APPENDICES
General Instructions To the Respondents

Dear Respondents,

Work life is the most important aspects of one's life. And the quality of work life determines work performance. Usually, poor quality of work life and other personal factors compell one to remain absent from work. Hence, the aim of the present endeavour is to study about the various aspects of the job you are doing, to know your views and opinions related to it. The data obtained from several segments of employees will help us to understand your work related problems and, however, to develop and suggest the mechanism to improve your quality of work life.

It is, therefore, important for you to extend your whole-hearted cooperation by giving your frank responses. Be sure, your responses will be strictly confidential and for that you are required not to write your name on the data sheet.

Thanking you for your participation.

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Note: Please do not leave any question/statement unanswered
Appendix-I
Section A

A number of factors/statements are given below which may likely to be the sources of your absence from work. Against each factor/statement 'Yes' and 'No' responses categories have been provided. You are requested to encircle 'Yes' response category when you think that the factor/statement has been the source of your absence and encircle 'No' response category when it has not been the source of absence from work.

Moreover, it is for your kind notice that just below each factor/statement, a 5-point scale has been given ranging from 'Highly Unavoidable' to 'Highly Avoidable'. The responses on this 5-point scale is only required when the factor/statement is a source of absence from work. Please, respond on the scale in the manner given below: Encircle the scale value of '1' when absence causing factor is judged 'Highly Avoidable', encircle '2' when it is 'Avoidable', encircle '3' when it is 'Neither Avoidable' 'Nor Unavoidable'; circle '4' when it is 'Unavoidable'; and circle the scale value of '5' when the absence causing factor is 'Highly Unavoidable'.

Please read carefully and indicate your own frank responses to the factor/statement given below.

I remain absent from work when my work is:

1. Unchallenging
   1--------2--------3--------4--------5

2. Routine
   1--------2--------3--------4--------5

3. Boring
   1--------2--------3--------4--------5

4. Unpleasant
   1--------2--------3--------4--------5

5. Useless
   1--------2--------3--------4--------5
6. Painful
   1-2-3-4-5
7. Tiresome
   1-2-3-4-5
8. Challenging
   1-2-3-4-5
9. Endless
   1-2-3-4-5

I remain absent from work because my Boss is

10. Autocrat
    1-2-3-4-5
11. Impolite
    1-2-3-4-5
12. Unfair
    1-2-3-4-5
13. Uncooperative
    1-2-3-4-5
14. Quick tempered
    1-2-3-4-5
15. Prejudiced
    1-2-3-4-5
16. Stubborn
    1-2-3-4-5

I remain absent from work because the 'People with whom I work are:'
17. Manipulative
1---2---3---4---5

18. Unsocial
1---2---3---4---5

19. Self-centered
1---2---3---4---5

20. Untrustworthy
1---2---3---4---5

21. Diloyal
1---2---3---4---5

22. Competitive
1---2---3---4---5

23. Uncooperative
1---2---3---4---5

I remain absent from work because ‘Pay’ I receive is

24. Inadequate for normal expenses
1---2---3---4---5

25. Inadequate for providing luxuries of life
1---2---3---4---5

26. Insecure
1---2---3---4---5

27. Less than I deserve
1---2---3---4---5
I remain absent from work because the promotion in my job are:

28. Limited
1---------2----------3-----------4----------5

29. Made on the basis of abilities and skill
1---------2----------3-----------4----------5

30. Not at all
1---------2----------3-----------4----------5

31. Based on unfair policy
1---------2----------3-----------4----------5

I remain absent from my work because of

32. Minor illness (e.g. cold headache, upset stomach etc.)
1---------2----------3-----------4----------5

33. Minor domestic problems (e.g. illness of family members)
uncordial family relation).
1---------2----------3-----------4----------5

34. Difficulty in getting up on Time
1---------2----------3-----------4----------5

35. Local events of interest (e.g. cricket, soccer, and hocky matches etc.)
1---------2----------3-----------4----------5

36. Feeling depressed
1---------2----------3-----------4----------5

37. Serious overload of duties at work
1---------2----------3-----------4----------5

38. Personal engagements during work hours (e.g., land/house purchase etc.).
1---------2----------3-----------4----------5
39. Main disagreement with boss
   1--------2---------3---------4---------5

40. Fear of accident to at work
   1--------2---------3---------4---------5

41. Poor Organizational prestige
   1--------2---------3---------4---------5

42. Inconvenient working hours
   1--------2---------3---------4---------5

43. Poor organizational conditions
   1--------2---------3---------4---------5

44. Your serious illness
   1--------2---------3---------4---------5

45. Serious illness of your family members
   1--------2---------3---------4---------5

46. Serious illness of your relatives/friends
   1--------2---------3---------4---------5

47. Harsh leadership behaviour
   1--------2---------3---------4---------5

48. Frustration
   1--------2---------3---------4---------5

49. Less opportunity in decision making
   1--------2---------3---------4---------5

50. Lack of interest in work
   1--------2---------3---------4---------5
Appendix-II
Section B

The following statements pertain to your work. Against each statement a bracket is provided in which you have to endorse your response in a manner given below:

Assign 5 to the statements of 'High Agreement'
Assign 4 to the statements of 'Agreement'
Assign 3 to the statements for which you have 'Neutral' opinion.
Assign 2 to the statements of 'Disagreement', and
Assign 1 to the statements of 'High Disagreement'

1. I would always cherish what I am doing ( )
2. Real pleasure, if there is any thing like, it comes only through my work.
3. My work can get me the recognition I want.
4. Most of my important needs can be satisfied through my work.
5. I have tremendous attraction for my work.
6. I feel I am a person who has got the most appropriate work for himself to do.
7. I attach most importance to my work.
8. My work is the most pleasant thing for me in the world.
9. I feel that my life is on the right track in this work.
10. My work and I are right match.
11. What I am is not different from my work.
12. I can achieve the things that I consider important in my life through my work.

Section - C

How satisfied are you with each of the following aspects of your job. Please, indicate your response by putting the number of your choice in the bracket given against each statement in the manner given below:

Very dissatisfied ... 1
Dissatisfied ... 2
Neutral ... 3
Satisfied ... 4
Very satisfied ... 5

1. The fringe benefits you receive.
2. The friendliness of the people you work with.
3. The amount of freedom you have on your job.
4. The chance you have to learn new things.
5. The respect you receive from the people you work with.
6. The chance you have to accomplish something worthwhile.
7. The amount of pay you get.
8. The chance of you have to do something that makes you feel good about yourself as a person.
9. The way you are treated by the people you work with.
10. The chances you have to take part in making decisions.
11. The amount of job security you have.
Appendix-III

Biographical Information Blank

Please, furnish the following information:

Designation

Department

Age

Sex

Urban/Rural

Length of service

Work Experience in the Present Position

No. of Promotions Earned

Marital Status (Married/Unmarried)

No. of Dependents

Educational Qualification

Training Received, if any

General Health (very good, normal, poor, very poor)

Absence Record

1. No. of days absent during the year 1987
   Major reasons of absence if any

2. No. of days absent during the year 1988
   Major reasons of absence if any

3. No. of days absent during the year 1989
   Major reasons of absence if any