APPENDIX – 1 A

A STUDY ON THE HUMAN RESOURCE MANAGEMENT
IN MATCH INDUSTRY IN KOVILPATTI TALUK

Interview Schedule
(to be answered by the employees)

I. GENERAL:

1.1 Name of the employee : 

1.2 Name of the factory : 

1.3 Designation in the factory : 

1.4 Age : 

1.5 Sex : Male ( ) Female ( )

1.6 Community : SC/ST/BC/MBC/OC

1.7 Religion : 

1.8 Mother Tongue : 

1.9 Educational Status : Literate ( ) Illiterate ( )

1.10 If Literate, your level of education:

Primary level ( )
Secondary level ( )
Higher Secondary level ( )
Graduation ( )
Post graduate ( )
Others Specify________________

1.11 Marital Status : Married ( )

Unmarried ( )
Widowed ( )
Divorced ( )

1.12 Type of the Family : Joint ( ) Nuclear ( )

1.13 Size of Family : Below 4 Members ( )
1.14 Number of dependents

- Below 4 Members ( )
- 5-6 Members ( )
- Above 6 Members ( )

1.15 Is your Spouse/Parents employed?

- Yes ( )
- No ( )

1.16 If `Yes` What is your family income per month:

- Below Rs. 4000 ( )
- Rs.4001-Rs.8000 ( )
- Rs. 8001 – Rs. 12000 ( )
- Rs. 12001 – Rs. 1600 ( )
- Rs. 16000 and above ( )

II. EMPLOYMENT:

2.1 Experience in the job

- Years ----, Months ----

2.2 Reason for going to job

- Towards off loneliness ( )
- To earn income ( )
- To supplement family income ( )
- Compelled by parents ( )
- Interested in job ( )
- Any other reason ( )

2.3 At what age did you enter in this job?

2.4 How did you get this job?

- Own efforts ( )
- Family members ( )
- Relatives ( )
- Friends ( )
- Brokers ( )

2.5 How long do you work here in the same unit?

- Below 6 months ( )
- 6 to 12 months ( )
- 12 to 18 months ( )
- 18 to 24 months ( )
- More than 24 months ( )

2.6 a. Did you change your job?

- Yes ( )
- No ( )

b. If `Yes` Number of jobs changed

- 1 ( )
- 2 ( )
- 3 ( )
- 4 ( )

c. Reasons for changing

- For Better Wage ( )
- For Better Prospects ( )
For Job Security ( )
To avoid ill healthy ( )
Short distance from residence ( )

III. WORKING CONDITIONS:

3.1 Nature of the worker:
- Permanent ( )
- Casual ( )
- Seasonal ( )

3.2 Working hours per day:
- Below 4 hours ( )
- 5 to 8 hours ( )
- Above 8 hours ( )

3.3 Are you satisfied with working conditions provided in the match factory?

Please put a tick (√) mark in the appropriate boxes

<table>
<thead>
<tr>
<th>S.No</th>
<th>Items</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Worst</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Safety equipments</td>
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<td>2.</td>
<td>Drinking water facilities.</td>
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<td>Ventilation</td>
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<td>3.</td>
<td>Toilets</td>
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<td>4.</td>
<td>Tools</td>
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<td>5.</td>
<td>Cleanliness</td>
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<td>6.</td>
<td>Working Space</td>
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<td>7.</td>
<td>Parking</td>
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<td>8.</td>
<td>Pollution control.</td>
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<td>9.</td>
<td>Lighting at the work site</td>
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<td>10.</td>
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</tbody>
</table>

3.4 Availability of Security Measures:
- Provident Fund ( )
- Maternity Benefits ( )
- ESI ( )
- Group Insurance ( )
- Gratuity ( )
- Any Other Benefits Specify ( )

3.5 Availability of Crèche Facilities:
- Yes ( )
- No ( )

If `Yes` do you utilize it?
- Yes ( )
- No ( )

3.6 Do you have affected by any occupational
disease : Yes ( ) No ( )

If `Yes` specify the nature of disease :

3.7 How do you feel about your work : Challenging ( )
Monotonous ( )
Interesting ( )

IV. OCCUPATION:

4.1 Nature of your appointment : Permanent ( )
Temporary ( )

4.2 Distance from your residence to factory :

4.3 Mode of Conveyance to the work place :
Staff bus ( )
Out bus ( )
Own vehicle ( )
By cycle ( )
By walk ( )

4.4 Do you get traveling allowance ?
If `Yes` how much per day? : Yes ( ) No ( )
Rs. _____.

4.5 Do you avail holiday facility? : Yes ( ) No ( )

4.7 If `Yes` do you go for any other work during holidays : Yes ( ) No ( )

V. INCOME:

5.1 System of Payment : Piece Rate ( ) Time Rate ( )

5.2 Mode of payment :
Cash ( ) Cheque ( )

5.3 What is your income? :
Rs. _____ Per day.
Rs. _____ Per day.

5.4 Periodicity of Payment :
Daily ( )
Weekly ( )
Monthly ( )

5.5 Are you satisfied with your wages? : Yes ( ) No ( )

5.6 Do you get any income from other sources? : Yes ( ) No ( )
5.7 If `Yes` Specify the name of the source : ___________________.

