

A P P E N D I X

1. SPECIMANS OF QUESTIONNAIRES
2. BIBLIOGRAPHY

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I

A Study of Personnel Relations in  
Nationalised Banks in Kolhapur City -  
With Special reference to women employees -

Questionnaire No.1

( For Agents/Managers)

- 1) Name of the Bank
- 2) Branch Address
- 3) Name of the Agent
- 4) Information about employees

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Levels	Men	Women	Total
Officer			
Jr.Officers			
Clerks			

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- 5) Any problems related to women employees in following respects.
  - a) Absorption to the job after appointment
    - i) New Employees
    - ii) Transferred employees
  - b) Absenteeism (Leaves)
    - i) General tendency of absenteeism
    - ii) Information in advance
    - iii) Special leaves maternity
    - iv) Your reaction sympathetic attitude legal action
  - c) Late arrivals & early departures
    - (i) Attitude of men employees & women employees
    - (ii) Your treatment to them
  - d) Turnover

II

- reasons for turnover
  - Marriage
  - Transfer of husbands
  - Change in job
- e) Transfers
  - Policy about transfer
  - Treatment to request transfers
  - Treatment to non willing transfer
- f) Performance
  - Non satisfactory or below ordinary
  - Satisfactory or ordinary
  - Most satisfactory or above ~~Satisfactory~~ ordinary
- g) Flow of women employees
  - i) Increasing or decreasing
  - ii) If increasing why ?
  - iii) If decreasing why ?
- h) Any special view, or comment or suggestion
  - i) Whether any special concessions or facilities should be offered or not ?
  - ii) The flow of women employees should be controlled because it hampers the efficiency or general atmosphere of the office
- i) Participation in programmes i.e. trip drama etc.

III

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Questionnaire No.2  
( For Women employees)

1. Personal information

1. Name
2. Address
3. Marital status
4. Education Any additional qualification
5. Age
6. Religion/Caste

2. Occupational information

a) Elementary

- 1) Present designation
- 2) Number of years in service
- 3) Temporary or permanent ?
- 4) Were you serving any where else before
- 5) Why you have left that job

b) Recruitment-appointment

- 1) Whether you have to face any problem while recruiting the method of recruitment- any specific problem being a women candidate ? Have you got the advantage of reserve quota ?
- 2) Have you tried for any other employment ? Where ?
- 3) ~~Where~~ Why you have preferred this sector only ?
- 4) Have you received training before appointment ?

IV

c) Transfers

1. How many times you have been transferred so far ?
2. Whether there is possibility of transfer in future ?
3. Request transfer
4. Unwilling transfer- i.e. whether injustice have been done to you as regards transfers ?

d) Promotion

1. How many times you are promoted so far ?
2. What are the chances of promotion in future ?
3. Are you interested in promotion ? If so...Why? financial gain or any other reason  
If not....Why? additional responsibility/possibility of transfer lacking adequate financial gain.
4. Any specific problem related to promotion ? i.e. examination etc.

e) Absenteeism

1. Do you avail your casual leaves
2. Do you avail pre-sanctioned leave or not
3. Other leave facilities - Half pay/without pay/  
Earned/Maternity/Medical.
4. Any problems related to leaves.

f) Other facilities

1. L T C
2. House building loan
3. Vehicle Loan
4. Educational loans

g) Environment

i.e. toilet, seperate retiring room, play entertainment etc.

- h) Late arrival and early departure
- i) job satisfaction
  - 1. Do you find your work pleasing or not ?
  - 2. Do you face any problem being women employee ?
  - 3. Whether these are any specific reason for not getting the job satisfaction ?
- j) Your participation in activities-  
Picnics, trips, dramas, functions ?  
Voluntary participation or not ? why ?
- k) Your participation in Trade Union Activities
  - 1. Are you a member of Trade Union ?
  - 2. Do you held any position in Trade Union
  - 3. Name of the Trade Union
  - 4. Whether your union provides for separate representation of women employees ?
  - 5. What is your participation in union activities ?
  - 6. Do you voluntarily participate or you are forced to participate ?
  - 7. If you are not interested in union activities, why?
- l) Suggestions & recommendations in general

Elections, Public Meetings, Annual Programmes, strikes, Morchae.

VI

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Questionnaire No.3

1. Name :-
2. Designation :-
3. Your attitude towards  
co-workers in ~~general~~ general ?
4. Your attitude towards women  
co-workers in particular?
5. What do you think about their  
regularity, sincerity and  
efficiency ?
6. Do you face any problem while  
working with women ?
7. What do you think about their  
participation in activities  
in general ?
8. What do you think about their  
participation in trade union  
activities?

VII

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Questionnaire No.4

( For Subordinate employees)

1. Name :
2. Treatment given to you :
3. Do you find any specific  
problem while working with  
women officers ?