GOVERNMENT SCHEMES

AND

CAREER PLANNING SYSTEM-
Before and after independence various schemes, provisions, legislations have been implemented in India, amongst them, some are playing significant supporting role in constructing Career Planning System and those are-

1. The Workers Education Scheme launched in 1958 by the Central Board Of Workers Education (CBWE)

2. The first training course for the education officers was held in Mumbai on May 15, 1958. This training programme was oriented towards how to give proper training to workers according to their skill and job requirement.

3. The Indian Institute Of Workers Education was established in March 1970, in Mumbai to organise workers education oriented programs.

4. The first worker teacher training programme held on 16th February 1959 at Chennai.

5. A special cell for training of Woman workers was set-up at the Indian Institute Of workers Education (Mumbai) in November 1991.

6. For the education of unorganised workers, Government Of India started programmes since 1979.

7. During 1977-78, the Central Board Of Workers Education had launched the cell for rural workers, to increase the literacy of workers especially amongst woman workers, persons belonging to SC/ST cast and other educationally backward classes one month’s training programme organised.

8. Science 1993, during 6th five year plan, the Central Board Of Workers organises various leadership development courses to activate trade union activities providing them knowledge, skills, values of leadership to enable them to do effective role and participation in different programmes at community and enterprise levels.

In 1952, the Government of India appointed a Training and Employment Services Organisation Committee under the chairmanship of Shiva Rao.

In 1957, according to the suggestions of Rao Committee, the Government of India, formed the ‘National Council For Training In Vocational Trades (NCTVT) to organise training and co-relating facilities according to the requirements of industry.

In Oct 1977 the Advanced Vocational Training Scheme was launched by Government of India to provide training to highly skilled workers and technicians about advanced and sophisticated skills which is not available under the vocational training programs.

For the training of foreman and supervisors who are the frontline managers in industrial sector, two institutes are established, one at Banlore in 1971 and second at Jamshedpur in 1986. Here foreman and supervisors receives the knowledge to exist their potential in technical and managerial skills.

In 1958, at Madras Government Of India set-up Central Training Institute, which offer part-time training to get and update knowledge and skill to those industrial workers, who did not have the systematic training. Under this scheme, the workers having minimum two year work experience are sponsored by their employers for this course and there is no bondage of age.

Conclusion-

These are some efforts taken by Government Of India to enhance and update industrial workers knowledge to utilise their productivity for glorious victory of Indian industrial sector to built powerful economy. Through these efforts Indian Government is playing vital role to construct career Planning System of employees.

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[www.mynetsearch.com](http://www.mynetsearch.com) **Questionnaire for Employee**

1) Name of the Company :  
   2) Name of the person :  
   3) Department :  
4) Designation: 

5) Age: 

6) Male / Female: 

7) Education: 

8) The year of completing education: 

9) Resident – Name of City / Town: 

10) Whether employed before? Yes/No

11) The date / year of joining in this company: 

12) The particulars of the job before 

The name of Company: Designation: 

Phone No. / Mobile No.: Choose the alternative & Put √ & also write in short if necessary

1) How did you get this job?
   i) Through advertisement applying for the job & by selection
   ii) Through recommendation
   iii) Through promotion
   iv) Through campus interview

2) How will you rate the current job compared to the previous job
   i) First
   ii) Second
   iii) Third
   iv) As before

3) Why?
4) What are your feelings about this job?
   i) Satisfied  
   ii) Dissatisfied 
   iii) Adjustment 
   iv) Happy 

5) Have you well informed about the objectives & strategies of the company before you joined?
   i) Yes 
   ii) No. 
   iii) took the information after joining the job 

6) Did you at any time feel that you could do better for other designation in this company when you joined?
   i) Yes 
   ii) No. 
   iii) I feel it is better where I am 

7) Which thing in the company did you like most?
   i) The perfect balance between the responsibility and duties 
   ii) The happy and cheerful atmosphere 
   iii) Opportunity to progress ahead 
   iv) Proper guidance to overcome the difficulties in the job 

8) What do you prefer in this job?
i) Status

ii) The salary

iii) Opportunities for promotion

iv) The job is very near to your home town

9) Do you have any plan of changing this job?
   i) Yes  
   ii) No.