5.8 Do you have Over time work? : Yes ( ) No ( )

5.9 If `Yes` How much do you earn per month from over time work? : Rs.500-750 ( )
Rs.751-1000 ( )
Rs.1001-1250 ( )
Rs. 1251-1500 ( )
Above Rs. 1500. ( )

VI. BONUS

6.1 Do you receive the Annual Bonus/ Ex-Gratia? : Yes ( ) No ( )

6.2 If `Yes` How much did you get in the previous year? : Up to Rs. 2500 ( )
Rs.2501 – Rs.3000 ( )
Rs.3001 – Rs.4000 ( )
Rs.4001 – Rs.4500 ( )
Rs.4501 – Rs.5000 ( )
Rs.5000 and Above ( )

6.3 Are you satisfied with the Bonus Scheme? : Yes ( ) No ( )

6.4 State the number of time you get Bonus in a year : Once in a year ( )
Twice in a year ( )
Thrice in a year ( )
Above three times ( )

6.5 If so, how much during?

Deepavali:
1 month salary ( )
2 months’ salary ( )
3 months’ salary ( )
More than 3 months’ salary ( )

Pongal:
1 month salary ( )
2 months’ salary ( )
3 months’ salary ( )
More than 3 months’ salary ( )

6.6 What do you feel about the quantum of bonus payment? : More than Adequate ( )
Adequate ( )
6.7 Are you able to save in the bonus account? : Yes ( ) No ( )

VII. WELFACRE FACILITIES:

7.1 Are EPF, ESI Scheme available in your factory?: Yes ( ) No ( )

7.2 If `Yes` What are they? : EPF ( ) ESI ( ) Both ( )

7.3 Are you covered EPF clause? : Yes ( ) No ( )

7.4 Is your employer contribute any payment towards your EPF account? : Yes ( ) No ( )

7.5 If `Yes` At what rate? : 8 % ( ) 10 % ( ) 12 % ( ) 15 % ( ) More than 15 % ( )

7.6 What is your opinion about the employers` contribution to EPF? : More than adequate ( ) Adequate ( ) Inadequate ( ) No opinion ( )

7.7 If inadequate, please quote the percentage do you expect? : 15 % ( ) 18 % ( ) 20 % ( ) More than 20 % ( )

7.8 Do you think that your contribution of 12 % ( Statutory Limit ) to the EPF is : More than adequate ( ) Adequate ( ) Inadequate ( ) No opinion ( )

7.9 Are willing to contribute more than the Statutory Limit to EPF? : Yes ( ) No ( )

7.10 If `Yes` Please state the purpose : Savings ( ) Tax benefit ( ) Future loan purpose ( )

7.11 Do you think that Interest rate of 9.5 % on EPF is : More than adequate ( ) Adequate ( ) Inadequate ( ) No opinion ( )
7.12 Do you avail any loan from your PF account?:
   Yes (    ) No (    )

7.13 If `Yes` Reasons for availing the loan facility are?:
   Due to financial problems (    )
   Marriage of the employee (    )
   House Construction (    )
   Children’s Education (    )
   Marriage to Son/Doughter (    )
   To meet medical expenses (    )
   Any other reasons _________.

7.14 Are you covered under ESI?:
   Yes (    ) No (    )

7.15 If `Yes` At what rate?
   3 % (    ) 4 % (    ) 4.75 % (    )
   5 % (    ) More than 5 % (    )

7.16 What is your opinion about the employers` contribution to ESI?
   More than adequate (    )
   Adequate (    )
   Inadequate (    )
   No opinion (    )

7.17 If it is inadequate, please quote the percentage do you expect?
   6 % (    ) 7 % (    ) 8 % (    )
   More than 8 % (    )

7.18 Do you think that your contribution of 1.75 % (Statutory Limit) to the ESI is
   More than adequate (    )
   Adequate (    )
   Inadequate (    )
   No opinion (    )

VIII. GRATUITY:

8.1 Whether you are eligible for gratuity?:
   Yes (    ) No (    )

8.2 If `Yes` at what rate do you get the gratuity?
   5 Days salary per year of service(    )
   10 Days salary per year of service(    )
   15 Days salary per year of service(    )
   20 Days salary per year of service(    )

8.3 Do you think that the present rate of payment of gratuity amount is
   More than adequate (    )
   Adequate (    )
   Inadequate (    )
   No opinion (    )
IX. MEDICAL BENEFITS:

9.1 Do you avail any medical benefits? : Yes ( ) No ( )

9.2 If `Yes` where do you avail the medical facility?
   : From Government Hospital ( )
   : From Private Hospital ( )
   : From ESI Hospital ( )

