- A) INTERVIEW SCHEDULES:
 - I) FOR WELFARE OFFICERS
 - II) FOR WORKERS
- B) ORGANIZATIONAL SET-UP OF INDUSTRIES
- C) THE PROCESS OF "DISCIPLINARY ACTION"

 IN "THE LAXMI-VISHNU TEXTILE MILLS

 LIMITED, SOLAPUR".

- CSCIBER -

- SHIV**AJI U**NIVERSITY - KOLHAPUR ---

- A) INTERVIEW SCHEDULES
 - I) FOR WELFARE OFFICERS
 - II) FOR WORKERS

- A) INTERVIEW SCHEDULE
 - I) FOR WELFARE OFFICERS

CHHATRAPATI SHAHU CENTRAL INSTITUTE OF BUSINESS EDUCATION & RESEARCH KOLHAPUR

I) INTERVIEW SCHEDULE - FOR LABOUR WELFARE OFFICERS :

<u>Title</u>: "The Role of Welfare Officer in the Industries of Solapur City".

Researchers Name: Mr. Chittaranjan A. Joshi.
B.Com.M.S.W.

Name of the Research Guide : Prof. (Dr.)A.D. Madgulkar. M.A.Ph.D.

A/ BIO-DATA :

- 1) Name of the respondent:
- 2) Age: In years: 25 30

30 - 35

35 - 40

40 - 45

- 3) Name of the Organization:
- 4) Designation: Personnel Officer

Chief Labour Officer

Labour and Welfare Officer

Assistant Labour Welfare Officer

Addtional Labour Welfare Officer

5) Period of service (In years) : 0 - 05

5 - 10

10 - 15

15 - 20

..2

A/

- 6) Qualifications :
 - a) Do you think that professional degree is useful to Welfare Officer in his discharge of duties?

 Yes/No
 - b) Which degree do you recommended for a Welfare Officer?

MSW/LLB/Graduation in Social Science/Any other

- c) Is the training received in the class-room useful to Welfare Officer?
 Not much/Very much/Cannot say
- d) If the training is not useful what improvements in the course do you suggest?

B/ ATTITUDE OF THE OFFICERS FOR THE RAPPORT

- 1) Do you have interest in Workers Welfare? Yes/No
- 2) Which conditions prevent you from the harmonious relations with workers? (Give Options);
 - a) Managements attitude towards workers,
 - b) Multiplicity of union and anwanted inference
 of union leaders in working of the organziation
 - c) Illiteracy and lack of confidence in workers.
- 3) What difficulties generally a Workers faces in industry?
- 4) Are you showing any sympath; towards the worker whenever he faces a difficult problem? Yes/No

B/ :

- 5) How do you help in such situation?
- 6) Do you employ any special techique of Social Work in solving Workers problems?

 Case work/Group work/Any other

C/ WAYS OF FORMING THE HARMONIOUS FELATIONS WITH WORKERS:

- 1) What are the main ways of sources of forming the harmonious relations with the workers?
 - a) By showing symapthy
 - b) By helping them in their work
 - c) By providing facilities
- 2) What is the nature of your work vis. a vis. workers?
 - a) To execute orders of management
 - b) To apply the relevant status of factory laid
 - c) To work for the Welfare of Workers in every day
 - d) Any other.
- 3) Are you harashing the workers? Yes/No
- 4) Are you treating the workers as

 your friends?

 Yes/No
- 5) Do you have the idea of treating
 the workers as human being?
 Yes/No
- 6) Are you giving advice to the worker ...
 in his critical situation? Yes/No
 If 'Yes' can you describe any such
 critical situation:

. . 4

C/

- 7) How far the Workers are responding you?

 (for the rapport):
 - a) Nicely
 - b) Not so enthusiastically
 - c) They are indifferent

D/ WORKERS AWARNESS ABOUT RELATION :

- 1) What kind of Relatioship is their between Workers and Officers in your factory?
 - a) The relationship is friendly
 - b) It is hostile
 - c) It is indifferent
- 2) Are workers obeying the officers?

Yes/No

- 3) How far the workers are eager for this relation?
- 4) What kind of misconducts are reported against Workers, in your factory?
 - a) Absenteesim
 - b) Dishonesty with company's business or property
 - c) Negligence in work
 - d) Ritous behaviour with officers or workers in subordination

D/

- 5) What action do you take against then?
 - a) Warning oral/written
 - b) Departmental Chargesheet
 - c) Managerial chargesheet
 - d) Dismissal/Discharge
- 6) Are workers accepting their misconduct whenever they are wrong?

