

A P P E N D I C E S

- I) Interview Schedule.
- II) Organisational Set-up of Sugar Industry.
- III) Photographs of "The Rahuri Sahakari Sakhar Karkhana Limited, Rahuri."
- IV) Photographs of 'The Shetkari Sahakari Sakhar Karkhana Limited, Sangli.'
- V) News Paper Reports.

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DEPARTMENT OF SOCIAL WORK
WALCHAND COLLEGE, SOLAPUR

M.Phil Research Project

" A COMPARATIVE STUDY OF STUDY OF PERSONNEL PRACTICES IN
A CO-OPERATIVE AND PRIVATE SUGAR INDUSTRIES IN MAHARASHTRA."

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PERSONAL INFORMATION OF THE INFORMANT

- a. Name B. Age /Date of Birth
c. Education D. Designation :
e. Length of Service :
1. Man Power Planning :
- 1.1. Is there any necessity of man power : Yes/No.
planning in Industry ?
- 1.2. If not, please state the reasons. :
- 1.3. If yes, in which category it is : i.Technical
necessary ? ii.Managerial
iii.Supervisor
iv.Other.
- 1.4. How the planning is made ? : i.By waiting list.
ii.By contracts.
iii.Other.
- 1.5. Is it useful for the management ? : Yes/No.
a. If yes, in what way ? :
b. If not, why planning is not :
attempted ?

2. Personnel Policy :

- 2.1. Is any personnel policy is decided in this industry ? : a) Preference to local persons.
b) Childrens of Ex-employee.
c) Persons from personal contacts.
d) Other.
e) People selected by chairman or Board of Directors.
- 2.2. What is the effect of such policy in the production / day-to-day work ? : i. Satisfactory.
ii. Not satisfactory.
- 2.3. Is the strength of employee is adequate ? : Yes/No.

3. Recruitment and Selection :

- 3.1. From what sources do you notify vacancies ? : a. Advertisement b. Notice-board
c. Employment Exchange.
d. Contacts e. Other
f. Any other than above.
- 3.2. What types of vacancies do you notify ? : a. Managerial b. Supervisory
c. Technical d. Clerical
e. Other.
- 3.3. Who decides the policy about Recruitment placement ? :
- 3.4. Who is supposed to take the decision ? :
- 3.5. Whether decisions are recorded on paper or communication to the concerned through order or memo ? :
- 3.6. What is/are selection procedure ? : a. Job test b. Written test
c. Interview d. Other.

4. Placement and Induction :

- 4.1. What type of job/instruction/ : a.
training is accorded after b.
issuing an appointment order ? c.
- 4.2. When the employee is given :
(full fledged) responsibility :
of his position/post ?
- 4.3. Is there any training programme : Yes/No.
Apprenticeship/probation before :
a employee is placed ?
If yes, describe. :
If not, state the reason.
- 4.4. Whether there exists any : Yes/No.
sponsor system or follow-up :
interviews of employee :
conducted ?
- 4.5. Are there service conditions : Yes/No.
for employee before he placed ?
- 4.6. Do you expect any report from : Yes/No.
any employee from his Deptt.?

5. Promotions and Transfers :

- 5.1. What are the general : a. Experience b. Knowledge
criteria for promotion ? c. Seniority d. Education
e. Other.
- 5.2. Whether any record in this : Yes/No/Don't know
regard is being maintained ?
- 5.2.(1) If not, how these are decided ?
- 5.3. Is there any procedure adopted : Yes/No/Don't know.
for transfer ?
- 5.4. If there any other sister concern : Yes/No.
or similar organisation under
the same management functioning
independently ?

- 5.5. If not, how transfers are made :
- 5.6. Is there any criteria for transfers(if transfers made) : a. Promotion b. Punishment
c. Necessity d. Adjustment of purpose man power
e. Administration.
- 5.7. Before transfer the consent of employee is taken ? : Yes/No.

6. Personnel Administration, Training and Development :

- 6.1. Is there personnel Deptt. constituted ? : Yes/No.
- 6.1.(a) If no, who deals with Time office, leave/Absenteeism ? :
- 6.2. Please describe the system of personnel record. :
- 6.3. Is the record in personnel used for finding fault misbehaviour, unauthorised leave and wages ? : Yes/No.
- 6.4. According to you, what is the difference between personnel Administration and management ? :
- 6.5. Does, this industry conducts personnel training for the employees ? : Yes/No.
- 6.6. If yes, for what ? a. Apprentices b. Workers
c. Foreman and supervisors
d. Jr. Executives.
- 6.7. Are there any courses and equipments for employee in this industry ? : Yes/No.
- 6.8. Is there any research scheme or programme arranged in your industry ? : Yes/No.

