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Appendix-I

QUESTIONNAIRE FOR TRAINING

1. Designation

2. Are you aware about the existing training programme
   o Yes o No

3. Are you aware of the HR programme which are related to the training like promotion, performance appraisal.
   o Yes o No

4. Are the training needs of the organization assessed periodically
   o Yes o No

5. Are the needs of training efficiently clarified to the trainees
   o Yes o No

6. Is the training program considered as importance on your part?
   o Yes o No

Phase rate from 1 to 3 (1 being the maximum and 3 being the minimum)

7. What should be the purpose of training
   (i) Upgradation of abilities
   (ii) Preparing for future assignments
   (iii) Preparing for promotion
   (iv) Training in allied fields
   (v) Preparing for transfers
   (vi) Develop specific abilities/competence

8. Identification of training needs of employees should be done through
   (i) Performance Appraisal
   (ii) Discussion with superiors
   (iii) Training Department
   (iv) Some other process

9. Do you need any modification or change in the existing culture of
training for enhancing the required skill
  o Yes o No
10. Are you satisfied with the attitude that trainers show towards you
  o Yes o No
11. Are you satisfied from your study material which are provided during the training.
  o Yes o No
12. Do you feel the need of external trainers or agency
  o Yes o No
13. What type of training do you prefer
  o Class room training
  o JIT (Job instruction training)/on the job training
14. Are you satisfied with the duration of training that you got from the organization.
  o Yes o No
15. Evaluation of training program is done through feedback mechanism,
  o Yes o No
16. Are the outcomes of evaluation put into use for future improvements
  o Yes o No
17. Did you find any change or development in your skills, knowledge, enthusiasm, its after undergoing training.
  o Yes o No
18. Has training improved your commitment to the organization
  o Yes o No
19. Sense of belongingess and future retention of employees is reflected through training
  o Yes o No
20. Training reduces the gap between the present and standard performance level.
  o Yes o No
QUESTIONNAIRE FOR HUMAN RESOURCE.

1) Are you satisfied with your job?
   Very Satisfied
   Somewhat satisfied
   Neutral
   Somewhat dissatisfied
   Very dissatisfied

2) Are you satisfied with the Working Environment?
   Very Satisfied
   Somewhat satisfied
   Neutral
   Somewhat dissatisfied
   Very dissatisfied

3) Are you satisfied with the facilities provided to do your job?
   Very Satisfied
   Somewhat satisfied
   Neutral
   Somewhat dissatisfied
   Very dissatisfied

4) Are you satisfied with the adequacy of freedom to do your job efficiently?
   Very Satisfied
   Somewhat satisfied
   Neutral
   Somewhat dissatisfied
   Very dissatisfied

5) Are you satisfied that you receive appropriate recognition for your contributions?
   Very Satisfied
6) Are you satisfied with the professionalism of the people with whom you work?
   Very Satisfied
   Somewhat satisfied
   Neutral
   Somewhat dissatisfied
   Very dissatisfied

7) Are you satisfied that your compensation matches your responsibilities?
   Very Satisfied
   Somewhat satisfied
   Neutral
   Somewhat dissatisfied
   Very dissatisfied

8) Are you satisfied with your overall job security?
   Very Satisfied
   Somewhat satisfied
   Neutral
   Somewhat dissatisfied
   Very dissatisfied

9) Are you satisfied with your ability to maintain a reasonable balance between family life and work life?
   Very Satisfied
   Somewhat satisfied
   Neutral
   Somewhat dissatisfied
10) Are you satisfied that your work gives you a feeling of personal accomplishment?
   Very Satisfied
   Somewhat satisfied
   Neutral
   Somewhat dissatisfied
   Very dissatisfied

11) Are you satisfied that the leaders in your work environment are positive role models?
   Very Satisfied
   Somewhat satisfied
   Neutral
   Somewhat dissatisfied
   Very dissatisfied

12) Are you satisfied that your views and participation are valued?
   Very Satisfied
   Somewhat satisfied
   Neutral
   Somewhat dissatisfied
   Very dissatisfied