACCOUNTS AND COSTING DEPARTMENTS

- 1) Do you have financial controller ,                      Yes/No

If yes, what is the period?

1. Director
2. General Manager
3. Account Officer

2) Do you report to your top level Management ,

Yes/No

If yes, what is the period 1. Daily

2. Weekly
3. Monthly

3) What methods of raising working capital do you adopt?

1. Share capital
2. Public Deposit.
3. Loan from Banks  
from Institution

4) Do you get the following documents?

a) Purchase requisitions from stores

Yes/No

b) Purchase order from purchase Department

Yes/No

c) GRN from receiving Department

Yes/No

d) Inspection report from Inspection Department

Yes/No

e) Bills from suppliers.

- 5) Do you prepare the following budgets? Yes/No
- a) Working Capital
  - b) Fixed Capital
  - c) Variable overheads
  - d) Fixed overheads
  - e) Purchase
  - f) Sales
  - g) Any other budgets excluding above. Yes/No
- 6) Do you use control techniques?  
If yes, what are those techniques?
- 1. Cash flow
  - 2. Fund flow
  - 3. Ration Analysis
- 7) Do you have any problems of overdues? Yes/No  
If yes, how overdues are analysed?
- 1. Agewise
  - 2. Areawise
- 8) How many days credit is given to customers? Nil
- 9) Is there any procedure to collect credit sales. Yes/No
- 10) Do you prepare interim financial accounts? Yes/No
- 11) Do you prepare reconciliation statement for cost and financial accounts ? Yes/No
12. Which method of costing is adopted?
- 1. Job costing
  - 2. Process costing

- 13) Which method is used for valuation of stock.
1. FIFO
  2. LIFO
  3. Average
  - 4) Weighted average
- 14) Is actual cost compared with standard cost ? Yes/No
- 15) Do you analyse the following variances?
- a) Material Yes/No
  - b) Labour Yes/No
  - c) Overheads Yes/No
  - d) Sales Yes/No
  - e) Profit Yes/No
- 16) Do you face the problems of price fixation ? Yes/No
- 17) Do you employ any cost reduction techniques? Yes/No

**: PURCHASE DEPARTMENT:**

- 1) Are you incharge of two or more department? Yes/No
- 2) Do you get from Management material purchase bidget ? Yes/No
- 3) If yes, what the period?
  - 1) Weekly
  - 2 ) Daily
  - 3) Monthly

- 4) What type of purchase organisation  
in use ?
1. Centralised
  2. Decentralised
- 5) What purchase procedure do you  
use?
- 1) As per requirements of various depts.
  - 2) As per contract.
- 6) At what quantity do you  
place the order ?
- 1) As per EOQ
  - 2) Approximately
  - 3) As per requirement
- 7) How many copies of a purchase order do  
you prepare ?
- 8) Is there separate receiving deptt? Yes/No
- 9) Is there separate inspection department Yes/No

LABOUR DEPARTMENT

- 1) Do you report about labour absentism,? Yes/No  
If yes, what is period interval?
1. Daily
  2. Weekly
  3. Monthly
- 2) Do you report about labour efficiency? Yes/No
- 3) Do you report about idle time? Yes/No  
If yes, what is the period?
- 1) Daily
  - 2) Weekly
  - 3) Monthly

- 4) Do you report about overtime? Yes/No  
 If yes, what is the period? 1) Daily  
 2) Weekly  
 3) Monthly
- 5) Do you report about labour turnover? Yes/No  
 If yes, what is the period? 1) Monthly  
 2) Six monthly  
 3) Yearly
- 6) Do you report about an accident? Yes/No  
 If yes, what is the period? 1) Daily  
 2) Weekly  
 3) Monthly
- 7) What labour welfare schemes  
 are in use ? 1) Quarters  
 2) Canteen  
 3) School facilities  
 4) Hospital facilities  
 5) Other fringe benefits

:: STORES DEPARTMENT ::

- 1) Is there a seperate stores department? Yes/No
- 2) What type of stores department is in  
 operation? 1) Centralised  
 2) Decentralised  
 3) Imprest system
- 3) Do you fix the stock levels? Yes/No
- 4) What type of the stock levels do you  
 use? 1) Maximum level



- 2) Minimum level
  - 3) Ordering level
  - 4) Danger level
  - 5) Average stock level
- 5) Do you prepare material losses report? Yes/No  
If yes, what is the period?
- 1) Daily
  - 2) Weekly
  - 3) Monthly
- 6) What type of stock record is maintained ?
- 1) Bin card
  - 2) Stores ledger
  - 3) Bill of material
  - 4) Material abstract
  - 5) Stock register
- 7) What type of documents do you receive ?
- 1) Purchase order
  - 2) Material requisition note
- 8) What type of material control system do you use?
- 1) Perpetual inventory control system.
  - 2) ABC analysis
  - 3) Stock turnover ratio
- 9) Do you codify the materials? Yes/No



:: SALES DEPARTMENT ::

- 1) Do you get sales budget ? Yes/No  
 If yes, what is the period?
  - 1) Daily
  - 2) Weekly
  - 3) Monthly
  
- 2) How do you prepare the sales report?
  - 1) productwise
  - 2) Areawise
  - 3) Zonewise
  - 4) Salesmanwise
  
- 3) Do you prepare sales report on the following?
  - a) Cash Yes/No
  - b) Credit Yes/No
  
- 4) If yes, what is the period?
  - 1) Daily
  - 2) Weekly
  - 3) Monthly
  
- 4) Do you prepare sales operating statement? Yes/No
  
- 5) How do you fix the prices?
  - a) As per norms given by the management.
  - b) Bargaining
  - c) Supply and demand position
  - d) Cost plus contract.
  
- 6) Do you get as many orders as you wish? Yes/No

If yes, what is the reasons? 1) Competition  
 2) High rates  
 3) Lack of sales  
 promotion

- 7) Are there any sales promotion schemes Yes/No
- 8) Do you get a sale budget from the top level management.
- 9) How do you organise your credit sales.
- 10) Do you submit any report on the irregular receipts in case of credit sales.
- 11) Do you make any report on a salesman promotion measure to the top level management.
- 12) Do you conduct any market survey to understand the changing trends in the consumer tastes.
- 13) Do you have new market goods? Yes/No
- 14) Do you collect orders from customers through agents, dealers, or salesmen.
- 15) Do you execute orders by timely dispatch of goods?
- 16) Are you given supervision of salesmen Yes/No  
 training given or not? If yes which type of training you are given to them.

- 17) Do you have proper warehousing, packing  
dispatch of goods.
- 18) Do you follow attending of customers'  
complaints and suggestions. Is there any  
special suggestions box ? Yes/No