9.3 Whether medical expenditure incurred in private hospitals are reimbursed? : Yes ( ) No ( )

9.4 Do you think that medical benefits granted is : More than adequate ( )
   : Adequate ( )
   : Inadequate ( )
   : No opinion ( )

X. CANTEEN:

10.1 Do avail canteen facilities in your factory? : Yes ( ) No ( )

10.2 If `Yes` what is your opinion about the items and quantity of food supplied in the canteen? : Enough ( )
   : More than enough ( )
   : Not enough ( )
   : No opinion ( )

10.3 What is your opinion about the prices charged for the snacks and food items supplied in the canteen? : Very cheap ( )
   : Cheap ( )
   : Reasonable ( )
   : Costly ( )

XI. LEAVE BENEFITS:

11.1 Do you avail the leave benefits given by your employer? : Yes ( ) No ( )

11.2 If `Yes` which form of leaves are availed : Casual Leave ( )
   : Maternity Leave ( )
   : Compensation Leave ( )
   : Medical Leave ( )

11.3 Do you think that the leave benefits are : More than adequate ( )
   : Adequate ( )
   : Inadequate ( )
XII. UNIFORMS:

12.1 Do you enjoy the benefits of uniform clothes?: Yes ( ) No ( )

12.2 If `Yes` the number of uniforms supplied per year?: Two ( ) Three ( ) Four ( ) More than four ( )

12.3 Do you want to abolish the system of supplying the uniform clothes?: Yes ( ) No ( )

12.4 If `Yes` why do you want to abolish the system of supplying the uniform clothes?: Status ( ) Inconvenient ( )

XIII. WORKING CONDITIONS WITH IN THE FACTORY:

13.1 Nature of Building : Concrete / Thatched / Terraced.

13.2 Ventilation : Yes ( ) No ( )

13.3 Lighting : Very good ( ) Good ( ) Poor ( )

13.4 Kitchen : Separate ( ) Joint ( ) No ( )

13.5 Bathroom facility : Yes ( ) No ( )

13.6 Toilet facility : Yes ( ) No ( )

13.7 Water supply : Adequate ( ) Inadequate ( )

13.8 Availability of recreation facilities : Yes ( ) No ( )

If `Yes` What are the facilities available to you : Radio ( ) Television ( ) Any other ______.
XIV. NATURE OF WORKS DONE BY THE WORKERS:

<table>
<thead>
<tr>
<th></th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Frame filling</td>
<td>(    )</td>
<td>(    )</td>
</tr>
<tr>
<td>b) Outer and Inner box making</td>
<td>(    )</td>
<td>(    )</td>
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<td>c) Wax coating</td>
<td>(    )</td>
<td>(    )</td>
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<td>d) Chemical dipping</td>
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<td>e) Box filling</td>
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<td>f) Label and bund role pasting</td>
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<tr>
<td>g) Bundle packing</td>
<td>(    )</td>
<td>(    )</td>
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</tbody>
</table>

XV. EXPENDITURE PATTERN:

15.1 Average expenditure of your family per month: Rs._____.

15.2 Details of Expenditure:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Items</th>
<th>Amount spent per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>On Food</td>
<td></td>
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<tr>
<td>2.</td>
<td>On Clothing</td>
<td></td>
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<tr>
<td>3.</td>
<td>On Rent</td>
<td></td>
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<tr>
<td>4.</td>
<td>On Medical expenses</td>
<td></td>
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<td>5.</td>
<td>On Education</td>
<td></td>
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<tr>
<td>6.</td>
<td>On Social &amp; Religious Ceremonies</td>
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<tr>
<td>7.</td>
<td>Miscellaneous</td>
<td></td>
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</tbody>
</table>

XVI. SAVINGS AND INVESTMENT:

16.1 Do you have any savings? : Yes ( ) No ( )

16.2 If `Yes` how much do you save on an average per month? : Rs._______

16.3 Mode of savings : Bank deposits ( )
                      Money Lending ( )
                      Post Office Schemes ( )
                      Cash in hand ( )

16.4 Are you invested your savings? : Yes ( ) No ( )

16.5 If `Yes` state the form of investment : Land ( )
                                          Fixed deposit ( )
                                          Jewels ( )
                                          Any other specify ( )
XVII. INDEBT:

17.1 Are you indebted? : Yes (    ) No (    )

17.2 If `Yes` form of indebtedness:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Loan from</th>
<th>Period of loan</th>
<th>Amount in Rs.</th>
<th>Interest Rate</th>
<th>Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Employer</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td>Money lender</td>
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<td>3.</td>
<td>Trader</td>
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<td>4.</td>
<td>Banker</td>
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<td>5.</td>
<td>LIC of India</td>
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<td>6.</td>
<td>Provident Fund</td>
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<tr>
<td>7.</td>
<td>Friends / Relatives</td>
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<td>8.</td>
<td>Any other sources</td>
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</table>

17.3 Reasons for debt incurred : To meet routine family expenditure (    ) To pay off old debts (    ) To meet medical expenditure (    ) To meet expenditure on higher Education (    ) To construct or major repair on house (    ) To marriage expenditure (    ) Any other reasons specify ____________.

