BIBLIOGRAPHY


Questionnaire for HR head of the Pharma Companies
(Please put ✓ mark where the boxes are provided)

Name of the Pharma Company: _______________________________________
Name of the HR Head: ______________________________________________
Qualifications: __________________ Serving with this organization since __________
Location of the Unit: ________________________________________________
Principle Products: ___________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
Company’s last year’s market share: _________%
Details of year wise and Category wise Human Resource deployed:

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When the human resource planning exercise is conducted?
Do you prepare a perspective plan for HR? Yes ☐ No ☐
What are your HR objectives: ______________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
How the performance appraisal exercise takes place? _____________________
_________________________________________________________________
_________________________________________________________________
Does your organization has HR audit and Research wing? Yes ☐  No ☐
How do you assess its usefulness: ________________________________
________________________________________________________________
________________________________________________________________

Does your organization work out Effectiveness ratios? Yes ☐  No ☐
If yes, what are the following current ratios:

Sales Per worker

1. **Effectiveness ratios**: Ratio of number of employees to total output in general. Sales in Rupees per employee for the whole company or by organizational unit (business).
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

2. **Accident Ratios**: Frequency of accident rate for the organization as a whole or by unit. Number of lost-time accidents. Compensation paid for accidents per 1,000 hours
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

3. **Organizational Labour Relations Ratios**. Number of grievances filed. Number of arbitration awards lost.
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

4. **Employment Ratios** Vacations granted as a percentage of employees eligible. Sick-leave days granted as a percentage of labour-days worked. Maternity leaves granted per 100 employees. Educational leaves granted per 100 employees. Personal leaves granted per 100 employees.
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________
What are the motivational devices used in the organization: __________________________
__________________________________________________________________________
__________________________________________________________________________
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__________________________________________________________________________

How the training needs of the staff are identified and addressed? _________________
__________________________________________________________________________
__________________________________________________________________________
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What is your organization’s recruitment strategy? How the recruitment takes place? Is there career path planning program? __________________________
__________________________________________________________________________
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What is the extent of local employment? (if a radius of 15 Kms. from the location of the unit) __________________________

Is there a recognized Trade Union in your organization? Yes ☐ No. ☐
How do you rate the industrial relations?
Excellent ☐ Good ☐ Fair ☐

What is the attrition rate in your organization?

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Do you have a system of taking exit interview of the employees leaving the organization? Yes ☐ No ☐
If yes, how the feedback is used? __________________________________________
_______________________________________________________________________
_______________________________________________________________________

According to you what are the unique HR practices that your company follows?
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Date: ___________________________  Signature: ___________________________