APPENDIX

A Study on an anthropological study of Employees in pharmaceutical industries of Bangalore.

I. QUESTIONNAIRE FOR Managers/ Asst Managers/Executives/Operators

1. Name of the Employee :

2. Location :

3. Year of joining :

4. Total service :

5. Type of Industry :

6. Number of employees :

7. Age composition of employees :

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ORGANIZATIONAL INFORMATION OF PHARMACEUTICAL INDUSTRIES

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15. Do you have transportation facility? Yes ☐ No ☐

16. Mention the following information
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   2) religious group
   3) occupation group
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   5) location

17. How many time management conduct meeting to know the satisfaction level and grievances of the employees.
   a) Weekly
   b) Monthly
   c) Yearly

18. Do all employees attend the meetings regularly? Yes ☐ No ☐

   If yes who gives you the guidance
   1) Chairmen ☐ 2) M.D ☐ 3) General Manager ☐ 4) Other specify____

19. Total Experience in pharmaceutical company
   1) 1-3  2) 4-10  3) 11-20  4) 20 and above
20. Emoluments in lacs: 1) 3-4 lacs 2) 5-10 lacs 3) 11-20 lacs 4) 20 lacs and above

21. How do you rate your Company culture: 1) Very Good 2) Good 3) Average

22. Do you think company culture will effect on behavior of the employees: 1) yes 2) No

23. If yes skip to 26 if not give your valuable comments

24. How employees will be socialized with company culture:
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25. What is your opinion towards the company culture:
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26. Do you feel Your last company culture helps you to adjust with present company culture: 1) Yes 2) No

27. If yes skip to 30 if not Explain

28. How Do you source your employees: 1) Employee Referrals 2) Job Portal 3) Personal Network 4) Any other

29. How Many rounds will be there: 1) 1-2 2) 3-4

30. How do you feel about your recruitment process:
   1) Good 2) Average 3) below Average?

31. How do you feel about the company timing:
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32. Do you have culture of conducting morning meeting in your company:
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33. Do you have Canteen Facility in your Company?
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37. If Yes are they providing below personnel protective equipments
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   5) Shoes    6) Aprawn    7) Washing Materials

38. Do you have your company Medical officer:
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39. If yes skip to 40 if not explain

40. Welfare facilities available to employee

41. Do you have standing Order?
   1. Yes    2. No    3. Yet to have

42. Where do you place your commitment?

43. If so any comments on that

44. 45. Do you have Employee Performance appraisal system?

45. 46. What type of performance appraisal method you have?
   1) 90 Degree    2) 360 Degree 3) Critical Incident Method

46. How your performance will be assessed by the company?
   1. By H.O.D'S    2) H.R    3) Both

47. How many times employees will be appraised in a year
   1) 1 time    2) twice in year

48. Do you have training and development programmes in your company
   1) Yes    2) No

49. If yes skip to 50 if not explain why?

50. What type of training programmes you have:
   1) Departmental    2) Technical    3) Personality Development

51. You are involved in the decision making process? 1) Yes    2) No
52. If yes skip to 54 if not why

53. How do you give your suggestion to the company?
   1) Through Suggestion Box   2) Meeting   3) Through H.O.D

54. How do you retain your employees?

SOCIAL WELFARE

55. What are the areas in which your company is providing facilities as a social work?
   i)  Education of employee children
   ii) Facility for higher education
   iii) Health Awareness creation about their rights
   iv) Providing job security for performers
   v) Giving them legal knowledge about their domestic harassment, properly right et
   vi) Fight against low wages to Health, safety, and beterness

Do you provide training Regarding Operation, system, health and safety in your company?
   Yes □  No □

   a) If 'Yes' name the training
      1) Process Improvement training
      2) TQM-Training
      3) Health and safety
      4) Personality Development
How do you find the responses from your employer regarding the social work/welfare programmes arranged by you?

1) Very good  2) Good  3) Encouraging  
4) Moderate  5) Indifferent

What are the records maintained by your H.R Dept?

