

**ANNEXURE**  
**Schedule for IT employees**

**Schedule for work from home employees**

A virtual organization is a temporary network of independent institutions, businesses or specialized individuals, which work together in a spontaneous fashion by way of information and communication technology, in order to gain an extant competitive edge. In this employees integrate vertically, unify their core-competencies and function as one organization. Flexibility is one of the most important characteristic of virtual organization. Virtual organization provides flexi time, flexi work and work from home facilities.

Tick mark  $\checkmark$  the relevant cases in empty boxes kept after the options.

**A. Personal Details**

1) Name-

2) Age-

01	18-23		02	24-29		03	30-35		04	36-41		05	42-47	
06	48-53		07	54-59		08	60-65		09	Above 65yrs				

3) Name of Organization-.....

4) Educational Qualification-

1	Some college but not graduate		2	Graduate/PG general		3	Graduate/PG professional	
4	Not Disclosed							

5) Designation-

6)	Gender	1	Male		2	Female	
7)	Marital Status	1	Married		2	Unmarried	

8) Dependents-

01	None		02	One		03	Two	
04	Three		05	Four		06	More than four	

9) Length of service (in this organization)-

01	6 months- 1 yr		02	1 yr-5 yr		03	5 yr-10 yr	
04	10 yr-15 yr		05	15 yr-20 yr		06	More than 20 yr	

10) Your Email ID -

**B. Flexi Time**

1. Do you enjoy flexi time at work? (1) Yes  (2) No

2. If yes then mark your opinion on following statements. (The statements are asked for which you have to record your agreement or disagreement on five point scale. Kindly tick in the column of agreement or disagreement)

Sr.	Statement	Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly Agree
1	Flexi time has remarkable impact on the enrichment of quality of personal life					
2	Flexi time has remarkable impact on the enrichment of quality of working life in organization					

3. Do you work from home? (1) Yes  (2) No

4. If yes, mention the frequency of work from home.

01	One day in week		02	Two days in week		03	Three days in week	
04	Four days in week		05	Five days in week		06	Six days in week	

5. If you are enjoying work from home then your opinion on following statements.

Sr.	Statement	Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly Agree
1	Work from home has remarkable impact on the enrichment of quality of personal life					
2	Work from home has remarkable impact on the enrichment of quality of working life in organization					

**C. Virtual Organization and quality of life-** (The statements are asked for which you have to record your agreement or disagreement on five point scale. Kindly tick in the column of agreement or disagreement)

Sr. No.	Category	Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly Agree
	<b>Social-Economic</b>					
1	Virtual organization saves cost of travel towards office.					
	<b>Self-Esteem</b>					
2	Your giving your own contribution to the society					
	<b>Social Competence</b>					
1	Virtual organizations help improve relations with relatives.					
2	Virtual organizations help improve your family relations.					
	<b>Life Freedom</b>					
1	You have enough time to do something you want to do					
2	You can freely arrange your time					
3	You have enough recreation in your life					
	<b>Community Support</b>					
1	The living conditions of your present neighbors is good					
2	Your ability to get along with your neighbor is remarkable					
3	Your opinion the medical treatment and social care services					
4	When you feel the pressure, you can get sufficient social Support					

Psychological Pressure						
1	You often feel depressed or anxious					
2	You think that the pressure has already affected your behavior in daily life because of virtual organization					
3	You often have a lonely feeling					
4	You can spend sufficient time with your family					
5	You can give your time to your children					
6	A virtual organization leads to less individual contacts and make life alienated from society					
7	The flextime allows you to attend social functions and help for increasing social bindings					
8	Work from home helps creative and innovative thinking					
9	Work from home helps completion of allotted task in less time in efficient way					

**D. Virtual organization and quality of work life** (The statements are asked for which you have to record your agreement or disagreement on five point scale. Kindly tick in the column of agreement or disagreement)

Sr.	CATEGORY	Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly Agree
	<b>A. Adequate and Fair Compensation</b>					
1.	Your pay package is commensurable to industry in Pune					
2.	You receive bonus as per legal provisions					
3.	Overtime work is considered and paid commensurably					