7. Personnel Records :

- 7.1. Do you maintain personnel records ? : Yes/No.
- 7.2. If yes, what type of records are kept ? : a.Accidental b.Absenteeism
c.Employee turn over.

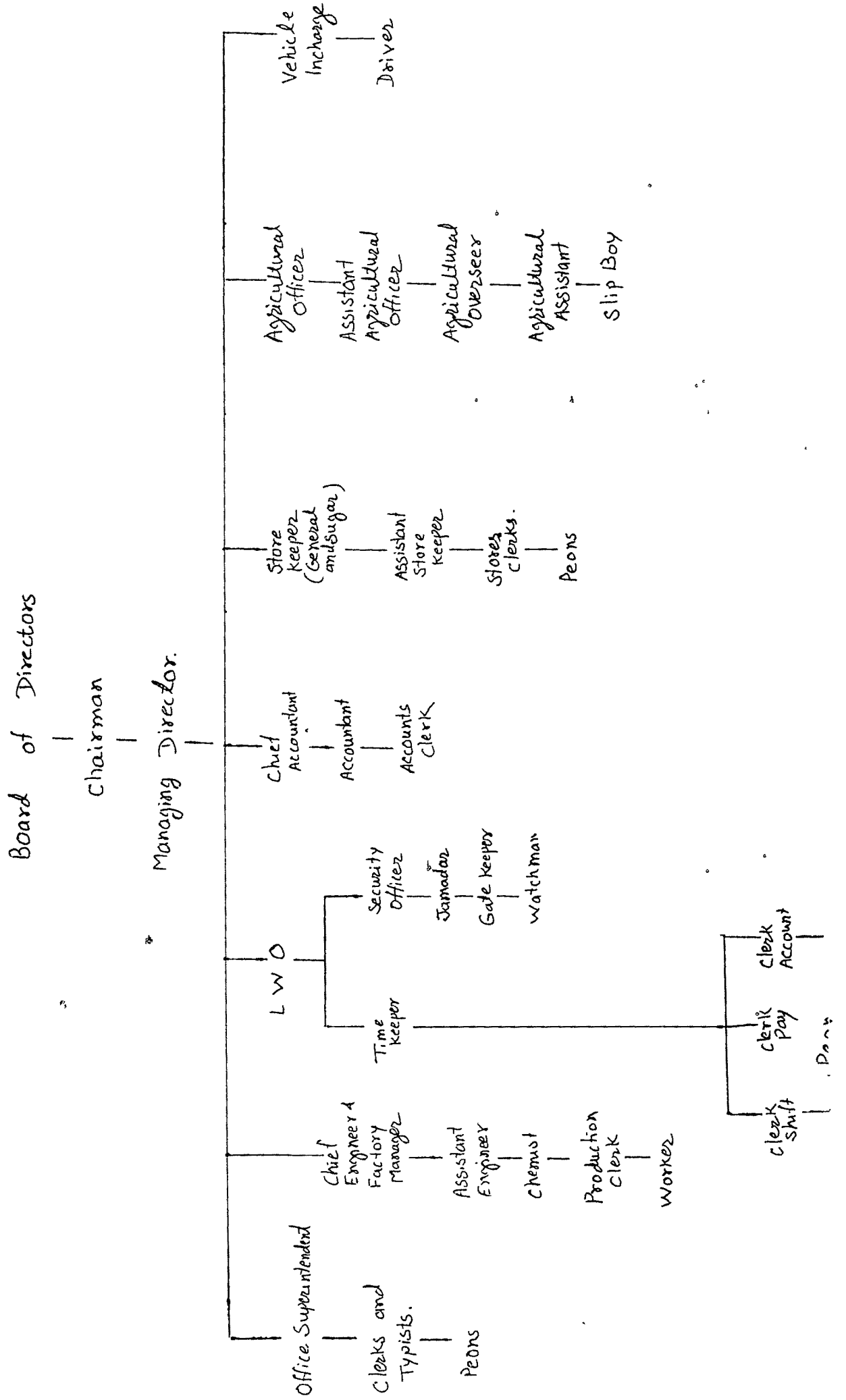
8. Retention of Personnel :

- 8.1. What do you understand by Retainment ?
- 8.2. What is the existing provisions about this ? :
- 8.3. What are the main retirement provisions in this factory ? : a.Gratitude b.P.F. c.Pension
: d.Long service award.
- 8.4. Do you think that, these provisions are helpful to retain any employee ? : Yes/No.