1) Attendance register 
2) E.S.I/P.F Register 
3) Minutes Book 
4) Salary Details 
5) Loan ledger 
6) Statutory files E.S.I/P.F/P.T 
7) Savings ledger 
8) Cash book 
9) General ledger 
10) Bank pass book 
11) Receipts voucher file 
12) Payment voucher file
**IMPACT OF work environment on employee productivity**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>IMPACT OF Company working environment</th>
<th>Yes</th>
<th>No</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Do you expect your work environment should be good</td>
<td></td>
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<tr>
<td>2</td>
<td>Do you feel good work environment will increase the employee performance</td>
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<tr>
<td>3</td>
<td>Do you think using PPE’S helpful to personal protection from internal accidents</td>
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<tr>
<td>4</td>
<td>Is safety training is necessary to you in your organization?</td>
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<td></td>
</tr>
<tr>
<td>5</td>
<td>There is improvement in work environment of pharmaceutical company</td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td>Standard of living of pharmaceutical employees has improved better living space-lighting, sanitation, better food and clothing, employment of family members, modern home application use of cooking gas, refrigerator, telephone, TV, fan etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Management is taking interest in social activities education, women empowerment child welfare, cultural activities etc.</td>
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</tbody>
</table>

What is the problem encountered by you in the last 6 month and how did you over come them.

- Financial problems
- Administrative
- Communication/Contact

**ULTURAL ACTIVITIES FOR SOCIAL ISSUES**

Health and sanitation

1. Is your company providing medical facility? If yes what all
   1) E.S.I
   2) Medical allowance
   3) Drinking water & Canteen
2. Is your company does medical check up every year?
POLITICAL LEADERSHIP ISSUES

1. Have the activities of your SHG helps you in developing leadership qualities?
   - 1) Sense of devotion to work
   - 2) Duty consciousness
   - 3) Sense of responsibility
   - 4) Organizing ability
   - 5) Self confidence
   - 6) Others

2. What is the nature of your participation in the discussions at the Management meetings?
   - Very active, Active
   - Not active, Indifferent

3. How many meetings of the management do you attend?
   - 1) All the meetings
   - 2) Fifty per cent of the meetings
   - 3) Less than 50 per cent
   - 4) Not particular about attendance

Economic Impact

What are the areas in which your company provides assistance and cooperation in your economic activities?

1) By providing small loans to employees from its own funds
2) By arranging loans to employees from banks
3) By promoting savings among employees and keeping the scheme as deposits in banks
4) By helping employees by providing raw job security
5) By obtaining help from KEB for providing electricity to members units
6) By arranging training in their operation.
7) By arranging meetings and lectures on organizing small units by experts, govt. officials and bankers
8) By providing information to employees regarding financial benefits
9) Arranging technical assistance in production and marketing operations of employees

FINANCIAL INCENTIVES & NON FINANCIAL INCENTIVES

In which of the following reward system would you like to work?
1) Piece rate system  2) Fixed salary
3) Fixed salary+ Commission  4) any other

Are you getting equal wages for equal work?
1) Yes                    2) No

How do you feel the company should increase your salary on the basis of
1) Ability       2) Experience/service   3) Both          4) Any others

68. Are your perceived efforts, abilities and performances getting adequate rewards to your expected level?
1) Yes                           2) No

69. Do you think absence of competitive salary and incentives are significantly de motivating the employees?
1) Yes                2) No

70. Is your salary same with the, salary paid by other similar company employee?
1) Yes                       2) No

71. Do you feel all your financial needs are met by the Company
1) Yes        2) No
72. If yes skip to 74    If Not Explain

73. If not, list the demands that are not so far met by the company.
   1) HRA increase   2) CCA increase   3) Basic   4) DA

74. If your above needs are fulfilled, how many extra hrs you are ready to work?
   1) 2Hrs   2) 4Hrs   3) 8Hrs   4) Don’t want to work?

75. Mark your performances regarding degrees of motivation of different financial incentives given below.

<table>
<thead>
<tr>
<th></th>
<th>Very much</th>
<th>Average</th>
<th>Some extent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Production Bonus</td>
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<tr>
<td>2) Pension Plan</td>
<td>-</td>
<td></td>
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<tr>
<td>3) Profiting sharing</td>
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<tr>
<td>4) Leave salary</td>
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<td></td>
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<tr>
<td>5) Insurance Scheme</td>
<td>-</td>
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<tr>
<td>6) Provident fund</td>
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<tr>
<td>7) Any others</td>
<td>-</td>
<td></td>
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</table>

76. Do you feel you have job security in your company?
   1) Yes        2) No
   If so explain

77. Job security plays very important role for better performance
   1) Strongly agree   2) Agree   3) Disagree   4) Strongly disagree

