QUESTIONNAIRE

QUESTIONNAIRE FOR WORKERS

[1] PERSONAL BACKGROUND :

1. Name
2. Age
3. Caste
4. Religion
5. Native Place : (a) Urban [] (b) Rural []
6. Place of Residence : (a) Urban [] (b) Rural []
7. Marital Status

   (a) Married [] (b) Unmarried []

   (c) Divorced/Widow []
8. Educational Level :

   a) Illiterate [] b) Primary [] c) Secondary []

   d) Graduate [] e)Post-Graduate []
9. Any other professional courses :

   a) I.T.I. [] b) Typing []

   c) Any other [] d) Sewing Class []

[2] FAMILY BACKGROUND :

10. What would be the total monthly income of your family ?

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11. Does your family keep a servant ?

    (a) Yes [] (b) No []

12. How do you manage your household responsibility ?

(a) Sharing with mother [] (b) Alone []

(c) With servant [] (d) With husband []

13. Your house is :

(a) Owned [] (b) Rented []

(c) Owned by relatives []

14. Distance to working place :

(a) Upto 15 Km. [] (b) 16 to 20 Km. []

(c) 21 to 25 km. [] (d) Beyond 25 Km. []

15. Type of conveyance to reach the

(a) By walking [] (b) By bus []

(c) By any other []

16. Monthly family expenditure : Rs. ----------

[3] **RECRUITMENT AND SELECTION**

17. Through what sources you were employed on present job.

(a) Employment Exchange [] (b) Advertisement []

(c) I.T.I. [] (d) Friends and Relatives []

(e) Any other []

18. Did you register your name with Employment Exchange?

(a) Yes [] (b) No []

19. Did the Employment Exchange help you in getting job?

(a) Yes [] (b) No []

20. Do you have any previous work experience before your selection ?

(a) Yes [] (b) No []

21. Did you undergo any :

(a) Interview [] (b) Written Test []

(c) Job Test [] (d) Selection Test []

If yes, what questions you asked ?

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[4] TRAINING

22. Did you under go any type of training ? If yes, Method of Training :

(a) Special Training [] (b) Apprenticeship []

(c) Not given Training []

23. What was duration of Training ?

(a) 10-15 days [] (b) 16-20 days []

(c) 21-25 days [] (d) 26-30 days []

(e) Not given training []

24. Because of training is there any improvement in your work ?

(a) Work speed increased []

(b) Raw material waste reduced [] (c) Not known []

25. Have you undergone the training of workers education scheme?

(a) Yes [] (b) No []

26. What knowledge did you get in workers education ?

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27. Do you think the workers education has helped you to improve your performance in work ?

(a) Yes [] (b) No []

[5] **SALARY AND WAGES**

28. How is the work rated ?

(b) By piece [] (b) By time []

29. What is your salary per month ?

(a) Rs.1,000/- [] (b) Rs.1,001 to 1,500/- []

(c) Rs.1,501 to 2,000 [] (d) More than Rs.2,000/- []

30. Are any deductions made from your salary ?

(a) Yes [] (b) No []

If yes, what are those ?

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31. Are you happy with your salary ?

(a) Yes [] (b) No []

32. If not, why ?

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33. Whether the wages/salaries are sufficient to meet your family needs ?

(a) Yes [] (b) No []

34. If not, how do you meet excess of family expenditure over salary ?

(a) Agricultural income [] (b) Side business []

(c) Other sources []

35. Are you allowed to work over-time ?

(a) Yes [] (b) No []

[6] **PROMOTION**

36. Do you have promotions in department ?

(a) Yes [] (b) No []

37. If yes, what base is used for promotions ?

(a) Merits (Ability, Hardwork, Loyalty) []

(b) Seniority [] (c) Merit-cum-seniority []

(d) Neither of the above []

38. Are you happy with promotion policy ?

(a) Yes [] (b) No []

[7] **GRIEVANCE SETTLEMENT PROCEDURE**

39. According to you what are the major grievances in order of seriousness ?

(a) Leave [] (b) Weekly offs [] (c) Transfers []

(d) Shift working hours [] (e) Promotions []

(f) Wages/Salaries allowances []

40. How do you communicate your grievances ?

(a) Write formally [] (b) Approach personally []