4.	Productivity based incentives are provided					
5.	Provident fund is provided as per legal norms					
6.	Provision for Medical Fund or E.S.I. is made					
7.	Other welfare facilities are provided by company which is commensurable with industry.					
8.	Required training programs are imparted as when required.					
9.	<b>B. Immediate Opportunity To Use And Develop Human Capability</b>					
10.	Management of your organization practices redesigning of job.					
11.	Management evaluated effects of redesigning of job.					
12.	Management consult employees before redesigning					
13.	Your participation is there in decision making					
14.	You require multiple skill to do the job					
15.	You perform complete job					
16.	Regular feedback about work is received.					
17.	you enjoys autonomy at work					
18.	Moderate delegation of authority to employees is existed in your organization.					
19.	<b>C. Future opportunity for continued growth and security</b>					
20.	Virtual organizations provide Challenging job opportunities					
21.	You get regular Career counseling					
22.	Career development workshops are facilitated					
23.	Mentoring programs are organized.					
24.	Availability of Training & Development program Internal (classroom training / on the job training / apprenticeship / case study)					
25.	Availability of Training & Development program External (Institutional / industrial visits / seminars & conference / overseas visits)					

26.	Your organization has Promotion or upward move facilities.					
27.	Employee's job rotation system is existed in the organization.					
28.	Organization has an arrangement for employment security					
29.	Your organization provides Chance for expanding knowledge					
30.	The work in organization helps in development of Personality.					
31.	You are allowed to suggest for improvement in organization.					
32.	<b>D. Social Integration in the Work Organization</b>					
33.	Organization Existence of natural work units.					
34.	Employees have meetings with top officials					
35.	Top executives involved in socio cultural activities					
36.	Celebration of different festivals takes place in organization					
37.	Working in organization endorses Sense of community					
38.	The work environment in organization facilitates Inter personnel openness					
39.	Employees receive humanized treatment by management in organization.					
40.	The work in organization has Freedom from prejudice					
41.	Joint Management Committee exists in organization.					
42.	<b>E. Constitution in the Work Organization</b>					
43.	Privacy is provided and maintain in organization					
44.	Scope for free speech is extended in organization.					



45.	Organization follows principle of Equity in work					
46.	Organization has prescribed Recruitment procedure					
47.	Organization has prescribed Promotion policy					
48.	Organization has prescribed Disciplinary Procedure					
49.	Organization has prescribed Grievance Procedure					
50.	Organization has prescribed Training & Development Policy					
51.	Organization has prescribed Performance Appraisal Policy					
52.	<b>F. Balanced Role Of Work In The Total Life Space</b>					
53.	You need to put Overtime work					
54.	You need to Work during inconvenient hours					
55.	You always have Overload of work					
56.	You have Transfers of job in organization					
57.	Employees in your organization enjoy weekly off.					
58.	Employees avail Government declared Holidays					
59.	Employees in your organization enjoy pay leaves					
60.	You are able to spare time for family balancing his work					
61.	<b>G. Social Relevance of Work</b>					
62.	The job you are doing is at apex importance to society.					
63.	Your job is directly benefited to society.					
64.	You can virtually see the benefits of your job society enjoying.					

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## 9) Length of service (in this organization)-

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04	10 yr-15 yr		05	15 yr-20 yr		06	More than 20 yr	

## 10) Your Email ID -

## B. Flexi Time

1. Do you enjoy flexi time at work? (1) Yes  (2) No

2. If no then mark your perception on following statements. (The statements are asked for which you have to record your agreement or disagreement on five point scale. Kindly tick in the column of agreement or disagreement)

Sr.	Statement	Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly Agree
1	Flexi time has remarkable impact on the enrichment of quality of personal life					
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3. Do you work from home? (1) Yes  (2) No

4. If no, mark your opinion perception on following statements.

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1	You often feel depressed or anxious					

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