If the answer is yes – then give reason

If the answer is No, then give reason

10) Which things provide you motivation in this present job?
    i) The salary and Bonus
    ii) The opportunity to learn more
    iii) The participation in decision making
    iv) Excellent administration
    v) The stability in job
    vi) Opportunities in promotion
    vii) Team work of the co-workers
    viii) Favourable atmosphere
         for personal development

11) What is your mentality if you face any challenge in the job
    i) You are confused
    ii) You consult with your seniors and handle the situation
iii) Become more resourceful in the adverse situation

iv) Have stress and tension

12) Narrate an incident when you faced the challenge in the present job

13) Whether you accept the responsibility yourself or become aloof considering that others will accept it?

   i) Take the responsibility
   ii) Become aloof

14) Have considered education for a means of earnings?

   i) Yes  
   ii) No.

15) How did you take the decision about the educational faculty?

   i) According your ambitions & likes
   ii) According to your parents wish
   iii) According to the advise by your friends and relatives
   iv) According to the assurance of job opportunities

16) Did you feel regret about the educational field you have chosen?

   i) Yes  
   ii) No.

17) Did you try to take further education after getting this job?

   i) Yes  
   ii) No.
18) Did you feel that you can utilize your knowledge and skills in this job completely?
   i) Yes     ii) No.

19) How do you feel now?
   i) Yes     ii) No.

20) Have you got any training after accepting this job in the company?
   i) Yes     ii) No.

21) What type of trainings have you completed?

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Training</th>
<th>Year</th>
<th>Duration</th>
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<tbody>
<tr>
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</tbody>
</table>

22) Do the higher authorities discuss with you after and before the training.
   i) Yes     ii) No.

23) Have you thought about your promotion in the company regarding your knowledge skills and experience

   i) Did you collect any information   Yes  No
   ii) Does the company informs   Yes  No
   iii) Do you discuss among co-workers   Yes  No.

   regarding your knowledge (skills & Experience)

24) Are you aware of the objectives of the company
   i) Yes     ii) No.
25) Do you work speedily when you are in stress
   i) Yes    ii) No.

26) What do you do to overcome the stress?
   i) Discussion with co-workers
   ii) Discussion with family members
   iii) Become agitated, remain absent and avoid responsibility
   iv) Think or try to leave the job
   v) Try to develop new skills or knowledge
   vi) Accept the guidance or suggestions given by the officer?

27) Do you have any idea about career planning?
   i) Yes    ii) No.

28) Please give your opinion about career planning in the company?

29) Do you get information about the future opportunities and the required qualification in the company?
   i) Yes    ii) No.

30) If it is not given, do you try to get it?
   i) Yes    ii) No.

31) Have you tried yourself to take any training to overcome any of your problems in the company?
32) Are you satisfied about the programmes undertaken by the company for the employees?
   i) Yes    ii) No.

33) Which activities motivates you the most?
   ---------------------------------------------------------------------------------------------------------
   ---------------------------------------------------------------------------------------------------------

34) Which activities would you suggest? Do you suggest any changes in these activities & mgt?
   ---------------------------------------------------------------------------------------------------------
   ---------------------------------------------------------------------------------------------------------
   ---------------------------------------------------------------------------------------------------------

35) Are you satisfied with the strategies of the company’s administration regarding employees?
   i) Yes    ii) No.

36) Your opinion about these strategies.
   ---------------------------------------------------------------------------------------------------------
   ---------------------------------------------------------------------------------------------------------

37) Air your views about the promotion and demotion policy of the company.
   i) Satisfied    ii) Dissatisfied
38) How do you react if you are dissatisfied with the decisions taken by the mgt.

i) Discuss with colleagues and put the solution in proper words infront of the superiors

ii) Accept it as it is and adjust yourself.

iii) Discuss it among the co-workers and waste the time.

iv) Express your disagreement.

39) Do you create confidence in your co-workers if he/ she has any problem in the job?

i) Yes  ii) No.

40) Does the company take performance appraisal?

i) Yes  ii) No.

41) Do you try to change yourself according to the suggestions?

i) Yes  ii) No.

42) Do you try to lesson the disappointment of your collegues about company’s administration?

i) Yes  ii) No.

43) How you behave with your superiors

i) with respect  ii) with faith  iii) with affection

iv) with hatred  v) with tension

44) Does your company take notice of your efficiency to work?

i) Yes  ii) No.

45) How?
46) What does the company give to the employees for their better performance.
   i) Reward  
   ii) increasing salary increment 
   iii) Bonus  
   iv) Certificate / Award 

47) Does the company’s administration try to motivate the employees ?
   i) Yes  
   ii) No.  