9. Personnel Social Work :

- 9.1. Do you fulfil the general needs of employee ? : Yes/No.
- 9.2. Do you clarify or discuss with employee regarding problems connected with work : Yes/No.
- 9.3. Does the industry conduct any school/college for the children of the employee ? : Yes/No.
- 9.4. Is there any housing facility provided for the employee ? : Yes/No.
- 9.5. Suggestions or complaints from employees regarding the working place are considered or not ? : a. Considered
: b. Not considered.

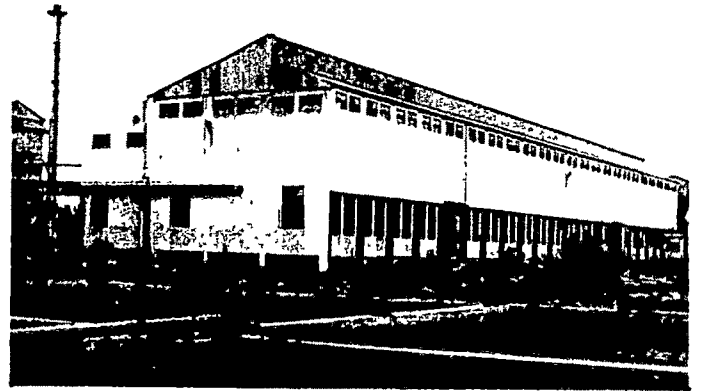
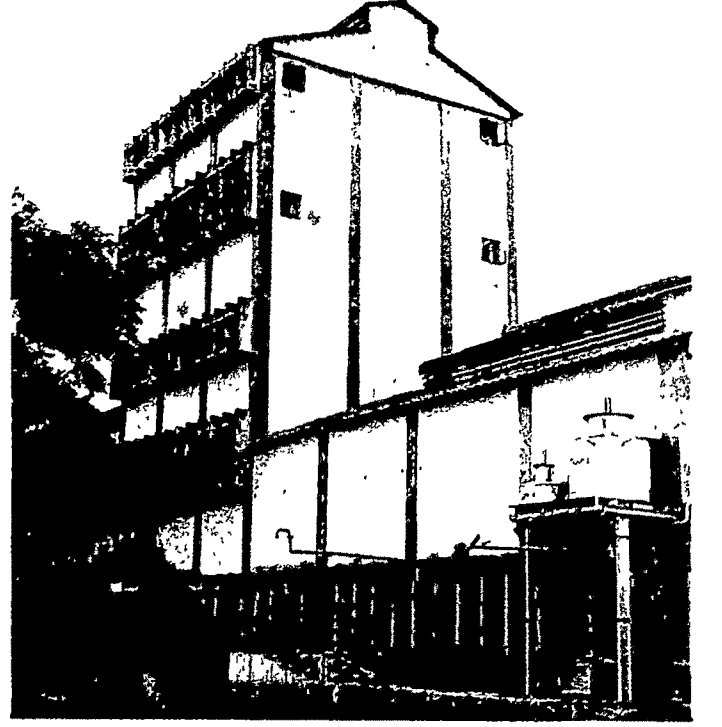
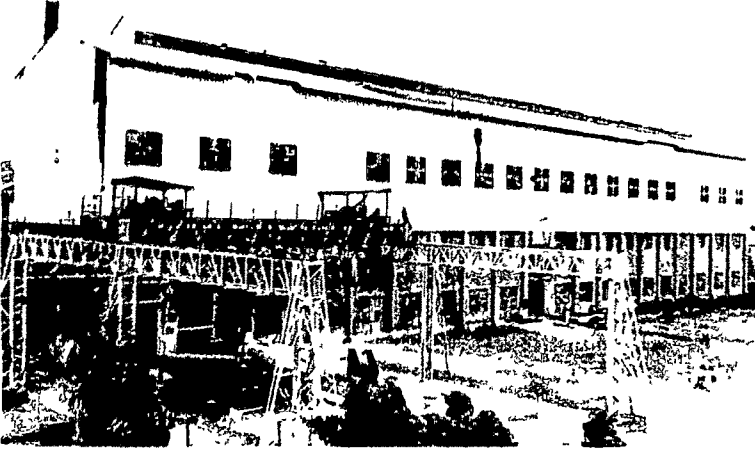
ORGANISATIONAL CHART





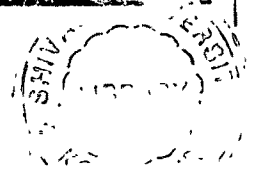
दि राहुरी सहकारी साखर कारखाना लि.

श्री शिवाजीनगर, ता. राहुरी, जि. अहमदनगर.