78. Do you know the exact goals of your company?
   1. Yes                                  2. No

79. Do you feel you are working in towards the goals and objectives of the organization?
   1) Yes        2) No

80. Recognition of sincere efforts motivates a person to work well?
   1) Strongly agree   2) Agree   3) Disagree   4) Strongly disagree
81. Do you feel Employee recognition policy will motivate the Employee to Perform better?
   1) Strongly agree   2) Agree   3) Disagree   4) Strongly disagree
82. Authority and responsibility are well balanced in our orgn?
   1) Strongly agree  2) Agree  3) Disagree   4) Strongly disagree
83. Do you have following facilities in Your Company
   1) Canteen,   2) sanitary,   3) Quarters,
   4) Medical facilities 5) Transportation
84. Are you happy with the position and the status of the job in which you are working?
   1) Yes               2) No
85. Is your working conditions is pleasant and interesting?
   1) Yes               2) No
86. Do you feel you will be in the Informal group in the organization?
   1) Yes               2) No
87. If yes, do you feel the association with the informal group motivates the employee to work well in the organization?
   1) Yes               2) No
88. Are you happy with the other members of the group with which you are working?
   1) Yes               2) No
89. If not why?
   1) Lack of cohesion among the members
   2) Lack of co-operation among the
   3) Lack of co ordination
   4) Any other specify
90. Are you in a position to work with head and heart (with devotion and happiness) in your co.,
   i. yes               ii. No
91. If so your valuable explanation ref below points.
   1. Lack of efforts by management to improve employee morale
   2. Improper delegation system
   3. Imbalance between authority and responsibility
   4. Lack of proper encourage to sincere worker

92. Do you feel you are involved in decision making process?
   i. Yes  ii. No

93. If not, why?
   1. Negligence and unwillingness of management
   2. Procedural problem
   3. Lack of faith
   4. Any other specify

94. Are you having sufficient job advancement opportunities in your company?
   1. Yes  2. No

95. Do you Feel Job advancement is essential to Motivate the employees?
   1. Yes  2. No

96. Do You Have Trade Union?  1) Yes  2) No

97. What are the benefits of the trade union to you?
   1) Better collective bargaining power
   2) Provides good machinery for settlement of grievances
   3) Self protection
   4) Other reasons specify

98. How grievances are settled by management?
   1. Through discussions  2) By force
   3) Through union efforts  4) Any other specify

99. From whom your grievances should be handled?
   1) Management  2) Union  3) Both  4) Legal machinery’s

100. How grievances are met?
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    1) 1 time       2) Twice in year

48. Do you have training and development programmes in your company
    1) Yes        2) No

49. If yes skip to 50 if not explain why?

50. What type of training programs you have:
    1) Departmental 2) Technical 3) Personality Development

51. You are involved in the decision making process? 1) Yes        2) No
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53. How do you give your suggestion to the company?
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Do you provide training Regarding Operation, system, health and safety in your company?
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   a) If ‘Yes’ name the training
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3. How many meetings of the management do you attend?
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<th>Degree of Motivation</th>
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<td>2) Pension Plan</td>
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<td>3) Profiting sharing</td>
<td>–</td>
</tr>
<tr>
<td>4) Leave salary</td>
<td>–</td>
</tr>
<tr>
<td>5) Insurance Scheme</td>
<td>–</td>
</tr>
<tr>
<td>6) Provident fund</td>
<td>–</td>
</tr>
<tr>
<td>7) Any others</td>
<td>–</td>
</tr>
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76. Do you feel you have job security in your company?
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   2) No
   If so explain

77. Job security plays very important role for better performance
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   2. No

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   2) No

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   4) Medical facilities 5) Transportation
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85. Is your working conditions is pleasant and interesting?
   1) Yes               2) No
86. Do you feel you will be in the Informal group in the organization?
   1) Yes               2) No
87. If yes, do you feel the association with the informal group motivates the employee to work well in the organization?
   1) Yes               2) No
88. Are you happy with the other members of the group with which you are working?
   1) Yes               2) No
89. If not why?
   1) Lack of cohesion among the members
   2) Lack of co-operation among the
   3) Lack of co ordination
   4) Any other specify
90. Are you in a position to work with head and heart (with devotion and happiness) in your co.,
   i. yes               ii. No
91. If so your valuable explanation ref below points.
   1. Lack of efforts by management to improve employee morale
   2. Improper delegation system
   3. Imbalance between authority and responsibility
   4. Lack of proper encourage to sincere worker

92. Do you feel you are involved in decision making process?
   i. Yes  ii. No

93. If not, why?
   1. Negligence and unwillingness of management
   2. Procedural problem
   3. Lack of faith
   4. Any other specify

