

## **ANNEXURE**

- 1. Schedule for HR Manager**
- 2. Schedule for Employees**

## ANNEXURE

### Schedule for HR Manager

Respected Sir/Madam,

As a part of my Research I would like to gather some information which help me in-depth Study. I would be obliged for your co-operation. Since the schedule information is used for academic purpose, and the information gathered will be strictly confidential.

#### A. General Information:

Name of the Organization:

1. Name of Employee:

2. Department:

3. Address:

4. Age Group:

1. Below 20     2. 21-30     3. 30-40     4. 40-50     5. Above 50

5. Gender:                    1. Male                     2. Female

6. Marital Status:    1. Married                     2. Unmarried

7. Education :

#### B. Regarding Motivational Practices:

1. Which type of the motivational practices are more effective in the employees?

- a. Individual Financial Incentives                     b. Collective Financial Incentives   
 c. Individual Non-Financial Incentives                     d. Collective Non-Financial Incentives

2. According to you, which of the following factors plays an essential role in motivating an employee?

- a. Psychological determination   
 b. Competition factor   
 c. Stimulation of investing efforts   
 d. Others, please mention: \_\_\_\_\_

## 3. Give rank to the following outcomes of applied motivational practices:

Sr.	Particular	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1.	Motivational practices are increases Employee work Efficiency					
2.	Motivational practices are decrease Employee Turnover					
3.	Motivational practices are helpful to increases Employee Loyalty					
4.	Motivational practices are helpful to increases Employee Productivity					
5.	Motivational practices are helpful to decreases employee Absenteeism					
6.	Motivational practices are helpful to decreases employee retention rate					
7.	Motivational practices are helpful to decreases rate of accident					
8.	Makes Good relationship with sub-ordinates and workers					
9.	Create a healthy and good working Environment					
10.	Motivational practices are helpful to Full utilization of the available Human resource					
11.	Built a strong Culture					

## 4. Which type of motivational programs is more effective/ preferred by organization?

Sr.	Types Of Rewards	Motivational Programs	Applied	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	Intrinsic (Self-satisfaction)	Employee Recognition						
2		Employee Involvement						
3		Job Redesign and scheduling						
4	Extrinsic (Rewards given by others)	Variable Pay						
5		Skill based Pay						
6		Flexible Benefits						

5. Employees gives active participation in motivational programs.

- a) Strongly agree  b) Agree  c) Neutral  d) Disagree  e) Strongly disagree

6. Top management gives Full Support for different motivational reforms

- a) Strongly agree  b) Agree  c) Neutral  d) Disagree  e) Strongly disagree

7. Lack of motivation, contribution to the employee absenteeism and turnover.

- a) Strongly agree  b) Agree  c) Neutral  d) Disagree  e) Strongly disagree

8. Rate your opinion , considerable factors in forming motivational policy .

Sr.	Particulars	Strongly Agree	Agree	Neutral	Disagree	Strongly Agree
1	Organization's current working environment					
2	Rules and regulations					
3	Top management Support					
4	Organization's current requirement					
5	Organization's Financial soundness					
6	Leadership style					
7	Employee Culture					
8	Employees Expectations					

9. Describe any more or new motivational practices helpful to increase employee/organization performance or improvement in current practices

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M.Phil.

## Schedule for Employee

Respected Sir/Madam,

As a part of my Research I would like to gather some information which help me in-depth Study. I would be obliged for your co-operation. Since the schedule information is used for academic purpose, and the information gathered will be strictly confidential.

### A. General Information:

Name of the Organization:

1. Employee Name:

2. Department and Designation:

3. Address:

4. Age Group:

1. Below 20  2. 21-30  3. 30-40  4. 40-50  5. Above 50

5. Gender: 1. Male

2. Female

6. Marital Status: 1. Married

2. Unmarried

7. Education level:

1. Below 10<sup>th</sup>

2. 10<sup>th</sup> -12<sup>th</sup> std

3. Graduation

4. Post Graduation

5. Professional Education

6. Other (Specify): - \_\_\_\_\_

### B. Regarding Motivational Practices:

1. Which type of incentives program motives you more?

a. Individual Financial Incentives

b. Collective Financial Incentives

c. Individual Non-Financial Incentives

d. Collective Non-Financial Incentives

2. Satisfied with HR department Support and Motivational policy:

a) Strongly agree  b) Agree  c) Neutral  d) Disagree  e) Strongly disagree

3. Satisfied with Top Management Treatment and Support:

a) Strongly agree  b) Agree  c) Neutral  d) Disagree  e) Strongly disagree

4. Does following Factor motivates you, Kindly rate you opinion:

Sr.	Employee Motivational Factor	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1.	Salary increment					
2.	Job Security					
3.	Work Appreciation and Reward					
4.	Working Environment					
5.	Promotional Opportunity					
6.	Support from Co-worker and Superiors					
7.	Company recognize and acknowledge your work					
8.	Good relationship with co-workers					
9.	Welfare Facilities					
10.	Profit Sharing Incentives					
11.	Job Profile/ Design					
12.	Job Enrichment					
13.	Employee-Management involvement in decision making					
14.	Flexitime-Flexiwork					
15.	Interesting Work					
16.	Tactful Discipline					
17.	Regular Training program					

5. Kindly rate you opinion regarding existing and implemented motivational reforms and policies:

Sr.	Particulars	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
<b>A.</b>	<b>Your opinions(Perception) on existing motivational reforms practiced currently in your organization :</b>					
1	Encourages me to give best performance					
2	Encourages me to stay in organization					

3	Encourages me to less leaves					
4	Gives financial assistance to me					
5	Build a strong bonding with superior and Good relationship with co-workers					
6	Gives more technical knowledge and information					
7	Feels organization taken care of me					
8	Create more interest in work and made strong relation with organization.					
9	Increases Loyalty towards organization.					
10	Finding opportunities for advancement in this organization.					
11	Decreases rate of accidents					
12	Helpful to career growth					
13	Gives recognition and status					
14	Gives Good Compensation and Rewards					
15	Encouraging to perform efficient and effectively towards achieving the company goal					
16	Satisfied with motivational practices					
<b>B.</b>	<b>Your opinions(Perception) on Organizations general policies(Which directly and indirectly</b>					
1.	Organization offer adequate and reasonable salary/ Pay Structure					
2.	Satisfied with the leaves system, rules and regulation					
3.	Satisfied with the lunch break, rest breaks system.					
4.	The medical benefits provided are satisfactory.					
5.	Visibility with top management is easily possible.					
6.	Superior always recognizes the excellent/good					
7.	Organization having fair amount of team spirit.					
8.	Regular satisfactory Training programs is provided.					
9.	Organization provides required safety training and equipment at the Workplace.					

## 6.Opinion Extra Facilities which motivates most.

Sr.	Particulars	Applied	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	Medical						
2	Canteen						
3	Recreation						
4	Grievance Handling						
5	Transport						

## 7. Any suggestions / expectations regarding current motivational practices?

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