(c) Both []

41. Who are the persons to whom you approach for your grievances ?

(a) Supervisor [] (b) Head of the Department []

(c) Labour Officer [] (d) Union Representatives []

42. What is your opinion about grievance settlement procedure ?

(a) Simple [] (b) Take more time []

43. Do you teel free to say what is in your mind when talking to your boss ?

(a) Yes [] (b) No []

[8] DISCIPLINARY PROCEDURE

44. How do you come to know the rules of discipline ?

(a) Notice Board [] (b) Pamphlets []

(c) Circulars [] (d) Trade Unions []

(e) Any other way []

45. What action is taken against misconduct ?

(a) Oral warning [] (b) Written memo []

(c) Dismissal [] (d) Fine []

[9] MOTIVATION

46. Is the increment helpful for motivation ?

(a) Yes [] (b) No []

47. Do you get reward for better work ?

(A) Yes [] (b) No []

48. Do you think reward and bonus are helpful in motivating you ?

(a) Yes [] (b) No []

49. If yes, why ?

(a) They helps in effective performance of work []

(b) It increases status and image []

(c) Increment in salary []

(d) Increases psychological satisfaction []

50. Do you think the job satisfaction is useful to motivate the employees ?

(a) Yes [] (b) No []

[10] TRADE UNION

51. Are you a member of Trade Union ?

(a) Yes [] (b) No []

52. With what motive you became a member ?

(a) For solving problems unitedly [] (b) Others []

53. How much are you satisfied with the union activities?

(a) Fully satisfied [] (b) Partly satisfied []

(c) No satisfied []

54. How often are your factory Trade Union Meetings held in a year ?

(a) Once [] (b) Twice [] (c) Thrice []

(d) Four times []

[11] WORKERS PARTICIPATION IN MANAGEMENT

55. Is the scheme of workers participation in the management applicable to your organisation ?

(a) Yes [] (b) No []

56. Is there joint management council in your organisation ?

(a) Yes [] (b) No []

57. Where you ever a member of such council ?

(a) Yes [] (b) No []

[12] LEAVE POLICY AND PROCEDURE

58. What types of leave workers get ?

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59. Whether paid leave is allowed to workers ?

(a) Yes [] (b) No []

[13] TRANSFER

60. Is there any transfer policy in your company ?

(a) Yes [] (b) No []

61. If yes, what is the effect of transfer on your work?

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62. If yet get more salary will you go elsewhere ?

(a) Yes [] (b) No []

[14] EMPLOYEE STATE INSURANCE

63. Is the Employee State Insurance (ESI) scheme in your Company ?

(a) Yes [] (b) No []

64. If yes, what benefits do you get ?

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[15] RETIREMENT PROVISION

65. What is the retirement policy of the comapny ?

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66. What benefits are provided to workers after retirement ?

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67. Do you want to give any suggestions regarding the retirement provisions ?

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[16] SAFETY AND SECURITY

68. Has the company made any provisions for the following?

(a) Safety against disease, natural castrastrophies []

(b) Economic security in the form of pension, insurance, saving A/c, Provident fund []

69. Are there any safety equipments in your company ?

(a) Yes [] (b) No []

If yes, names of these equipments ?

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[17] **OTHERS**

70. Whether your superior behaves with you cordially ?

(a) Yes [] (b) No []

71. Does he attend to your day-to-day difficulties ?

(a) Yes [] (b) No []

72. Does management give credit for good work done ?

(a) Yes [] (b) No []

QUESTIONNAIRE FOR SUPERVISOR

1. Name ----------

2. Age ----------

3. Educational qualification : ---------

4. Nature of the service : (a) Permanent (b) Temporary

5. Office Hour from : ------- To -------

6. Experience in supervisory post :

7. Marital Status : (a) Married [] (b) Unmarried []

   (c) Divorced []

8. Your husbands occupation is :

   (a) Govt. Servant [] (b) Non-Govt. Servant []

   (c) Any other []

9. Salary per month : ----------

10. What problems and difficuslties do you face ?

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11. What is the time of arrival and time of departure for the employees ?

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12. What rest pauses do you provide for tea, lunch etc.

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13. What is the percentage of late comers ?

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14. What is the percentage of absenteeism in your Section ?

