

APPENDICES

Appendix No.1 - Interview Schedule

Appendix No.2 - Bibliography

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APPENDIX I

CSIBER, KOLHAPUR

A) Interview Schedule

Questionnaire for dissertation

M.Phil. (Commerce and Management)

(1983-84)

A study of Absenteeism in foundry Industries at Satara (with reference to selected foundries)

- 1) Name of the student:- Subhash A. Kamble
- 2) Name of Research Guide:- Dr. Prof. V. V. Khanzode.
- 3) Schedule No.
- (I) Personal Data:-
 - 1) Name :
 - 2) Age :
 - 3) Education- Primary/Secondary / Higher Secondary Technical.
 - 4) Period of Service.
 - 5) Native place Tal & District---
 - 6) Mode of conveyance-- Walking /cycle/Bus
 - 7) Distance from place of work
 - 8) Department in which working presently.
 - 9) Whether permanent or temporary.
- (II) Working Conditions:-
 - 1) Are you satisfied with the following conditions in your factory?

- | | |
|----------------|--------|
| a)Temperature | yes/No |
| b)Air movement | " " |
| c)Humidity | " " |
| d)Illumination | " " |
| e)Sanitation | " " |
| f)Ventilation | " " |

2)For how many hours a day are you required to work?

3)Do you feel exhausted after the work? Yes/No.

4)Is there shift system in your factory? Yes/No

5)In which shift do you work?

6)Is the working in that shift convenient to you?

Yes/No

III)Wage Structure:-

1) How is the work rated in your factory?

by piece /time

2)Do you think that this is a good method? yes/No

3)How much wages do you get?

Monthly-Weekly -Per day-----Rs.

4)Is it sufficient for the need of your family?

yes/No

5)Do you get bonus? yes/No

6)How do you use it,?

7)Do you have to borrow? yes/No

8)If yes from whom do you borrow?

friends, relatives, co-operative-credit society,

Banks, money lenders, and any other source.

9)How do you arrange to repay the debt?

10) How much debt you are in presently?

IV) Family Background: -

1) How many persons ^{are} there in your family?

2) How many of them are earning hands?

3) How many of them are directly dependent on you?

4) Are ^{you} consider to be ^a head of your family?

5) Do you have any other source of income? yes/No

6) If yes---State which?

V) Leave:

1) Do you have a holiday every week? yes/No

2) What do you do in that day?

Rest, domestic work, agricultural work, any other

3) Do you get paid leave every year? yes/No

4) Do you enjoy it full? yes/ No

5) Do you get sick leave? yes/No

6) Did you have an occasion to use it? yes/No

7) Do you think that the leave facilities in your factory are good? yes/No

VI) Absenteeism:

1) Do you remain absent from work with permission?
yes/No

2) If yes, how many times in a month? On what days in a month?

3) What is a cause of such an absence?

Sickness, Accident, Family-function, Social and religious functions--Others

4) Was ever a disciplinary action taken against you?

yes/No

5) If yes, in what way?

6) Do you think that the absence was inevitable?

(VII) Welfare Facilities:-

1) Are the following facilities provided in your factory?

a) Place for washing-storing-drying of clothes-

yes/ No

b) Drinking water

yes/ No

c) Latrines & Urinals

yes/ No

2) If there is a canteen in your factory ?

yes/ No

3) Do you have rest room ?

yes/ No

4) Do you have rest room?

yes/ No

5) Are the conditions there in satisfactory?

yes/ No

6) Do you have an ambulance for the use of sick workers?

yes/ No

7) Do you get any medical facilities?

yes/No

8) What are they?

9) Are there any recreational activities on behalf

of factory ?

yes/No

If yes, what they are?

Do you take part in it?

yes/No

10) Do you have a gainshop of the factory?

yes/No

11) Does it Offer you any credit-facilities?

yes/No

(VIII) Trade Unions:-

1) Do you have a trade union?

yes/No

2) Are you a member of it?

yes/No

3) Is it recognised ?

yes/No

4) Does the union fight for you?

yes/No

5) Was ever your complaint taken up by trade union?

yes/No

6) Was it successful ?

yes/No

7) Was there ever a strike in your factory in last
3 years?

yes/No

8) If yes, was it successful?

yes/No

IX) Work-Behaviour & Work Attitude:-

1) Can you hold the job as long as you wish?

2) Are the machines you work on kept in good conditions?

3) Can you get your machines repaired immediately

- following a breakdown? yes/No
- 4) Will company promote you according to your ability?
yes/No
- 5) Does your company give attention to suggestions
by workers regarding work improvement?
yes/No
- 6) Is your work tiring? yes/No
- 7) Do supervisors appreciate you for a fine job?
yes/No
- 8) Do supervisors help you in work related problem?
yes/No
- 9) Are supervisors capable of giving clear and
correct instructions? yes/NO
- 10) Are supervisors interested in your growth and
advancement? yes/No
- 11) Are supervisors well-trained for their job?
yes/No
- 12) Can supervisors be your friend?
yes/No
- 13) Are supervisors interested only extracting work
from you? yes/No
- 14) Have you been given clear instructions regarding
your safety? ywa/No
- 15) Are the instructions given to you clear and spec-
ific? yes/No

16) Do you know the names and numbers of all departments in your factory? yes/No

17) Do you know all the products that your company produces? yes/No

18) Do you know the basis of promotion in your company? yes/No

19) Do you often work with persons that you like? yes/No

20) Could production go up if the work-group is made up of your friends? yes/No

21) Will your colleagues help you out in case of a family or personal problem? yes/NO

22) Do you think that you have found an appropriate job for yourself? yes/No

23) Do you find job interesting? yes/No

24) Do your family and friends approve of your job? yes/No

25) Will your company be interested in helping you if you had a personal or family problem? yes/No

26) Do you think that your company takes interest in improving your skill? yes/No

27) Will you advise your friends to work for your company? yes/No

28) Having considered every thing, would you say that your company is better than other companies? yes/No