1. Does your organisation have the modern technology in use?
   (Automation, Computers, etc.)
   Yes ______  No ______

2. If the answer for (1) is yes, whether the modern technology is in use?
   FULLY _______  PARTLY ______

3. Whether in your opinion the use of modern technology helps in coping us with the problems of scarcity of manpower?
   YES _______  NO ______

4. By what percentage the emphasis can be reduced on human resource with the use of modern technology?
   ____________________________
   ____________________________
   ____________________________
1. What are the different sources tapped by your organisation in getting employees:
   - Casual and Temporary Workers
   - Promotion
   - Present employee contact
   - College Students

2. Which are the different methods of recruitment used by your organisation:
   - Campus Interview
   - Institutes/Universities sending Bio-data Directly
   - Advertising in Newspapers
   - Recruiting Agencies
   - Trade Unions & Associations
   - Friends & Relatives of Present Empl.
   - Private employment Agencies
   - Any Other, Specify

3. Whether your organisation had any formal application form for the purpose of recruitment
   - YES □   NO □

   If yes, kindly attach a copy of it with this questionnaire.

4. Whether all the employees of your organisation are satisfied with the present promotion policy
   - YES □   NO □

5. Whether promotion decision are based on the suitability of the Promotee rather than on favouritism?
   - YES □   NO □
6. Whether your organisation select female candidates
   YES _____ NO _____

7. If yes, in which cadre your organisation prefer to select female candidates
   XXX _____ N.D. _____
   Sub-Staff
   Record Clerk
   Assistant
   Dev. Officer
   Higher Grade Asstt.
   Class I Officers

8. Whether your organisation prefer to select female candidates in field staff
   YES _____ NO _____

9. Which type of promotion tests are used in your organisation
   Trade Test
   Aptitude Test
   Intelligence Test
   Interest Test
   Personality Test
   Any Other (specify) ___________________________
1. Whether Training is necessary for all new recruits?
   YES _______  NO ______

2. If yes, for what duration
   One Week _____ Two Week _____ 15 days ____ One month ____ Two Month ___

3. Whether Training is necessary for newly promoted employees?
   YES _______ NO ______

4. What are the most commonly used methods for identifying training need
   Analysis of Activity _______ Interview _______
   Analysis of behaviour _______ Observations _______
   Check List _______ Role Playing _______
   Committee _______ Tests _______
   Counseling _______ Questionnaire _______
   Any other (specify) ____________________________

5. Which are the different training methods used by your organisation?
   On the Job training _______
   Lectures _______
   Role Playing _______
   Training Centres _______

6. (a) Do you feel that your organisation has a definite plan of developing you for assuming a higher position YES _____ NO _____
   (b) Do you know what the plan is YES _____ NO _____
   (c) If yes, please describe it below ____________________________

7. Generally which management development programmes are given in your organisation for various position?
   ROLE PLAYING _______  JOB ROTATION _______
   TEMPORARY PROMOTIONS _______ UNDER STUDY _______
8. When employees are sponsored for training, they take it seriously and try to learn from the programmes they attended?
   YES _____  NO _____

9. Whether employees returning from training programmes are given opportunities to try out what they have learned.
   YES _____  NO _____

10. Whether employees are sponsored for training programmes on the basis of genuine training needs.
    YES _____  NO _____
1. This organisation ensures employees welfare to such an extent that the employees can save a lot of their mental energy of work purpose
   YES _____  NO _____

2. Job rotation in this organisation facilitates employee development
   YES _____  NO _____

3. Employees are encouraged to experiment with new methods and try out creative ideas
   YES _____  NO _____

4. People in this organization do not have any fixed impressions about each other
   YES _____  NO _____

5. Weaknesses of employees are communicated to them in a non-threatening way
   YES _____  NO _____

6. When behaviour feedback is given to employees they take it seriously and use it for development
   YES _____  NO _____

7. People trust each other in this organisation
   YES _____  NO _____

8. Employees are not afraid to express or discuss their feelings with their supervisors
   YES _____  NO _____

9. Employees are not afraid to express or discuss their feelings with their subordinates
   YES _____  NO _____

10. Employees are encouraged to take initiative and do things on their own without having to wait for instructions from supervisors
    YES _____  NO _____

11. The top management of this organisation goes out of its way to make sure that employees enjoy their work
    YES _____  NO _____

12. The top management believes that human resources are an extremely important resource and that they have to be treated more humanly
    YES _____  NO _____
13. Development of the subordinates is soon as important part of their job by the managers/officers here

YES ___ NO ___

14. The personnel policies in this organisation facilitate employees development

YES ___ NO ___

15. The top management is willing to invest a considerable part of their time and other resources to ensure the development of employees

YES ___ NO ___

16. Seniors guide their juniors and prepare them for future responsibilities/role they are likely to take up

YES ___ NO ___

17. There are mechanisms in this organization to reward reward any good work done or any contribution made by employees

YES ___ NO ___

18. Performance appraisal reports in our organization are based on objective assessment and adequate information and not an favouritism

YES ___ NO ___

19. When an employee does good work his supervising officer takes special care to appreciate it

YES ___ NO ___

20. Career opportunity are pointed out to juniors by senior officers in the organization

YES ___ NO ___

21. When problems arise people discuss these problems openly and try to solve them rather than keep accusing each other behind the back

YES ___ NO ___

22. Team Spirit is of high order in this organisation

YES ___ NO ___

23. When seniors delegate authority to juniors, the juniors use it as an opportunity for development

YES ___ NO ___

24. Delegation of authority to encourage juniors to develop handling higher responsibilities is quite common in this organisation

YES ___ NO ___
25. The top management of this organisation makes efforts to identify and utilize the potential of the employees
   YES _____  NO _____

26. Employees in this organisation are very informal and do not hesitate to discuss their personal problems with their supervisors
   YES _____  NO _____

27. Managers in this organisation believe that employee behaviour can be changed and people can be developed at any stage of their life
   YES _____  NO _____

28. People lacking competence in doing their jobs are helped to acquire competence rather than being left unattended
   YES _____  NO _____

29. Senior Officers/executives in this organisation take active interest in their juniors and help them learn their job
   YES _____  NO _____

30. Employees in this organisation take pains to find out their strengths and weaknesses from their supervising officers or colleagues
   YES _____  NO _____

31. When any employees makes a mistake his supervisors treat it with understanding and help him to learn from such mistaken rather than punishing him or discouraging him
   YES _____  NO _____

32. The Organisation's future plans are made known to the managerial staff to help them develop their juniors and prepare them for future
   YES _____  NO _____