94. Are you having sufficient job advancement opportunities in your company? 1. Yes  2. No

95. Do you Feel Job advancement is essential to Motivate the employees?
   1. Yes  2. No

96. Do You Have Trade Union? 1) Yes  2) No

97. What are the benefits of the trade union to you?
   1) Better collective bargaining power
   2) Provides good machinery for settlement of grievances
   3) Self protection
   4) Other reasons specify

98. How grievances are settled by management?
   1. Through discussions  2) By force
   3) Through union efforts  4) Any other specify

99. From whom your grievances should be handled?
   1) Management  2) Union  3) Both  4) Legal machinery’s

100. How grievances are met?
APPENDIX

A Study on an anthropological study of Employees in pharmaceutical industries of Bangalore.

I. QUESTIONNAIRE FOR Managers/ Asst Managers/Executives/Operators

1. Name of the Employee :  
2. Location :  
3. Year of joining :  
4. Total service :  
5. Type of Industry :  
6. Number of employees :  
7. Age composition of employees :  

<table>
<thead>
<tr>
<th>Age</th>
<th>Number of employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-25 years</td>
<td></td>
</tr>
<tr>
<td>26-35 years</td>
<td></td>
</tr>
<tr>
<td>36-45 years</td>
<td></td>
</tr>
<tr>
<td>45-55 years</td>
<td></td>
</tr>
<tr>
<td>More than 55 years</td>
<td></td>
</tr>
</tbody>
</table>
8. Education

<table>
<thead>
<tr>
<th>Level of Education</th>
<th>Number of employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Primary only</td>
<td></td>
</tr>
<tr>
<td>b) Upto SSLC</td>
<td></td>
</tr>
<tr>
<td>c) PUC</td>
<td></td>
</tr>
<tr>
<td>d) Degree holders</td>
<td></td>
</tr>
<tr>
<td>e) Diploma etc.</td>
<td></td>
</tr>
<tr>
<td>f) P.G. Degree</td>
<td></td>
</tr>
</tbody>
</table>

9. Religion

<table>
<thead>
<tr>
<th>Religion</th>
<th>Number of employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hindu</td>
<td></td>
</tr>
<tr>
<td>Muslim</td>
<td></td>
</tr>
<tr>
<td>Christian</td>
<td></td>
</tr>
<tr>
<td>Jain</td>
<td></td>
</tr>
</tbody>
</table>
10. Caste

<table>
<thead>
<tr>
<th>Caste</th>
<th>Number of employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brahmin</td>
<td></td>
</tr>
<tr>
<td>Lingayat</td>
<td></td>
</tr>
<tr>
<td>Kuruba</td>
<td></td>
</tr>
<tr>
<td>SC</td>
<td></td>
</tr>
<tr>
<td>ST</td>
<td></td>
</tr>
<tr>
<td>BT</td>
<td></td>
</tr>
<tr>
<td>Other (Specify)</td>
<td></td>
</tr>
</tbody>
</table>

11. Department

<table>
<thead>
<tr>
<th>Designation</th>
<th>Number of employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>H.R/ G.M, H.R/ system admin,/ any other</td>
</tr>
<tr>
<td>Production</td>
<td>Production manager/Executive/ Officer/Operator</td>
</tr>
<tr>
<td>Stores/Purchase</td>
<td>Store &amp; Purchase manager/Executive/Officer/Operator</td>
</tr>
<tr>
<td>QA/QC</td>
<td>Manager/Executive/Officer/Operator</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Maintenance Engineer/Electrician/ Mechanic/ Any other</td>
</tr>
</tbody>
</table>

12. Marital Status

<table>
<thead>
<tr>
<th>Marital Status</th>
<th>Number of employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Married</td>
<td></td>
</tr>
<tr>
<td>Unmarried</td>
<td></td>
</tr>
<tr>
<td>Widows (widower)</td>
<td></td>
</tr>
</tbody>
</table>
13. Income status of employee

<table>
<thead>
<tr>
<th>Income range (per annum)</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Rs. 5,0000-10,0000</td>
<td></td>
</tr>
<tr>
<td>Rs. 10,0000-2,00000</td>
<td></td>
</tr>
<tr>
<td>Rs. 2,00000-300000</td>
<td></td>
</tr>
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<tr>
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<td></td>
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<td>Rs. Above  700000 lacks</td>
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ORGANIZATIONAL INFORMATION OF PHARMACEUTICAL INDUSTRIES

