TRAINING AND DEVELOPMENT A STUDY ON ROOTS INDUSTRIES INDIA LTD.,

QUESTIONNAIRE

PERSONAL DATA

1. Name : 

2. Age : 

3. Gender : Male/Female

4. Educational Qualification :

5. Department :

6. Position :

7. For how long have you been working in this Organisation?
   a. Less than 1 year
   b. 1 - 5 years
   c. 5-10 years
   d. 11 – 15 years
   e. More than 15 years

8. The description about the job details are more relevant
   a. Agree    b. Neutral    c. Disagree

9. Jobs are designed to fulfill individual and organizational goals
   a. Agree    b. Neutral    c. Disagree

10. The application of Skill measurement to identify special and general needs of the individual are relevant
    a. Agree    b. Neutral    c. Disagree

11. The steps taken to identify your training requirements are relevant
    a. Agree    b. Neutral    c. Disagree

12. The needful employees are properly categorised
13. Do you have a comprehensive Training Manual for systematic Follow up.

a. Yes [ ]

b. No [ ]

14. Do you have a full fledged Training Cell exclusively for organizing training Programs?

a. Yes [ ]

b. No [ ]

15. Do you have a Training Officer exclusively for executing all training Programs

Yes [ ]

No [ ]

16. The strategies followed to provide training to categoriesed employees are good

a. Agree

b. Neutral

c. Disagree

17. The types of training programmes provided to the employees are

a. Internal training or on the job training

b. External training or off the job training

c. All the above.

18. Orientation training programmes are conducted to the new recruits to

a. Informed about company Policies, Procedures and benefits.

b. To familiarize himself with job settings.

c. To create positive relationship with others.
d. All the above.

19. When will the training starts from and mention the time schedule
   a. within the first week – 3 days
   b. within the second week – 5 days
   c. within the first month – 1 week

20. Apprenticeship training method are given to the employees for the period of
   a. Below 1 Year  
   b. One year  
   c. Two years  
   d. Above Two Years

21. The Refresher training programmes are conducted to educate about
   a. Technical changes  
   b. The latest developments  
   c. To avoid laziness  
   d. Both a and b

22. Retraining process is available to accommodate slow learners
   Yes [ ]  
   No [ ]

23. This training programmes is conducted for
   a. 1 week  
   b. 20 days  
   c. 2 weeks  
   d. 1 month

24. The Vestibule training programmes are consists of
   a. Actual working conditions simulated in a classroom
   b. Material, files and equipments used in the actual job performance
   c. For the electrical and Semiskilled personnel.
d. All the above.

25. The vestibule training programmes are given to
   a. Personnel for electrical work.
   b. Personnel for semi skilled job.
   c. All the above.

26. The Job Rotation makes the employees to
   a. Understand the general function of the organization.
   b. To built a rapport among others.
   c. Cooperation among departments.
   d. Others.

27. This training programme is conducted with in a period of
   a. One year     c. Three years
   b. Two years    d. Four years

**Off the Job Training**

28. The main training programme in this training is
   a. case study       c. lectures, conferences
   b. Brain storming   d. All the above

29. The case study helps you to
   a. Gives importance to each ones decision.
   b. Show individual skill.
   c. Improves analyzing capacity.
   d. All the above.

30. Is the role play method practicing here?
    a. Yes           b. No

31. This method is useful to develop
    a. Cooperation       c. interpersonal relationship
    a. Coordination      d. All the above
32. The Role Play training method is given to the
   a. Production department       c. Maintenance department
   b. Purchase department       d. Quality Control department

33. Do you have Management Games training programme
   a. Yes           b. No

34. Management games are to think about
   a. Stimulate the thinking of the people to run an organization
   b. Developing skills for variety of purposes
   c. Team participation
   d. All the above

35. The duration of Management games are
   a. Two Weeks       c. One Month
   b. Ten days       d. None of the above

36. After the end of the program proper effectiveness of training is
   Being review by the concerned on periodical basis
   a. Yes [ ]           b. No [ ]

37. This training conducted in a
   b. regular interval b. occasional
38. Usually these training programmes are conducted by
   a. HR head
   b. External Experts

39. Proper training records are being maintained in HR Department for necessary follow up
   a. Yes [ ]  b. No [ ]

40. To what extent the training programs are useful in Personal growth and development? (Self Development)
   a. Great Extent [ ]  c. some extent [ ]
   b. Average [ ]  d. Below Average [ ]

41. After the training, has your contributions towards achieving the goal of the organization increased?
   a. Yes [ ]  b. No [ ]

42. To what extent the training programs are focused to minimize Supervision?
   a. Great Extent [ ]  c. some extent [ ]
   b. Average [ ]  d. Below Average [ ]

43. Do you feel that your efficiency in Time keeping is improved after training?
44. Do you feel that your efficiency in Production was improved after training?
   Yes [ ]    No [ ]

45. Do you feel that your wastage was reduced after training?
   Yes [ ]    No [ ]

46. Do you feel that accidents in work are reduced after training?
   Yes [ ]    No [ ]

47. Do you have freedom to practice what you learnt?
   a. Allowed [ ]    c. Sometimes allowed [ ]
   b. Not at all allowed [ ]

48. The trainer generally provide you information that can be useful for your carrier development
   a. Agree [ ]    c. Strongly agree [ ]
   b. Natural [ ]    d. Disagree [ ]

49. Encouraging the Employees to get Higher Education
   Yes [ ]    No [ ]
50. The industry gives award for the best performance

Yes [ ]  No [ ]


17. ibid., p. 128.
46. Agnihotri V., Industrial Relations in India, Atma Ram and Sons Delhi, 1989, p.117.