Yes/No

Et/

- 1) "The Workers are always saying that, the Officers are committed to management policies being the middleman" - How far it is correct?
- 2) Do you think that workers misunderstand your role in the factory?
 - a) Not always
 - b) Always
 - c) Never

F/ WELFARE FACILITIES TO THE WORKERS :

1) Is the canteen facility provided to the Worker?

Yes/No

- 2) How do you rate this facility?
 - a) Good
 - b) Not so good
 - c) bad

F/

3) Is there any creche?

Yes/No

- 4) How would you rate this facility?
 - a) Good
 - b) Not so good
 - c) bad
- 5) Is that Welfare facilities provided according to law? Such as urinals, laterines, washrooms etc.

Yes/No

- 6) What non-statutory Welfare facilities do your organization provide?
 - a) Grainshop
 - b) Housing
 - c) Recreational hall
 - d) Credit co-operative Society
- 7) Have you started any recreational facility for workers?

 If yes Please describe:

Yes/No

If yes - Please describe

8) Donyou think that nonstatutory facilities are more useful?

If yes - State why?

Yes/No

..7

G/ WELFARE OFFICER AS A MIDDLEMAN :

- 1) What is your role in providing the maximum Welfare facilities to the Workers?
- 2) Do you raise the Workers relevant problems before management?

Yes/No

If Yes, describe some issues, in brief that you have raised before management:

- a) Workload linked with Wages
- b) Shelter and restroom facilities
- c) Transport facilities
- 3) How do you think management is treating its workers?
 - a) As logs in machine
 - b) As human beings
- 4) What is the attitude of the management about the Welfare faciltities to the Workers?
- 5) Is the management reluctant to extend
 non-statutory facilities to workers?

 Yes/No

 If Yes, state the reasons, for its
 being reluctant:
- 6) "Welfare Officer as middleman tied by the management" is it true?

 Yes/No

H/ GRIEVANCE SETTLEMENT ROLE :

- 1) What is the grievance settlement procedure as given in your standing orders?
- 2) What is the role of the Welfare Officer whenever there is a grievance?
- 3) What procedures should be adopted by the ... Welfare Officer for the settlement of industrial Dispute?
- 4) What is the role of the Welfare Officer regarding the illegal demand and illegal lockout?

I/ GENERAL :

- 1) What the Welfare Officer should do for achieving maximum production goal?
- 2) What will be the role of Welfare Officer if adequate (Acording to Law) Welfare facilities are not there?
- 3) Whether the Welfare Officer is studying to labourers and listening to the management?
- 4) What is the role of Welfare Officer regarding workers promotion and transfers?



A) INTERVIEW SCHEDULE

II) FOR WORKERS

CHHATRAPATI SHAHU CENTRAL INSTITUTE OF BUSINESS EDUCATION & RESEARCH

KOLHAPUR

II) INTERVIEW SCHEDULE - FOR WORKERS :

Title: "The Role of Welfare Officer in the Industries of Solapur City".

Researchers Name: Mr. Chittaranjan A. Joshi.
B.Com.M.S.W.

Name of the Research Guide : Prof. (Dr.) A.D. Madgulkar. M.A.Ph.D.

A/ BIO-DATA : (OF THE WORKERS) :

- 1) Name :
- 2) Age : (In years)

20 - 25

25 - 30

30 - 35

35 - 40

40 - 45

45 - 50

50 - 55

55 - 60

- 3) Department :
- 4) Experience in the organization :

0 - 05

5 - 10

10 - 15

15 - 20

20 - 25

- 5) Rural/Urban
- 6) Native Place
- 7) The distance of native place from Solapur : (In Kilometers)

0 - 02

2 - 04

4 - 06

8) Education:

Illiterate

Primary

Secondary

Collegiate

Technical

B/ WELFARE OFFICER AND COUNSELLING :

1) Are you a member of any committee \sim

in your industry?

Yes/No

If 'Yes' which Committee?

Health Committee

Safety Committee

Joint Committee

Any other

capacity?

2) Do you approach Welfare Officer for your individual problems or any of the above

Yes/No/sometimes

..3

B/

- 3) Does he help you, when you approach him? Yes/No

 If 'Yes' what way does he help you?
 - a) Counselling
 - b) helping us to adjust with this environment
 - c) Helping us to know our rights and previleges
- 4) Did you ever approach him for your family problems? Yes/No

. If 'Yes' state in brief your problem :

- 5) Did the Welfare Officer pay a home visit in connection with your problem?