14. Is your industry is in separate premises?  Yes □ No □

15. Do you have transportation facility?  Yes □ No □

16. Mention the following information

   1) community/caste
   2) religious group
   3) occupation group
   4) income group
   5) location

17. How many time management conduct meeting to know the satisfaction level and grievances of the employees.

   a) Weekly
   b) Monthly
   c) Yearly

18. Do all employees attend the meetings regularly?  Yes □ No □

   If yes who gives you the guidance

   1) Chairmen □  2) M.D □  3) General Manager □  4) Other specify____

19. Total Experience in pharmaceutical company

   1)1-3  2)4-10  3)11-20  4) 20 and above
20. Emoluments in lacs: 1) 3-4 lacs 2) 5-10 lacs
   3) 11-20 lacs 4) 20 lacs and above
21. How do you rate your Company culture? 1) Very Good 2) Good 3) Average
22. Do you think company culture will affect on behavior of the employees.
   1) Yes 2) No
23. If yes skip to 26 if not give your valuable comments
24. How employees will be socialized with company culture
   1) Induction 2) Orientation 3) Both 4) Any other
25. What is your opinion towards the company culture?
   1) Very Good 2) Good 3) Average
26. Do you feel your last company culture helps you to adjust with present company culture?
   1) Yes 2) No
27. If yes skip to 30 if not explain
   3) Personal Network 4) Any other
29. How many rounds will be there? 1) 1-2 2) 3-4
30. How do you feel about your recruitment process?
   1) Good 2) Average 3) Below Average?
31. How do you feel about the company timing?
   1) Convenient 2) Ok 3) Not convenient
32. Do you have culture of conducting morning meeting in your company?
   1) Yes 2) No
33. Do you have Canteen Facility in your Company?
   1) Yes 2) No
34. How do you feel about the working Environment?
   1) Good 2) Average
35. Do you have safety policy in your company?
   1) Yes 2) No
36. Is company is providing Personnel protective Equipments:
   1) Yes    2) No

37. If Yes are they providing below personal protective equipments
   1) Goggles  2) Hand gloves  3) Safety Belt 4) Helmet
      5) Shoes      6) Aprawn     7) Washing Materials

38. Do you have your company Medical officer:
   1) Yes        2) No

39. If yes skip to 40 if not explain

40. Welfare facilities available to employee

41. Do you have standing Order?
   1. Yes          2. No       3. Yet to have

42. Where do you place your commitment?

43. If so any comments on that

44. 45. Do you have Employee Performance appraisal system?

45. 46. What type of performance appraisal method you have?
   1) 90 Degree    2) 360 Degree 3) Critical Incident Method

46. How your performance will be assessed by the company?
   1. By H.O.D'S     2) H.R       3) Both

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<td></td>
<td></td>
</tr>
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<td>Profiting sharing</td>
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<td></td>
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<td></td>
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<tr>
<td>5</td>
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<td></td>
</tr>
<tr>
<td>6</td>
<td>Provident fund</td>
<td>-</td>
<td></td>
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87. If yes, do you feel the association with the informal group motivates the employee to work well in the organization?
   1) Yes           2) No
88. Are you happy with the other members of the group with which you are working?
   1) Yes           2) No
89. If not why?
   1) Lack of cohesion among the members
   2) Lack of co-operation among the
   3) Lack of co ordination
   4) Any other specify
90. Are you in a position to work with head and heart (with devotion and happiness) in your co.,
   i. yes          ii. No
91. If so your valuable explanation ref below points.
   1. Lack of efforts by management to improve employee morale
   2. Improper delegation system
   3. Imbalance between authority and responsibility
   4. Lack of proper encourage to sincere worker

92. Do you feel you are involved in decision making process?
   i. Yes                  ii. No

93. If not, why?
   1. Negligence and unwillingness of management
   2. Procedural problem
   3. Lack of faith
   4. Any other specify

94. Are you having sufficient job advancement opportunities in your company?  
   1. Yes                     2. No

95. Do you Feel Job advancement is essential to Motivate the employees? 
   1. Yes                     2. No

96. Do You Have Trade Union?  
   1) Yes                2) No

97. What are the benefits of the trade union to you? 
   1) Better collective bargaining power
   2) Provides good machinery for settlement of grievances
   3) Self protection
   4) Other reasons specify

98. How grievances are settled by management? 
   1. Through discussions  2) By force
   3) Through union efforts  4) Any other specify

99. From whom your grievances should be handled? 
   1) Management  2) Union  3) Both  4) Legal machinery’s

100. How grievances are met?