

APPENDICES

APPENDIX-A

QUESTIONNAIRES FOR MANAGERS

● **GENERAL INFORMATION :**

- 1 Name : Mr./Mrs./Miss :
2 Sex : Male / Female
3 Age : _____ years
4 Religion : Hindus /
5 Caste : SC / S.T. / Other / S.B.C. / N.T.
6 Marital Status : Married / Unmarried / Divorced
7 Number of issue : 1, 2, 3.
8 Occupation of father : Agriculturist / Agri labour.
9 Education : Secondary / Graduate / P.G. / Professional Training other.
10 Land Holding : Yes / No / _____ acre.
11 Other property :

● **INFORMATION ABOUT UNIT**

- 1 Name of the Division/Zone : Pune Div. West zone Mumbai.
2 Location of Branch :

● **INFORMATION ABOUT JOB :**

- 1 Nature of Job :
2 What is the Status of your service. : Sr. Br.M. / Br. M./A.B.M. / A.O. / A.A.O.

● **HUMAN RESOURCES PLANNING :**

- 1 Is there man power planning : Yes / No.
2 What is the plan range in your Office / L.I.C. : One to three year.
Three to Five year.
Five year and above.
3 Are the following criteria taken into account for man power planning in your L.I.C. : a) Recruitment Plan : Yes / No
b) Training & Development : Yes / No
c) Age distribution of Employment : Yes / No
d) Qualification & experience desired. : Yes / No
e) Development of staff : Yes / No.
4 Area personnel policies : in writing / not in writing.

- **MANPOWER PLANNING** :
 - 1) How do you plan your manpower requirements? : By formal process / By personal Judgement/ Partly by formal planning.
 - 2) How the employee is selected in (your) L.I.C.? : Written test / interview / Job test / Interview & written test / Any other.
 - a) Basis of selection adopted. : Eduation / Experience / Physical fitness / Education & Experience.
- **TRAINING**
 - 1) Give your opinion on employee Training. : Essential for all / Essential for some/ Not Essential.
 - 2) Do you have any arrangement for imparting training to employees? : Yes / No
 - 3) If yes, Please specify the method of training. : On the job / off the job.
 - 4) What difficulties do you face in imparting training to employee? : Lack of resources / Lack of interest on the part of employees.
- **PROMOTIONS**
 - 1) What is the basis of employee promotion ? : Merit / Seniority / Meritt -cum-seniority / Other.
 - 2) What is your opinion about employee promotion programme? : 1) Employee performance improves,
2) Performance does not improve.
3) No idea of correlation between promotion & employee performance.
- **LEAVE** :
 - 1) Do you sanction leaves with pay to your employees? : Yes / no
 - If yes, state the kind & number of days of each leave. : Casual -
Sick -
Earned -
- **CANTEEN** :
 - 1) Is there any provision of canteen in your office premises. : Yes / No
- **LOANS & ADVANCES** :
 - Do you give adances to your employees when needed? : Yes / No
- **LABOUR ABSENTEEISM** :
 - 1) How many days were lost in the year due to labour absenteeism. :
 - 2) How many days were lost due to strike. :
 - 3) Whether do you maintain uptodate & proper records of absenteeism? :
 - 4) What action have you taken to reduce the rate of absenteeism? : Attendance Bonus / leave encashment / any other.

5) In which category
absenteeism in released?

: Clerks / Managers / D.O. / Supervisors/
IV.

6) When do you realise high rate of
absenteeism?

: In summer / Winter / On proceeding &
subsequent day of weekly off; After
pay day.

● **LABOUR TURN OVER :**

What are the total number of
employee?

What was reason for turnover?

- Marriage.
- Tranfere of life partner.
- Change in job.

● **GENERAL**

1) Whether your superior behaves
with you co-ordingly?

: Yes No.

2) Does it give credit for the work
done?

: Yes No.

3) Are you satisfied with leave
sanctioning procedure?

: satisfied / not satisfied

4) Does Trade Union Slove problem of
employees?

: Yes No.