17.4 Did you get any advance from your employer?: Yes (    ) No (    )

17.5 If `Yes` mode of repayment? : Pay it separately (    ) Deducted from salary (    ) Deducted from Bonus (    )
## OPINION OF WORKERS

(Please put a tick (√) in the appropriate boxes and fill up other columns)

<p>| | |</p>
<table>
<thead>
<tr>
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</table>
| 1. The relationship with management | : Highly Satisfactory ( )  
Satisfactory ( )  
Moderately Satisfactory( )  
Not Satisfactory ( )  
Highly not Satisfactory ( ) |
| 2. The relationship with Co-workers | : Highly Satisfactory ( )  
Satisfactory ( )  
Moderately Satisfactory( )  
Not Satisfactory ( )  
Highly not Satisfactory ( ) |
| 3. The relationship with other category of workers | : Highly Satisfactory ( )  
Satisfactory ( )  
Moderately Satisfactory( )  
Not Satisfactory ( )  
Highly not Satisfactory ( ) |
| 4. The relationship with other match unit workers | : Highly Satisfactory ( )  
Satisfactory ( )  
Moderately Satisfactory( )  
Not Satisfactory ( )  
Highly not Satisfactory ( ) |
| 5. Seating arrangements in the match units | : Highly Satisfactory ( )  
Satisfactory ( )  
Moderately Satisfactory( )  
Not Satisfactory ( )  
Highly not Satisfactory ( ) |
| 6. Rest room provided by the management | : Highly Satisfactory ( )  
Satisfactory ( )  
Moderately Satisfactory( )  
Not Satisfactory ( )  
Highly not Satisfactory ( ) |
| 7. Allowances given by the match units | : Highly Satisfactory ( )  
Satisfactory ( )  
Moderately Satisfactory( )  
Not Satisfactory ( )  
Highly not Satisfactory ( ) |
8. Over time rate given by the match units
   : Highly Satisfactory  (  )
       Satisfactory    (  )
       Moderately Satisfactory (  )
       Not Satisfactory  (  )
       Highly not Satisfactory (  )

9. Bonus given by the match units
   : Highly Satisfactory  (  )
       Satisfactory    (  )
       Moderately Satisfactory (  )
       Not Satisfactory  (  )
       Highly not Satisfactory (  )

10. Medical and disablement benefits
    : Highly Satisfactory  (  )
        Satisfactory    (  )
        Moderately Satisfactory (  )
        Not Satisfactory  (  )
        Highly not Satisfactory (  )

11. Managements` encouragement for suggestions to improvements
    : Highly Satisfactory  (  )
        Satisfactory    (  )
        Moderately Satisfactory (  )
        Not Satisfactory  (  )
        Highly not Satisfactory (  )

12. Reward for knowledge and experience
    : Highly Satisfactory  (  )
        Satisfactory    (  )
        Moderately Satisfactory (  )
        Not Satisfactory  (  )
        Highly not Satisfactory (  )

13. The functioning of workers welfare committee
    : Highly Satisfactory  (  )
        Satisfactory    (  )
        Moderately Satisfactory (  )
        Not Satisfactory  (  )
        Highly not Satisfactory (  )

14. Canteen facility in the match unita
    : Highly Satisfactory  (  )
        Satisfactory    (  )
        Moderately Satisfactory (  )
        Not Satisfactory  (  )
        Highly not Satisfactory (  )

15. Workers participation in decision making
    : Highly Satisfactory  (  )
        Satisfactory    (  )
        Moderately Satisfactory (  )
        Not Satisfactory  (  )
        Highly not Satisfactory (  )
16. Workers’ proposals for self improvement are given due weight age: Moderately Satisfactory ( )
Satisfactory ( )
Not Satisfactory ( )
Highly not Satisfactory ( )

17. Safety measures provided by the match units: Moderately Satisfactory ( )
Satisfactory ( )
Not Satisfactory ( )
Highly not Satisfactory ( )

18. Leave facility: Moderately Satisfactory ( )
Satisfactory ( )
Not Satisfactory ( )
Highly not Satisfactory ( )

19. Group Insurance Scheme implemented in the unit: Moderately Satisfactory ( )
Satisfactory ( )
Not Satisfactory ( )
Highly not Satisfactory ( )

20. Recruitment Procedures adopted by the units: Moderately Satisfactory ( )
Satisfactory ( )
Not Satisfactory ( )
Highly not Satisfactory ( )

21. Selection Policy of the match units: Moderately Satisfactory ( )
Satisfactory ( )
Not Satisfactory ( )
Highly not Satisfactory ( )