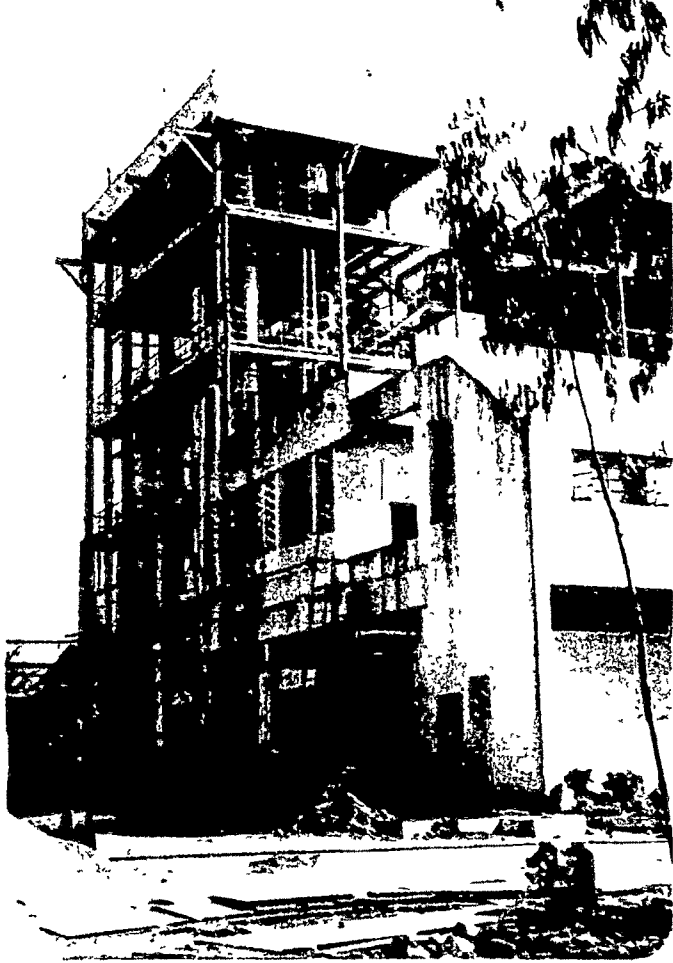




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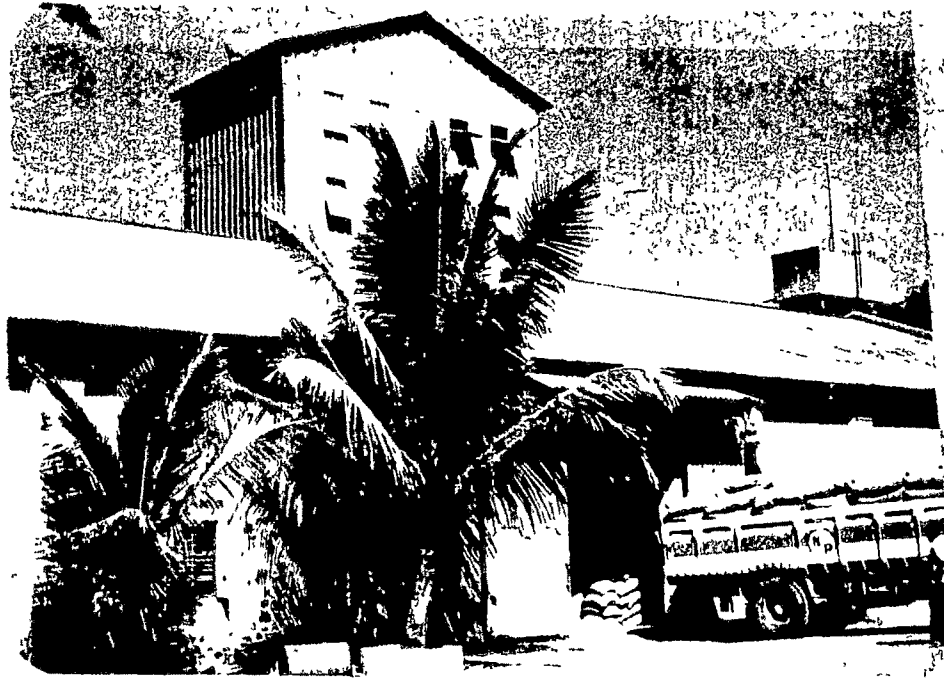
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असिट अॅल्डिहाइड, असिटिक असिड व असिटिक अनहैड्राईडचा विभाग



डिस्टीलरी व लिंकर विभाग



पशुपक्षी खाद्य विभाग