 Yes/No
- 6) Could the problem be sorted out
 satisfactorily?
 Yes/No

C/ WELFARE OFFICER AND MANAGEMENT :

1) Was there a dispute in your factory in last 5 years? Yes/No/Donot know

If 'Yes' over what question?

- a) Bonus
- b) Wages
- c) Working Conditions
- d) Any other

C/

- 3) What was the Role of Welfare Officer in this disputes?
 - a) He sided with the management
 - b) He sided with the workers
 - c) His role was indifferent
 - d) He helped both the partiesso as to resolve the dispute.
- 4) Are you satisfied with the Labour and
 Welfare policies of your factory?

 Yes/No/cannot say
- 5) Who according to you formulates the Labour and Welfare policies in your factory?
 - a) Management
 - b) Management under the advice of Labour Welfare Officer
 - c) Donot know.



B) ORGANIZATIONAL SET-UP
OF INDUSTRIES

Chairman of Board of Directors

Working Director

General Manager

| |Factory Manager

I) FUNCTIONAL CHART OF THE LAXMI-VISHNU TEXTILE MILLS LIMITED, SOLAPUR:

M. Phill

Purchase and Disposal Officer	
Purchase and Disposal Off	
Sales Manager Sales Manager Clerks	
Stores Incharge Clerk Cooliee	
g Mnager	
Processing Mnager	
Medical Officer Compounder Nurses Sweeper	
Chief Security Officer Security Officer Jamadar Wachman	
Chief Labour Officer Labour Officer (Lamxi) Labour Officer (Vishnu) Asstt. L&W Officer B.S.I. Office & Service Record	
Chief Thgr. Asstant Engr. (Laxmi) Asst. Fngr. (Vishnu) Asst. Fngr. (Machine Shop) Asst. Fngr. (Maintainance) Foreman	
Weaving Suptd. Weaving Master (Laxmi) Weaving Master (Vishnu) Asstt. Weaving Master Weaving Asstt. Head Jobbers Line Jobbers)
Spinning Master Deputy Master Rasistant Spinning Head Jobber Head Jobber Line Jobber Une Jobber Une Jobber Une Jobber	
Assist. Manager (Factory & Finance) Costing Tectrical Data Processing	
Assist. Manager (Admt.) Office Supt. Invice Dept. Internal Auditor P.F. Typing Section Iine Keeper Keeper	

Polding Master	i Folding Assistant	Assistant Folding Master (Laxmi)	Assistant Folding Master (Vishnu)	Grey Fold	Jobber I Worker Shivaji University - Kolhapur
Printing Master	Assistant Printing Master	Printing Assistant	Jobber Worker		
Dyeing Master I		Jobber	l Worker		
Bleaching & finishing	Master ' Assistant bleaching	& finishing Master 1 Finishing Assistant	Jobber	Worker	

II) FUNCTIONAL CHART OF NARSING GIRLI MILLS (MSTC UNIT) :