22. Freedom given by management in work place: Moderately Satisfactory ( )
Satisfactory ( )
| 23. Working conditions in the match units | Highly Satisfactory ( ) | Satisfactory ( ) | Moderately Satisfactory ( ) | Not Satisfactory ( ) | Highly not Satisfactory ( ) |
| 24. The humanitarian consideration of the management | Highly Satisfactory ( ) | Satisfactory ( ) | Moderately Satisfactory ( ) | Not Satisfactory ( ) | Highly not Satisfactory ( ) |
| 25. The code of discipline adopted by the management | Highly Satisfactory ( ) | Satisfactory ( ) | Moderately Satisfactory ( ) | Not Satisfactory ( ) | Highly not Satisfactory ( ) |
| 26. Dullness and monotony of work in the match units | Highly Satisfactory ( ) | Satisfactory ( ) | Moderately Satisfactory ( ) | Not Satisfactory ( ) | Highly not Satisfactory ( ) |
| 27. Recognition of workers | Highly Satisfactory ( ) | Satisfactory ( ) | Moderately Satisfactory ( ) | Not Satisfactory ( ) | Highly not Satisfactory ( ) |
| 28. Consideration of workers` welfare | Highly Satisfactory ( ) | Satisfactory ( ) | Moderately Satisfactory ( ) | Not Satisfactory ( ) | Highly not Satisfactory ( ) |
| 29. Loan facilities given by the match units | Highly Satisfactory ( ) | Satisfactory ( ) |
30. The transport facility offered by the match units

Moderately Satisfactory ( )
Not Satisfactory ( )
Highly not Satisfactory ( )

: Highly Satisfactory ( )
Satisfactory ( )
Moderately Satisfactory ( )
Not Satisfactory ( )
Highly not Satisfactory ( )
APPENDIX – 1 B

A STUDY ON THE HUMAN RESOURCE MANAGEMENT
IN MATCH INDUSTRY IN KOVILPATTI TALUK

Interview Schedule
(to be answered by the employer)

I. PROFILE OF THE UNIT:
   1.1 Name of the unit: 
   1.2 Address: 
   1.3 Ownership of the organization: Sole Proprietor ( )
                                Family Business ( )
                                Partnership ( )
   1.4 If sole proprietor, how did you acquired
      such ownership? : Outright purchase ( )
                         Inherited ( )
                         Taken on lease ( )
                         Other method specify________.

II. PROFILE OF THE OWNER:
   2.1 Name of the employer: 
   2.2 Age: 
   2.3 Sex: 
   2.4 Community: SC ( ) ST ( ) BC ( ) MBC ( )
   2.5 Religion: Hindu( ) Christian( ) Muslim( )
   2.6 Educational Qualification: Literate ( ) Illiterate ( )
   2.7 If Literate, your level of education: Primary Level ( )
                                Secondary Level ( )
                                Higher Secondary Level ( )
                                Graduate Level ( )
                                Post Graduate Level ( )
                                Any other specify________________.
2.8 Marital Status: Married ( ) Unmarried ( ) Widower ( ) Widow ( )

2.9 Type of family: Joint family ( ) Nuclear family ( )

2.10 Size of family (Number of Members): Below 4 ( ) 5-6 ( ) Above 6 ( )

2.11 Number of dependents: Below 3 ( ) 4-5 ( ) Above 5 ( )

2.12 What is your income per month?: Below Rs. 10000 ( ) Rs. 10001 – Rs. 15000 ( ) Rs.15001 – Rs. 20000 ( ) Rs. 20001 – Rs. 25000 ( )

2.13 Are satisfied with your income?: Yes ( ) No ( )

2.14 Is your Spouse/Parents doing any business?: Yes ( ) No ( )

2.15 If `Yes` what is your family income per month?: Below Rs. 20000 ( ) Rs.20001 – Rs.30000 ( ) Rs. 30001 – Rs.40000 ( ) Rs. 40001 – Rs. 50000 ( ) Rs. 50001 and Above ( )

III. MAN POWER PLANNING:

3.1 Is man power planning done in your factory?: Yes ( ) No ( )

3.2 If `Yes` at what level is it done?: Department Level ( ) Unit Level ( ) Industry Level ( )

3.3 What are the Ranges of man power planning?: Short range (0-2 years) ( ) Intermediate range (2-5 years) ( ) Long range (Beyond 5 years) ( )

3.4 How is it done?: Category wise ( ) Designation wise ( ) Department wise ( )

3.5 Who does man power planning?: Owner ( ) Labour Officer ( ) Supervisor ( ) Consultant ( )
Do you have personnel department in your factory?  : Yes (   ) No (   )

If `Yes` Does the personnel department keep personal file for each employees  : Yes (   ) No (   )

3.8. If `Yes` what do you keep in that file?  : Employee information card (   )
Job analysis data (   )
Job description data (   )
Job specification data (   )
Job design (   )
Correspondent with Management (   )
Any other specify ___________.