48) How were you rewarded by the company.
   i) Promotion  
   ii) increment  
   iii) Bonus/ Gift  
   iv) Other  
   v) Nothing 

49) Have you got the mentality to face any changes in the company ?
   i) Yes  
   ii) No.  

50) Do you consider the advise or suggestions given by your colleagues ?
   i) Yes  
   ii) No.  

51) Are you satisfied with your progress in the job ?
   i) Yes  
   ii) No.  

52) Which things are important for you in the present job ?
   i) Work satisfaction  
   ii) Increment  
   iii) Promotion
iv) Stability

v) Company of your family members

53) If you have to go to other place for the job, what will you prefer
   i) Stability of family
   ii) Self development

54) If you have to do some adjustment for your promotion, what is your answer
   i) Will do adjustment
   ii) Will not prefer adjustment
   iii) Try to prove your ability

55) Which things are the most challenging in this present job?
---------------------------------------------------------------------------------------------------------------
---------------------------------------------------------------------------------------------------------------
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56) Have you got any planning for your career development?
   i) Yes    ii) No.
   ii) What type
---------------------------------------------------------------------------------------------------------------
---------------------------------------------------------------------------------------------------------------

57) Is there any negative thing in the present job which affect your morale?
---------------------------------------------------------------------------------------------------------------
---------------------------------------------------------------------------------------------------------------
---------------------------------------------------------------------------------------------------------------
---------------------------------------------------------------------------------------------------------------
58) Are you satisfied with the salary responsibilities and duties in the present job?
   i) Yes  
   ii) No. 

59) The things you liked / any new things that motivated you the most

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60) Are you ready to spend more time in the present job (Or do you like over time)
   i) Yes  
   ii) No. 

61) What is your concept of ‘Success in life?”
   i) Yes  
   ii) No  

62) What is your opinion about the success and satisfaction in the job?

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63) What is your attitude towards present job?

   i) A job that provides opportunities to learn and develop
   ii) A stable and comfortable job
   iii) A job which activates the brain and gives happiness and satisfaction
   iv) unstable job, having tension
   v) Very uncomfortable job

64) What is your daily routine now?
65) How do you spend your leisure?
   i) Chatting with colleagues
   ii) Understanding new things in other work
   iii) Learning new skills and techniques.

66) Have you got any hobbies?
   i) Yes   ii) No.
What are they

67) Are you aware of your health?
   i) Yes   ii) No.
How

68) You are
   i) Very energetic and active
   ii) Faithful colleague
   iii) Very alert in learning new techniques.
   iv) Ready to accept new challenges in life as well as at service.
v) Developing yourself according to future opportunities
vi) Ready to accept the changes
vii) Ready to accept defeat
viii) Ready to evaluate failure and change accordingly
ix) Taciturn, aloof
x) Social

69) About SWOT analysis?

A) What kind of abilities do you have?

B) Are you aware of your shortcomings?
   i) Yes
   ii) No.

What are these lackings?

c) The odds and obstacles in job

D) The things which threatens you or create tension in job?
70) What is your future plan regarding your job? What is your aspiration.
Questionnaire for Officers

1. Name of the Company : ---------------

2. When started : ---------------

3. Branches of Company : ---------------

4. Establishment of company : ---------------

5. Total No. of workers / employees : ---------------

6. Detailed information about workers / employees : ---------------

<table>
<thead>
<tr>
<th>Department</th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing</td>
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<td>HR</td>
<td></td>
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<tr>
<td>Production</td>
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<tr>
<td>Admin.</td>
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</tbody>
</table>
7. Criteria considered/ applied for the selection of employees

<table>
<thead>
<tr>
<th>Type</th>
<th>Top Mgt.</th>
<th>Middle Mgt.</th>
<th>Lower Level</th>
<th>Technical</th>
<th>Non Technical</th>
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<tr>
<td>Reference</td>
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<tr>
<td>Institutes/college</td>
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<tr>
<td>Through ads</td>
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</tbody>
</table>

8. Methods used for employees selection in this company?

i) Interview

ii) Written Exam

iii) Aptitude / attitude test

iv) Ability test

9. Which action plan is selected by the company when it has been noticed that the employee's skill and performance is not the same with the skill and performance he had shown at the time of interviews –

i) To ask employee to develop the skill with / by self efforts

ii) Schedule of training by employee.

iii) Appointment on the other post.
iv) by dismissing

10) Ways used to give information about aims and objectives of the company

i) By conducting meetings

ii) By notice

iii) By Notice Board

11) Is there any training calendar of the company

i) Yes    ii) No.

