

# **Questionnaire for Employees**

**M.Phil in Commerce (2006-07)**

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**Research Guide: Dr. R.B.Gokakkar**

## **A STUDY OF PERSONNEL POLICIES AND PRACTICES IN PAPER INDUSTRY WITH REFERENCE TO DAILY PUDHARI**

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**Note:** This information is purely for academic purpose and no information will be disclosed anywhere.

### **PERSONAL DATA:**

Name of Respondent: \_\_\_\_\_ Department:- -----

Sex: Male / Female

Designation: \_\_\_\_\_

Place of Birth: Rural / Urban (Origin)

Religion: \_\_\_\_\_

Father's Occupation: a) Some as I do. b) Farmer. c) Clerical. d) Technical.

e) Professional. f) Businessman. g) Government Service.

h) Other.

Education: Primary/ Secondary / Graduation / Post Graduation / Technical/  
Professional.

Duration of service in this organization - \_\_\_\_\_ Yrs.

Did you work at any other place earlier? If yes, how long? \_\_\_\_\_ Yrs.

Reasons for leaving earlier organization –

a) Job security. b) Better working condition c) Better Promotion Avenues.

d) Good incentives.

e) Place of posting nearer to my native place. f) Monetary benefits

**PERSONNEL POLICY:**

1) Are you aware with the personnel policy of your organization? -

Yes/No.

**\* If yes, please state that who is responsible for formulating personnel policies**

**in your organization –**

**a) Board of Director. b) Personnel management. c) Personnel Policy Committee.**

**\* If no, please state reasons for unfamiliarity with personnel policies**

**a) Non Communicated. b) Policy is not clear. c) Non Acceptable. d)**

**Any other.**

2) Are you participated in policy formulation task or communicate your views to management?

- Yes/No.

3) Are you satisfied with communication of personnel policies? -

Yes/No.

- High Satisfied / Satisfied / Dissatisfied / Highly Dissatisfied / Undecided

**RECRUITMENT AND SELECTION POLICY:**

1) Are you aware with the recruitment policy system of your organization?

- Yes/No.

2) Through what sources were you employed? -Internal Source / External Source.

3) How could you get the job in this organization?

a) Through recommendation of management. b) Relative influence. c) Applied directly. d) Newspaper advertisement e) through union. F) Employment exchange.

4) Did you undergo any test at the time of recruitment? -

Yes/No.

\* If yes, what sort of test was it?

- Written test / Job test / Interest test / Medical test / Personal Interview/group discussion

5) What do you think about the method of selection in your organization?

- Extremely fair/ Fair and just / Unfair / Undecided.

### **PLACEMENT POLICY:**

1) Did you undergo any special training/Apprenticeship / Probation/Induction/Orientation before your placement? -

Yes/No.

2) If yes, what was the duration? \_\_\_ Yrs/ months/ weeks. From \_\_\_\_\_ to \_\_\_\_\_

### **TRAINING POLICY:**

1) Are you known training policy of your organization? -

Yes/No.

2) Does the company provide trainings to all employees? -

Yes/No.

3) Whether this training should be pre-employed/ post-employed?

- \_\_\_\_\_

4) What is your opinion about the training policy?

5) Do you prefer which method of training –

- On the job / off the job / Job-rotation / Apprenticeship.

### **PROMOTION POLICY:**

1) Do you know promotion policy of your organization? -

Yes/No.

2) What are the criteria for the promotion?

- Seniority / Efficiency / Merit / Seniority cum efficiency.

3) Are you satisfied with existing promotion policy?

- Highly satisfied / satisfied / Dissatisfied / undecided.

**TRANSFER POLICY:**

1) Is there any transfer policy in your organization? -

Yes/No.

\* **If yes, how many times you were transfers?- Onetime/ two-time / three time.**

\*\* **Can you point the reasons for your transfer?**

- Promotion / need of the organization / at your own request / other (specify) \_\_\_\_\_

2) Does the management take consent of employees before their transfer?

- Yes/no.

3) What is your opinion about the transfer policy?

- Good / Fair

/ Bad.

**WAGE and SALARY POLICY:**

1) Is there wage and salary policy in your organization?

- Yes/No.

2) What is your opinion about wage and salary policies? - Adequate / in-Adequate (Yes/No.)

3) Do you think that your salary is in proportion with the nature of the job?

- Highly satisfied / satisfied / Dissatisfied / undecided.

**EMPLOYEE BENEFITS and SERVICES:**

1) What are main super annuities and retirement provisions in your organization?

- Provident fund /Family pension / gratuity / compensation / for employment injury / any other (specify) \_\_\_\_\_

2) Are you satisfied with bonus policy of your organization?

- Satisfied / Dissatisfied / undecided.

3) What are welfare benefits in your organization?

a) Medical. b) Educational. c) Recruitment. d)Transportation. e)Canteen facilities f)Housing amenities.

5) DO you get any leave travel concession from your organization? -

Yes/No.

\* If yes, what duration? - \_\_\_\_\_

6) Are you satisfied with leave provisions of your organization?

- Satisfied / Dissatisfied / Highly dissatisfied / Undecided.

# **Questionnaire for management**

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### **PERSONAL DATA:**

Name \_\_\_\_\_ of \_\_\_\_\_ Respondent:

\_\_\_\_\_ Department:-

Sex: Male / Female

Designation: \_\_\_\_\_

### **PERSONNEL POLICIES:-**

1. Do you have written personnel policies?

Yes/No

2. What is responsible for formulating personnel policies?

Board of Director /personnel policies committee

3. How do you communicate personnel policies to your employee?

a) Personnel bulletins or manuals b) sending letters c) Holding meeting d) posting on bulletin board

### **RECRUITMENT, SELECTION, PROMOTION and TRANSFER POLICIES:-**

1) Is there recruitment policy in your organization?

Yes/No

2) Do you prefer either internal OR external source of recruitment.

3) How do you recruit most of your employees?

a) Through recommendation of management b) Employees relative c) Direct application d) Employment exchange e) News paper advertisement

4) Is there any selection test in your organization?

Yes/No

Interview /Written test/ job test / Interest test / medical test

- 5) Does the organization provide training to all the employees?  
Yes/No
- 6) Which training method is generally used in your organization?  
On the job training / of the job training /job rotation / outside special training
- 7) Do you have promotion policy in your organization?  
Yes /No
- 8) What are the criteria for the promotion?  
Seniority / Merit / Efficiency / Seniority cum merit
- 9) Is there any transfer policy in your organization?  
Yes/No
- 10) What are the reasons of transfer?  
Promotion / Need of organization / Employees request / other

**SALARY, EMPLOYEE BENEFITS and GRIEVANCE REDRESSAL:-**

- 1) Is there any wage and salary policy in your organization?  
Yes/No
- 2) How do you fix salary of your employees?  
According to grade / bye laws of industry / Qualification / Management decision
- 3) What are the main super annuations and retirement provisions in your organization?  
a) Provident fund b) Family pension c) Gratuity d) Bonus

