

A P P E N D I C E S.

- I. QUESTIONNAIRES - 1. FOR MANAGEMENT.
2. FOR EMPLOYEES.

- II. B I B L I O G R A P H Y.

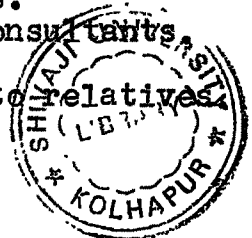
CHH. SHAHU CENTRAL INSTITUTE OF
BUSINESS EDUCATION & RESEARCH, KOLHAPUR
SHIVAJI UNIVERSITY ROAD, KOLHAPUR.
=====

AN INTERVIEW SCHEDULE FOR MANAGEMENT.NO.I.

NAME OF THE RESEARCHER :- PROF.C.S.PATHAN.

NAME OF THE RESEARCH GUIDE :- DR.P.S.RAO.

1. Name of the company : Walchandnagar Industries Ltd.
Engine & Foundry Division, Satara Road.
Limited / Unlimited : Limited.
2. Date of Registration of company :
3. Date of commencement of work :
4. Status of the company : Public Ltd. / Pvt. Ltd.
5. Product of the company : Engineers & Founders.
6. How much initial capital invested :
7. What is the present position. : Fixed Capital :-
Working Capital :-
8. State the number of workers working. : a) Highly Skilled,
b) Skilled,
c) Semi-Skilled,
d) Un-Skilled,
e) Administrative / Supervisory.
9. What are the methods of recruitment you follow for recruiting the employees and managerial staff : a) Direct.
b) Employment Exchange.
c) Jobbers & Institutions.
d) Educational Institutions.
e) Advertisement.
f) Contacts through present employees.
g) Professional bodies.
h) Trade Unions.
i) Personnel consultants.
j) At get.
k) Preference to relatives.
l) Any other.



10. How do you determine manpower requirements : a) Job analysis.
b) Strength & work-load.
c) Any other.
11. Do you plan for manpower through any scientific method ? Yes / No.
12. What interview method do you follow ?
a) Directive interview.
b) Non-directive interview.
c) Group interview.
d) Board interview.
e) Individual interview.
f) Any other interview.
13. Do you follow scientific selection procedure : Yes / No.
14. Do you take oral or written examination at the time of interview ? Yes / No.
15. How final selection of the candidate is made ?
16. Do you pay T.A. & D.A. to candidate called for interview ? Yes / No.
17. Do you give initial training to employees on their appointment ? Yes / No.
18. What methods of training you follow for training your employees ?
a) On the job.
b) Apprenticeship.
c) Vestibule.
d) Class-room method.
e) Induction.
f) T.W.I.
19. Do you send your employees for out side training ?
20. If yes, what type of employees do you send for outside training : Clerical/Supervisory/
Managerial/Engineering/
Workers(Maintenance)
21. Do you follow any special methods for recruitment and selecting managerial staff.

22. Do you follow any schemes for training & development of your managers - departmental heads. Yes / No.
23. What are these schemes ?
24. Do you give promotions to employees ? Yes / No.
25. What basis you follow for promoting your employees ? Merit/Seniority/
Any other.
26. What basis do you follow for promoting your managerial staff. Merit/Seniority/
Any other.
27. Do you depute you managers for outside training period by management associations, private institutes, specialised professional organisations, etc. Yes / No.
28. If yes, do you provide necessary financial help to the deputed managers. Yes / No.
29. Have you started Training school within your company to train manpower. Yes / No.
30. If yes, what type of training is provided to them.
31. Do you organise any seminar conference, lecture etc. for your employees & management staff. Yes / No.
32. Are you satisfied with your present manpower planning policy? Yes / No.
33. Are you going to improve your present manpower policy ? Yes / No.
34. If yes, what steps you are likely to take in this regard ?
35. Do you take medical examination of your employees ? Yes / No.
36. How do you notify the vacancies ? :
37. Do you hold any test while selecting workers ? Yes / No.

38. If yes, what sort of tests ? : Mechanical Test/ Sent to shop for Tests.
39. Do you practice sons of soil policy ? : Yes / No.
40. Do you administer training programme ? : Yes / No.
41. Do you make transfers ? Yes / No.
42. Do you take consent of worker before transfer ? : Yes / No.
43. Do you give promotion ? Yes / No.
44. What are the criteria for promotion ? : Seniority/Merit/ Seniority cum merit.
45. Are the workers satisfied with the promotion procedure : in existence ?
46. Does factory provide training to all levels of workers. Yes / No.
47. Have you done Job-Analysis of your employees. Yes / No.
48. Are the jobs scheduled according to time and motion studies ? Yes / No.
49. What methods of training do you prefer best ? :
50. Is there Management (Executive) development programme ? Yes / No.

SIGNATURE
OF REPRESENTATIVE OF MANAGEMENT.

- ii) How have you applied for :- Prescribed Application
job. Form/ Any other.
- iii) Did you receive a formal :- Yes / No.
interview call.
- iv) Have you been recruited Yes / No.
through interview procedure?
- v) If yes, by which method ? Yes / No.
Discussion/Individual
Interview/Special consult.
- vi) Have you given tests ? Yes / No.
- vii) Had your medical fitness :- Yes / No.
taken into account ?
- viii) Have you given job tests?:- Yes / No.
- ix) By whom you were interviewed ? :-
- x) Have you undergone any other test ? :- Yes / No.
- xi) If yes, please mention. :-
- xii) Have you got job information :- Yes / No.
in final selection interview ?
- xiii) As per selection process have Yes / No.
you got proper placement.

(C) M.P. TRAINING AND DEVELOPMENT.

- i) Immediately after your joining
the organisation had you undergone:- Yes / No.
any training ?
- ii) What training facilities do you
get in the organisation.
- iii) Do you believe that other training :- Yes / No.
programme helps in individual &
organisational development ?
- iv) What are the methods your company :- On Job/Off the
use to train the employees. job.
- v) Which method do you think is better ? :-

- vi) Whether the training programme should be pre-employed or post employed ?
- vii) Were you deputed by your company for outside training ? Yes / No.
- viii) If yes, where and how long ?
- ix) On what basis you were selected for outside training ?
- x) Whether you were deputed for such training course ? Yes / No.
- xi) If yes, when & with what result?
- xii) What is your idea about outside :- Good/Fair/Bad. training ?
- xiii) On successful completion of training what benefits did you get?
- a) Regular increment.
- b) Special increment with up-gradation/as per routine.
- c) Special increment with promotion.
- d) Don't know.
- xiv) Have you been transferred : Yes / No.
to other Department ?
- xv) Cause of transfer :-

(D) PROMOTION.

- i) Have you got any promotion or upgradation in the department ? Yes / No.
- ii) What is the criteria used for promotion in your organisation ? Seniority/merit/Any other.
- iii) Are you satisfied with your promotion. Yes / No.
- iv) Are there any chances for future promotion ? Yes / No.

v) Are you satisfied with the existing promotion policy of the company ?

Yes / No.

vi) If not, what suggestions would you like to make.

