APPENDIX

Questionnaire

Book Binding Industry in Kerala

(No information will be disclosed or used for any purpose other than Research)

I. Name and address of the unit
II. Year of Establishment
III. Location of the unit: Panchayat / Municipality / Corporation
IV. How many branches you have?
   In the same district:
   Other districts:
   Outside the state:
V. Type of ownership:
VI. How many times have the ownership been transferred since the unit was started?
   Year of Transfer Reasons
VII. Capital Structure (Fixed Assets)
   Installed Capacity Year of Depreciation Rent paid Purchase
   1. Land
   2. Building
   3. Machinery
   4. Others
   b. Capital Structure (Long Term Funds)
      Item
Share Capital
Loans
a. Govt.
b. Others

Deposits
Other Funds (Specify)
c. Capital Structure (Current Liability)
Bank Loans
Creditors
Pvt. Loans
Other Loans (Specify)
d. Capital Structure (Addition, Replacement, Improvement, etc.)

<table>
<thead>
<tr>
<th>Year</th>
<th>Nature</th>
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<table>
<thead>
<tr>
<th>e. Capital Structure (Current: Assets)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
</tr>
<tr>
<td>Stock of raw-materials</td>
</tr>
<tr>
<td>Debtors</td>
</tr>
<tr>
<td>Cash Balance</td>
</tr>
<tr>
<td>Others (Specify)</td>
</tr>
</tbody>
</table>

VIII. Raw-Materials and Fuels

<table>
<thead>
<tr>
<th>Item</th>
</tr>
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<tbody>
<tr>
<td>Paper</td>
</tr>
<tr>
<td>Card-Board</td>
</tr>
<tr>
<td>Gum, Twine, etc.</td>
</tr>
</tbody>
</table>

IX. Details of Production

<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note Books</td>
</tr>
<tr>
<td>Account Books</td>
</tr>
<tr>
<td>Others (Job Works)</td>
</tr>
</tbody>
</table>
X. Installed Capacity of Production

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty. Produced in Rs.</th>
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</table>

XI. Sales Details

1. What are your channels of distribution?
   (Direct, by Agents or others)

2. Do you have any arrangement for accounting for or replacing for breakages during handling? Details.

3. Network of Sales
   Items
   Within the district
   State (Other districts)
   Other states

XII. Man-Power Data

1. Average number of working days a year
   Month   No. of working days   No. of Workers
   M       F       Total

2. Normal working hours

3. Rest intervals

4. Give details of shifts if any

5. Labour details
   Type of workers
   Permanent No.   Wage/rate D.A. ES.I P.F. Others
                   (Specify)
   1. Skilled
   2. Unskilled
      Temporary : 
      M
      F
      Casual :
6. Amenities provided for workers
   Item                     Yes/No
   Medical
   Canteen
   Recreation
   Co-operative Society
   Others

7. Working Conditions
   a. Casual leave per year
   b. Paid holidays per year
   c. Earned leave per year
   d. Maternity leave per year
   e. Sick leave per year
   f. Others (Specify)

8. Union Activities
   Name of Union          No. of Total members
   Year of starting       workers in the factory

XIII. Problems of the Unit
   Managerial
   1. Educational Qualification of the Manager
   2. Work experience of the manager
   3. Training in management
   4. Nature of labour problems
   5. Others (if any)

   Financial
   1. Related to working capital
   2. Delay in payment by customers
   3. Lack of resources
4. Inadequate provision
5. Difficulty in getting bank loan
6. Others
   Technical
1. Old Machinery
2. Outdated design
3. Outdated production methods
4. Quality
5. Others (if any)
   Economic
1. Demand
2. Nature of market
3. Price
4. Product diversification
5. Others
   Environmental problems
   a. Health of Workers
   b. Pollution
   Transport Problems
1. High cost
2. Others
   Any other problems

XIV. Industrial Relations
1. Do you give balance sheet to your workers: Yes/No
2. Have you entered into any agreement with the labour union regarding job security/bonus, etc.: Yes/No

XV. Follow up Programmes
a. How do you like attending courses offered by institutions like SISI, KITCO, etc.: Like/don’t like

b. Benefits for the family (Socio-Economic Development)
   - Income wise
   - Savings wise
   - Investment wise

c. What do you think about the position of Kerala Book binding Industry compared to the same in other states.
   1. Quality
   2. Cost
   3. Life of book
   4. Design
   5. Profits
   6. Workers satisfaction

XVI. Any specific issue which invites attention:
   - Diversification possible or not
   - Automation possible or not

XVII. Few suggestions (at different levels):
   1
   2
   3
   4
   5