3.9  Do you update their file?  : Yes (   ) No (   )

3.10. If `Yes` how often do you update?  : Quarterly (   )
Annually (   )
Once in 2 years (   )
Once in 3 years (   )
More than 3 years (   )

3.11 What is the present position of the availability of manpower for the following categories of employees?

<table>
<thead>
<tr>
<th>Category</th>
<th>Easily available</th>
<th>Not easily available</th>
<th>Very difficult to get</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casual workers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemists</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foremen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technicians</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3.12 To what extent are you satisfied on the Man Power Planning with the following? :

<table>
<thead>
<tr>
<th>Factors</th>
<th>Highly Satisfied</th>
<th>Satisfied</th>
<th>Indifferent</th>
<th>Unsatisfied</th>
<th>Highly unsatisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Man power planning policies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Man power planning practices</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Implementation of policies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effectiveness of policies</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**IV. RECRUITMENT:**

4.1 Is Recruitment done in your factory? : Yes ( ) No ( )

4.2 If `Yes` at what level is it done? : Department Level ( )

Unit Level ( )

Industry Level ( )

4.3 When it is done? : Once in a month ( )

Once in a year ( )

Once in 2-3 years ( )

Once in 5 years ( )

4.4 How it is done? : Category wise ( )

Designation wise ( )

Department wise ( )

4.5 What are the Sources of Recruitment? : Internal Source ( )

External Source ( )

4.6 If `Internal Source`, by what technique do you recruit your employees? : From Transfer ( )

By Promotion ( )

From up gradation ( )

Employee referrals ( )

From previous applications ( )

From former employees ( )

From relatives / Friends / Of present employees ( )
4.7 If `External Source` by what technique to you recruit?

<table>
<thead>
<tr>
<th>Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Prof./Trade Association</td>
</tr>
<tr>
<td>From Advertisement</td>
</tr>
<tr>
<td>From Employment Exchange</td>
</tr>
<tr>
<td>From Campus Recruitment</td>
</tr>
<tr>
<td>From Consultants</td>
</tr>
<tr>
<td>From Labour Contractors</td>
</tr>
<tr>
<td>From Displaced persons</td>
</tr>
<tr>
<td>From Acquisition and Merger</td>
</tr>
<tr>
<td>From Competitors</td>
</tr>
<tr>
<td>From Trade Unions</td>
</tr>
<tr>
<td>Any other source specify</td>
</tr>
</tbody>
</table>

4.8 If `Advertisement` means which media do you choose?

<table>
<thead>
<tr>
<th>Media</th>
</tr>
</thead>
<tbody>
<tr>
<td>News Paper</td>
</tr>
<tr>
<td>Magazines</td>
</tr>
<tr>
<td>Radio</td>
</tr>
<tr>
<td>Television</td>
</tr>
</tbody>
</table>

4.9 To what extent are you satisfied on the recruitment aspects with the followings?:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Factors</th>
<th>Highly Satisfied</th>
<th>Satisfied</th>
<th>Indifferent</th>
<th>Unsatisfied</th>
<th>Highly Unsatisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Recruitment Policies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Recruitment Practices</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td>Implementation of Policies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Effectiveness of Policies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

V. SELECTION:

5.1 Is Selection done in your factory?

| Yes ( ) | No ( ) |

5.2 If `Yes`, At what level is it done?

<table>
<thead>
<tr>
<th>Department Level ( )</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Level ( )</td>
</tr>
<tr>
<td>Industry Level ( )</td>
</tr>
</tbody>
</table>

5.3 When it is done?

<table>
<thead>
<tr>
<th>Once in a month ( )</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once in a year ( )</td>
</tr>
<tr>
<td>Once 2 – 3 years ( )</td>
</tr>
<tr>
<td>Once in 5 years ( )</td>
</tr>
</tbody>
</table>

5.4 How it is done?

<table>
<thead>
<tr>
<th>Category wise ( )</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation wise ( )</td>
</tr>
</tbody>
</table>
5.5 Who selects employees?

Department wise ( )

Owner ( ) Labour Officer ( )
Supervisor ( ) Consultant ( )

5.6 Do you follow selection process?

: Yes ( ) No ( )

5.7 If `Yes` do you conduct any selection tests?

: Yes ( ) No ( )

5.8 If `Yes` what are the selection tests do you conduct

: Aptitude Test ( )
Achievement Test ( )
Personality Test ( )
Psychological Test ( )
Endurance Test ( )
Any other Test Specify ________.

5.9 If `Aptitude` means which test do you conduct?

: Mental / Intelligence Test ( )
Mechanical Test ( )
Psycho motor Test ( )

5.10 If `Achievement` Tests` means which test do you conduct?

: Job Knowledge Test ( )
Work Sample Test ( )

5.11 If `Personality Test` means which test do you conduct?

: Objective Test ( )
Projective Test ( )
Situation Test ( )

5.12 Are you satisfied with the Selection Tests?

: Yes ( ) No ( )

5.13 If `No` what other tests should have been used?: Please Specify ____________.

5.14 To what extent are you satisfied on the selection aspects with the following?  

<table>
<thead>
<tr>
<th>S.No</th>
<th>Factors</th>
<th>Highly Satisfied</th>
<th>Satisfied</th>
<th>Indifferent</th>
<th>Unsatisfied</th>
<th>Highly Unsatisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Selection Policies</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Selection Practices</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Implementation of Policies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Effectiveness of Policies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5.15 Do you conduct any interview? : Yes ( ) No ( )