12) Is there any training facility for the employees to make them empowered to adjust with the changing and competing world

i) Yes    ii) No.

13) Which type of training?

14) How are these training organized

i) Within the company

ii) by sending them in other company

iii) by asking him to take / attend more training

iv) by removing

15) Whose opinions are taken in consideration for organizing training programmes
16) What is the mgt is approach about the man power planning?
   i) Traditional
   ii) Flexible

17) Whether company informed about the job availability and opportunity to the employees.
   i) Yes
   ii) No.

18) If yes How?
   i) by meethings
   ii) By notice
   iii) By other method

19) Is the company taking the consideration of the employees at the time of development & implementation of new policies.
   i) Yes
   ii) No.

20) At the time of appointment on vacant post, what is the company’s policy?
   i) Selection of employees, who are already employed
   ii) Appointment of new/ fresh employees
   iii) Both
21) Which factors are considered in promotion policy?

   i) Experience of the employee
   ii) Seniority
   iii) Skills
   iv) Education/ qualification

22) Does the Mgt. allow the employees to participate in decision making process?

   i) Yes    ii) No.

23) Which system in this company are implemented

   i) six sigma
   ii) TQM
   iii) Quality circle
   iv) Kiezen

24) If not why?

   __________________________________________________________________________

   __________________________________________________________________________

25) If yes, do you think that, because of this method, there is a tremendous growth in the development of the company.

   i) Yes    ii) No.

26) Which method is applied to involve – employees in the new concepts of the company?

   i) By lectures     ii) by conducting meetings
   iii) by counseling   iv) by +ve and –ve motivations
27) Which factors are considered by the company at the time of increments
   
   i) Experience   educational Qualifications
   
   iii) Skills     iv) Seniority

28) Is increment given every year ?
   
   i) Yes   ii) No.

29) To improve attachment and stability among employees, which precautions are taken by the organization ?
   
   i) by giving them proper salary.
   
   ii) providing various facilities
   
   iii) by solving their personal problems
   
   iv) by fulfilling their demands from mgt.

30) Is there a facility for counseling
   
   i) Yes   ii) No.

31) Which activities schemes and plans are implemental in the company ?

32) Is entertainment programmes are organized for the employees ?

33) How does the company admire the skill or success of their employee ?

   i) by open reward function / facilitation
ii) by rewarding

iii) other?

34) When there is stress and confusion among the workers is the mgt. consider it and take proper action to relieve the stress of the worker?

35) Is there any action plan for utilizing skills of employers in future.

   i) Yes    ii) No.

36) Are they employers aware about new career opportunity within the company?

   i) Yes    ii) No.

37) Does the mgt. give idea about the future job opportunities to the employee at the time of his/ her appointment.

   i) Yes    ii) No.

38) Does the mgt give information about vacant post to already employed employees for their career growth

   i) Yes    ii) No.

39) With whom do the employees discuss their problems regarding their job/ work?

   i) Colleague    ii) Officers    iii) counselors

40) Labour turnover (within 5 years)

<table>
<thead>
<tr>
<th>Year</th>
<th>Female</th>
<th>Male</th>
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<tbody>
<tr>
<td>2009</td>
<td></td>
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</table>
41) Departmentwise information about labour / employees who have left the company

<table>
<thead>
<tr>
<th>Year</th>
<th>Sales Male</th>
<th>Prod.</th>
<th>Admin</th>
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<td>2009</td>
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<td>2006</td>
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<tr>
<td>2005</td>
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</table>

42) Has the mgt. tried to find out the reasons behind this?
   i) Yes    ii) No.

43) Which reason company found?
   i) due to new career options for development   ii) Personal reasons
   iii) Payment   iv) Other

44) Does the mgt. implement any action plan to reduce labours turnover.
   i) Yes    ii) No.

45) Yes then how?
47) No then why?

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48) Has the company made any effort to develop the skill & performance of the employees by taking into consideration about the future prospectus of the company?

   i) Yes  □□  ii) No. □□

49) Is the company aware about the career planning of their employees?

   i) Yes  □□  ii) No. □□

50) Is the company having alterness in changing employees according to the new trend.

   i) Yes  □□  ii) No. □□