M. Phil

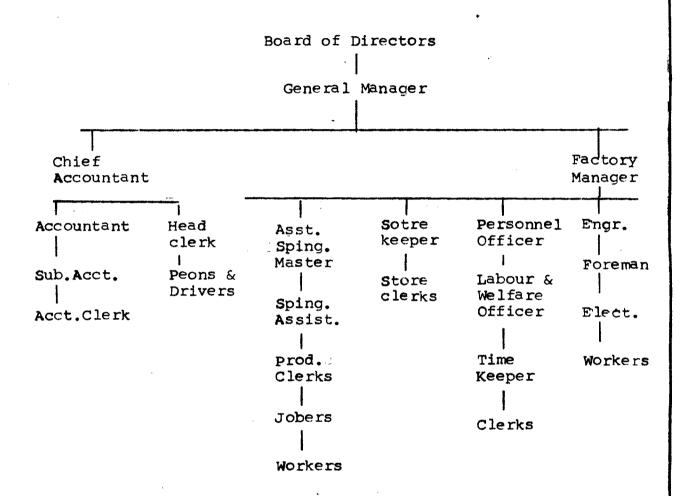
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	Givil Engr. Worker Mali Sweepers	Assistant Trais Labour Officer
	Chief Engineer Mech. Engr. I Norker	79F
	Elect. Foreman Wireman	Assistant Labour Officer
ANAGER	Security Officer Supervisor Naik Hatchman	Assistant
General manager 	Assistant Manager 1 Store Keeper 1 Senior Clerks 1 Typists 1 Peons	
	Personnel Officer Labour Officer	fz."
	Central Fxcise Sales Manager Sales Officer Clerks IR.S. incharge	0.T. Labour 1. E.S.I. & P.F. Incharge 1. Clerks
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 Medical Officer	Compounder					
 Head Time Keeper 	Assistant Time Keeper		Reporter		Peons	
 Grain Sh o p Incharge 	Wt. Checker	Coolee	_	Hamals		
Clerk		T. X.				
) Canteen Clerk		Cook	_	Assist, cook	_	Vendors
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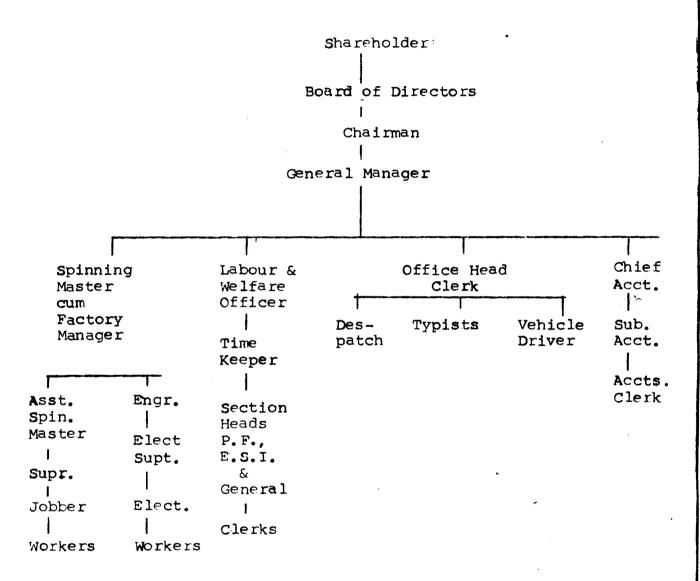
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III) THE YESHWANT SOOT SAHAKARI GIRNI LIMITED :



ORGANIZATIONAL SET-UP : (FUNCTIONAL CHART)

IV) THE SOLAPUR SOOT SAHAKARI GIRNI NIAYMIT:



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VI) FUNCTIONAL CHART OF MAHARASHTRA STATE ELECTRICITY BOARD : (SOLAPUR DIVISION) :

DIVISION OFFICE

Executive Engineer

	ice Labour & Welfare Officer Upper Division Clerk Steno-Typists Peon	Operators Lineman
	Sectional Office Sub-Engineer Lineman Lineman Lineman Line helpers	Lower Division
	0 & M Sub Division lassistant Engineer Sub Engineer (Technical) Upper Division Clerk	cower Division Low
Deputy Executive Engineer	Construction Sub Division Assistant Engineer Junior Engineers Upper Division clerks Lower Division clerks	Cashier Id
	Tstablishment Section Head Clerk Upper Division Clerk Lower Division Lower Division Clerk I Peons	·
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	Technical Section Masistant Fingineer Junior Fingineers Lower Division Clerk I Draftsman	Peons

Assistant Lineman

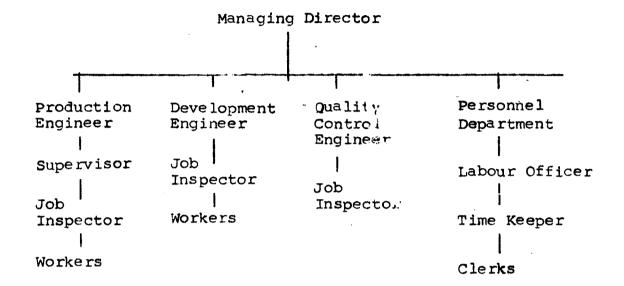
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ORGANIZATIONAL SET-UP : (FUNCTIONAL CHART)

VII) CHETAN FOUNDRIES LIMITED :



- C) THE PROCESS OF, "DISCIPLINARY ACTION"

 IN "THE LAXMI-VISHNU TEXTILES MILLS

 LIMITED, SOLAPUR".
 - 1. Warning

 - 3. Order of fine
 - Managerial chargesheet
 against misconduct
 - 5. Notice of dismissal
 - 6. Discharge notice

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