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15. Do you observe the absenteeism is higher on specific day of a month ?

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16. What day is your holiday in a week ?

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17. What date is your pay date ?

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18. How many total leave days are given to every employee in a year ?

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19. What is your holiday calender ?

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20. What is the total turnover in a year : Rs.

(a) Supply to Warana Grouo pf Industries : -------

(b) Supply to outsiders ----------

21. What kind of activities do you undertake to increase the supply to outsiders ?

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22. How many workers do you supervise ? Do you consider it a reasonable numbers ?

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23. How do you guide to your workers ?

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24. In case the workers do not work according to your expectations what kind of action do you take ?

QUESTIONNAIRE FOR MANAGER

1. Name : ----------

2. Age : ---------- Sex : --------

3. Educational qualification : -------

4. Nature of service :(a) Permanent [] (b) Temporary []

5. Office hours from : ------ To ------

6. Experience at managerial post : ----------

7. Marital Status : (a) Married [] (b) Unmarried []

   (c) Divorced []

8. Your husbands occupation is :

   (a)Government Service[] (b)Non-government Service[]

   (c) Any other []

9. Salary per month Rs. : ----------

10. What problems and difficulties do you face :

WAGES AND SALARY

11. What method of payment is followed ?

   (a) Time rate [] (b) Piece rate []

   (c) Other methods []

12. What is the mode of payment ?

   By Cash / By Cheque / By transfer to Bank Account

13. Do you get any other persk / facilities ?

   (a) Yes [] (b) No []

14. If yes, what are these ?

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15. Whether you have come across the situation of santching away the salary of your employees by their husbands/parents/guardian ?

(a) Yes [] (b) No []

16. If yes, what remedies / protection do you give in such cases.

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17. For developing saving habits among the workers what kind of schemes are implemented in your organisation ?

PROVIDENT FUND, GRATUITY

18. Is the sprovident fund Act, 1952 applicable to your co-operative society ?

(a) Yes [] (b) No []

19. If yes, what is the rate of contribution ?

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20. Does the factory give gratuity to the workers ?

(a) Yes [] (b) No []

21. If yes, how much amount of gratuity is given ?

TRAINING AND DEVELOPMENT

22. Is there any training for supervisory/managerial staff ?

(a) Yes [] (b) No []

23. What method of supervisory training are used in your company ?

(a) Conference method [] (b) Lecture method []

(c) Other methods []

24. What problems and difficulties have you faced during training ?

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26. What is the frequency and length of training ?

Sr.No.	Posts	Frequency	Length of Training
1.	Workers		
2.	Supervisors		
3.	Managers		

MOTIVATION

27. Do you give fixed targets of achievement to workers?

(a) Yes [] (b) No []

28. What type of motivational techniques workers prefer?

(a) Financial [] (b) Non-financial []

(c) Any other []

29. What is problems and difficuslties do you face in motivating employees ?

GRIEVANCE SETTLEMENT PROCEDURE

30. What is grievance settlement procedure in your company?

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31. How do your subordinate communicate his grievances?

(a) Approach personally [] (b) Write formally []

(c) Both []

ORGANISATIONAL BEHAVIOUR

32. In your industry because of time based payment of wages have you find the workers wasting their time ?

(a) Yes [] (b) No []

33. Whether relations between you and the workers are good ?

(a) Yes [] (b) No []

34. Whether all the workers co-operate with eachs other?

(a) Yes [] (b) No []

35. Whether you are arranging for different types of informal programmes, like Gathering, Trip, Haldi-Kumkum etc.

(a) Yes [] (b) No []

36. By arranging such programmes whether you can develop respect and sense of belongingness amsdong workers ?

(a) Yes [] (b) No []

HEALTH AND HYGENIC

37. Whether maternity leave is given to the female workers ?

(a) Yes [] (b) No []

38. Are you providing/giving information regarding how to take care of childrens and self-hygenic ?

(a) Yes [] (b) No []

39. Do you provide any guidance/help for child/self development ? Specify.

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40. Whether workding women are finding the sproblems at their home front such as -

(a) Negligence towards children []

(b) Negligency towards house []

(c) Any other []

41. How many trade unions are functioning in your co-operative society?

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42. Which Industrial Acts are applicable to your factory?

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