5.16 If `Yes` what type of interviewing techniques do you follow? : Patterned Interview ( ) Non-directive Interview ( ) Departmental Interview ( ) Situational Interview ( ) Panel Interview ( ) Job related Interview ( )

5.17 Who will interview the workers? : Owners ( ) Labour Officers ( ) Supervisors ( ) Consultants ( ) By all ( )

VI. TRAINING:

6.1 Do you provide training to your employees? : Yes ( ) No ( )

6.2 If `Yes`, training given to : New Employees ( ) Existing Employees ( )

6.3 What are the training methods do you follow? : On-the job methods ( ) Off-the job method ( )

6.4 If `On-the job training methods, what is the technique do you follow? : Job Instruction method ( ) Vestibule training method ( ) Demonstration and examples ( ) Simulation method ( ) Apprenticeship method ( ) Any other specify ___________.

6.5 Who gives on-the job training? : Immediate Supervisors ( ) Experienced Workers ( ) External trainer ( ) Internal trainer ( ) Any other Specify ___________.

6.6 If `Off-the job` training method, What is the technique do you follow? : Lecture ( ) Conference ( ) Seminars ( ) Role playing ( ) Laboratory training ( ) Programmed Instructions ( ) Any others Specify ___________.

xxiii
6.7 Who gives ‘Off-the job’ training? : Experienced Workers ( )
                              External Trainers ( )
                              Internal Trainers ( )
                              Any other specify ___________.

6.8 Is the training gives centralized or decentralized: Centralized ( ) Decentralized ( )

6.9 How often do you train you workers? : Once in a year ( )
                              Once in two years ( )
                              Once in three years ( )
                              As and when need arises ( )

6.10 Duration of training period is : One Week ( ) One month ( )
                              More than one month ( )

VII COMPENSATION PACKAGE:

7.1 Do you motivate your employees? : Yes ( ) No ( )

7.2 If ‘Yes` How do you motivate them? : By giving monetary benefits ( )
                              By giving non-monetary benefits( )

7.3 If `Monetary benefits`, means what are they? : Wages / Salary ( )
                              Incentives ( )
                              Fringe Benefits ( )
                              Perquisites ( )

7.4 If `Wages`, means what is mode of payment? : Piece Rate ( ) Time Rate ( )

7.5 Periodicity of payment : Daily ( ) Weekly ( )
                              Fortnightly ( ) Monthly ( )

7.6 Do you give Over Time work? : Yes ( ) No ( )

7.7 If `Yes`, Is it regular / seasonal ? : Regular ( ) Seasonal ( )

VII (a) BONUS:

7.8 Do you give any Bonus / Ex-Gratia to your employees? : Yes ( ) No ( )

7.9 If `Yes`, State the number of times you give bonus in a year? : Once in a year ( )
                              Twice in a years ( )
                              Thrice in a years ( )
Above three years  

7.10 If so how much and during which time you give bonus in a year?: Deepavali: 1 month salary ( )
2 months salary ( )
3 months salary ( )

Pongal: 1 month salary ( )
2 months salary ( )
3 months salary ( )

At time of opening of new account:
1 month salary ( )
2 months salary ( )
3 months salary ( )

Any other Festivals:
Below Rs. 500 ( )
Rs. 501- Rs. 1000 ( )
Rs.1001- Rs.1500 ( )
Rs. 1501 – Rs. 2000 ( )
More than Rs. 2000 ( )

VII (b) WELFARE FACILITIES:

7.11 Do you give any welfare facilities like EPF, ESI Benefits to your employees? : Yes ( ) No ( )

7.12 If `Yes`, What are they? : EPF ( ) ESI ( ) Both ( )

7.13 Is EPF in vogue in your factory? : Yes ( ) No ( )

7.14 If `Yes, At what rate, you are contributing to your employees` EPF account? : Statutory Limit of 12 % ( )
Less than Statutory Limit ( )
More than Statutory Limit ( )

7.15 If it is less Statutory Limit, What is the percentage of your contribution? : 5 % ( ) 8 % ( ) 10 % ( )

7.16 If it is more than Statutory Limit, What is percentage of your contribution? : 13 % ( ) 14 % ( ) 15 % ( )

7.17 Are your employees contribute any payment towards their EPF account? : Yes ( ) No ( )
7.18 Do you think that your contribution to EPF is: More than Adequate ( ), Adequate ( ), Inadequate ( ), No opinion ( )

7.19 Do you think that Interest rate of 9.5% on EPF is: More than Adequate ( ), Adequate ( ), Inadequate ( ), No opinion ( )

7.20 Is ESI Scheme vogue in your factory? : Yes ( ), No ( )

7.21 If `Yes`, how much do you contribute to your employees` ESI account? : Statutory Limit of 4.75% ( ), Less Statutory Limit ( ), More than Statutory Limit ( )

