QUESTIONNAIRE

1. BIO-DATA:

1.1 Name
1.2 Designation: Librarian/DL/AL/Lib. Asst. Grade-I/JLA/Others
1.3 Age
1.4 Sex: Male/Female
1.5 Religion: Hindu/Muslim/Christian/Others
1.6 Education:
   a). Academic B.A/B.Sc./B.Com.
   b). Professional BLISc./DLSc/MLISc/MLib.Sc.
      M.Phil./Ph.D.
1.7 Native Place:
1.8 Length of Service Years Months
   Junior Lib. Asst.
   Librarian
   Asst. Librarian
   Dy. Librarian
   Librarian
1.9 Salary:
   a. Scale of Pay
   b. Pay Scale at present drawing
   c. Total Salary
   d. Savings
   e. Liabilities
1.10 Are you staying in University Quarters Yes/No
1.11 How far is residence from the University Library
1.12 How do you travel to reach University Library for duty?
   Train/City Bus/Scooter/Moped/Cycle/Walk
1.13 How much time do you take to reach library from your house for duty
   15 Mts./30 Mts./45 Mts./1 Hour/1 1/2 Hour/2 Hours
1.14 Do you own a house? Yes/No
1.15 Do you stay in a rented house? Yes/No
2. INFORMATION RELATING TO FAMILY:

2.1 No. of members in the family?

2.2 No. of earning members in the family?

2.3 If you are not a native of Tirupati/Anantapur, How often do you go to your native place?

3. JOB SATISFACTION:

3.1 Do you find your job Interesting?

3.2 Is there any chance to utilize your efficiency in the present job?

3.3 Do you advise your kith and kin to join this profession? Yes/No

3.4 How important you feel the work in which you are involved?
   a. Very important
   b. Important
   c. Can not say

3.5 To what extent you are satisfied with the work in which you are engaged.
   a. Fully satisfied
   b. Satisfied
   c. Can not say
   d. Not satisfied

3.6 If you could get a similar job with the same pay, would you leave the organisation? If so, state the reasons.

3.7 Do you exhaust your casual leave every year?

3.8 Do you utilise your earned leave very often

3.9 How many times you utilize Medical leave by way of commutation of half pay into full pay?

3.10 Do you surrender you earned leave every year?

3.11 Do you preserve your Earned leave with a view to encash it at the time of retirement?

3.12 Do you avail CPL (Compensation leave) immediately in the following week or after accumulation?

3.13 Do you prefer CPL for holiday duty or holiday allowance?
4. ABOUT COLLEAGUES:

4.1 Do your colleagues respect your skills at work?
4.2 Are they receiving any suggestions from you?
4.3 Do they exchange any personal/family problems with you?
4.4 Do you participate in Grape-wine conversations with your colleagues during lunch break/tea break?
4.5 Do they express their grievances without any reservations with you?
4.6 Do you have any money transactions with your colleagues? Lending/Borrowing
4.7 Do you incline yourself to participate in picnic/Tom Programmes.
4.8 Are you a member of any club:
   Local club/Rotary club/Lion’s club/Any other
4.9 Are you a member of any professional organisations? ILA/IASLIC, etc.

5. RELATIONS WITH EMPLOYER (Head of the Library)

5.1 Do you have respect on your employer?
5.2 Do your employer often visits your work place?
5.3 Do your employer recognise your skills?
5.4 Do your employer enquires about your welfare?
5.5 Do your employer sanctions your leave without any objection?
5.6 Do your employer recognise your professional problems?
5.7 Do your employer permit you to leave the office an hour earlier in case of personal work?
5.8 Do your employer attend the office regular or not?
5.9 Do your employer applies for leave for which he is eligible whenever he goes on leave?
5.10 Do your employer adjust the routine work whenever you go on long leave?
5.11 Do your employer solve any professional problem, if it arises among the staff?

6. UNIVERSITY AUTHORITIES;

6.1 Do the Authorities show any bias in between Administrative Staff and Library Professionals?

6.2 Do the Authorities show interest to create promotional environment growth in the University Library?

6.3 Do the Authorities help in provide honing facility for library professionals.

6.4 Do the Authorities give priority in allotting staff quarters for library professionals.

7. SUGGESTIONS:

7.1 What are your suggestions for reducing absenteeism in the Library.

1.

2.

3.

4.