7.22 Are your employees contribute towards ESI account? : Yes ( ), No ( )

7.23 If `Yes`, At what rate they contribute? : 1% ( ), 2% ( ), 3% ( )

7.24 Do you think that your contribution and employees` contribution to ESI is: More than Adequate ( ), Adequate ( ), Inadequate ( ), No opinion ( )

VII (c) GRATUITY:

7.25 Do you give Gratuity? : Yes ( ), No ( )

7.26 If `Yes`, At what rate do you give as gratuity? :
   5 Days salary of each year of service ( )
   10 Days salary of each year of service ( )
   15 Days salary of each year of service ( )
   20 Days salary of each year of service ( )

7.27 Do you think that the present gratuity amount is: More than Adequate ( ), Adequate ( ), Inadequate ( ), No opinion ( )

VII (d) MEDICAL BENEFITS ( Other than ESI Scheme ):
7.28 Do you provide any Medical facilities to your employees? : Yes ( ) No ( )

7.29 If `Yes`, How much do you pay? : 
  Actual payment by producing bill ( )
  Minimum Amount per month ( )

7.30 Do you think that the medical facilities granted is : More than Adequate ( )
  Adequate ( )
  Inadequate ( )
  No opinion ( )

VII ( e) CANTEEN:

7.31 Are canteen facilities available in your factory?: Yes ( ) No ( )

7.32 If `Yes`, What is your opinion about the items and quantity of food supplied in the canteen? : Enough ( )
  More than enough ( )
  Not enough ( )
  No opinion ( )

VII (f) LEAVE BENEFITS:

7.32 Do you give any leave benefits to your employees? : Yes ( ) No ( )

7.33 If `Yes`, Which form of leaves are given? : Casual Leave ( )
  Maternity Leave ( )
  Compensation Leave ( )
  Medical Leave ( )

7.34 Do you think that the leave benefits are : More than Adequate ( )
  Adequate ( )
  Inadequate ( )
  No opinion ( )

VII ( g) UNIFORMS:

7.35 Do you provide any uniform clothes to your employees? : Yes ( ) No ( )

7.36 If `Yes`, the number of uniforms supplied per year : Two ( ) Three ( )
  Four ( ) More than Four ( )

7.37 Do you want to abolish the system of supplying the uniform cloth? : Yes ( ) No ( )
7.38 If `Yes`, Why do you want to abolish the system of supplying uniform cloth? : 
Costly (  )
Inconvenient to workers (  )

VII ( h ) HOUSING FACILITIES:

7.39 Do you provide quarters to your employees? : Yes (  ) No (  )

7.40 If `Yes`, Do they reside at that quarters? : Yes (  ) No (  )

7.41 Do you charge any rent for that? : Yes (  ) No (  )

7.42 If `Yes`, How much rent you charge per month: 
Below Rs. 200 (  )
Rs. 201 – Rs.400 (  )
Rs. 601 – Rs. 800 (  )
Above Rs. 800 (  )

VIII. PERFORMACE APPRAISAL:

8.1 Do you appraise the performance of your employees? : Yes (  ) No (  )

8.2 If `Yes`, Who appraise the performance? :
Owners (  ) Supervisors (  )
Subordinates (  ) Peers (  )
Consultants (  ) Third Party (  )

8.3 What is method of performance appraisal do you follow? : Traditional Method (  )
Modern Method (  )

8.4 If `Traditional Method`, means which technique do you follow?:

Straight Ranking Method (  )
Man to Man Comparison Method (  )
Graphic Rating Scale Method (  )
Grading Method (  )
Check Lists Method (  )
Critical Incident Method (  )
Group Appraisal Method (  )
Any others Specify ____________.

8.5 If `Modern Method`, means which technique do you follow? :

Appraisal by results (  )
Assessment centre (  )
Human Asset Accounting (  )
Behaviourally Anchored Rating Scale (  )
8.6 What is the purpose of performance appraisal?

- To Motivate Work Force
- Performance Review
- Salary Review
- Career Growth
- To Identify training level
- For Promotion
- For Transfer
- For Discharge
- Any others Specify ________________.

8.7 How often do you appraise the performance of your employees?

- Once in a year
- Twice in a year
- Three times in a year
- Once in two years
- Once in three years

8.7 Do you prefer to have a Self-Appraisal system?

- Yes ( )
- No ( )

IX. PROMOTION:

9.1 Do you favour for promotion?

- Yes ( )
- No ( )

9.2 If ‘Yes’, Why do you favour for it?

- To Motivate the Workers
- To attract and Maintain good / efficient Workers
- To fill up higher vacancies
- To build Morale and a sense of belongingness
- Any other Specify ________________________________.

9.3 Promotion will be based on

- Seniority ( )
- Both ( )

9.4 Who Promotes the workers?

- Owners ( )
- Labour Officers ( )
- Supervisors ( )
- Consultants ( )

9.6 What are the types of promotion do you follow?

- Horizontal Promotion ( )
- Vertical Promotion ( )
- Dry Promotion ( )