APPENDICES
INSTRUCTIONS

This questionnaire is meant for a psychological investigation. The questionnaire consists of some statements that employees say or feel about various components and conditions of their job. You are required to select any one of the following ‘five responses’ to indicate the extent to which you agree or disagree with each statement to describe the nature and conditions of your job and also your own experiences and feeling about your job.

<table>
<thead>
<tr>
<th>I have to do such work as ought to be done by others</th>
<th>Strongly disagree</th>
<th>Disagree</th>
<th>Undecided</th>
<th>Agree</th>
<th>Strongly agree</th>
</tr>
</thead>
</table>

Give your responses frankly. Your responses will be kept strictly confidential.

KINDLY ANSWER ALL THE QUESTIONS

1. I have to do a lot of work in this job.
   | Strongly disagree | Disagree | Undecided | Agree | Strongly agree |
2. The available information’s relating to my job role and its outcomes are vague and insufficient.
   | Strongly disagree | Disagree | Undecided | Agree | Strongly agree |
3. My different officers often give contradictory instructions regarding my works.
   | Strongly disagree | Disagree | Undecided | Agree | Strongly agree |
4  Sometimes it becomes complied problem for me to make adjustment between political/group pressures and formal rules and instructions. Strongly disagree Disagree Undecided Agree Strongly agree

5  The responsibility for the efficiency and productivity of many employees is thrust upon me. Strongly disagree Disagree Undecided Agree Strongly agree

6  Most of my suggestions are heeded and implemented here. Strongly disagree Disagree Undecided Agree Strongly agree

7  My decisions and instruction concerning distribution of assignments among employees are properly followed. Strongly disagree Disagree Undecided Agree Strongly agree

8  I have to work with persons whom I like. Strongly disagree Disagree Undecided Agree Strongly agree

9  My assignments are of monotonous nature. Strongly disagree Disagree Undecided Agree Strongly agree

10 Higher authorities do care for my self respect. Strongly disagree Disagree Undecided Agree Strongly agree

11 I get less salary in comparison to the quantum of my labor/work. Strongly disagree Disagree Undecided Agree Strongly agree

12 I do my work under tense circumstances. Strongly disagree Disagree Undecided Agree Strongly agree

13 Owing to excessive work load I have to manage with insufficient number of employees and resources. Strongly disagree Disagree Undecided Agree Strongly agree

14 The objective my work-role are quite clear and adequately planned. Strongly disagree Disagree Undecided Agree Strongly agree

15 Official do not interfere with my jurisdiction and working methods. Strongly disagree Disagree Undecided Agree Strongly agree

16 I have to do some work unwillingly owing to certain group/political pressures. Strongly disagree Disagree Undecided Agree Strongly agree
<table>
<thead>
<tr>
<th>No.</th>
<th>Statement</th>
<th>Strongly disagree</th>
<th>Disagree</th>
<th>Undecided</th>
<th>Agree</th>
<th>Strongly agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>I am responsible for the future of a number of employees.</td>
<td>Strongly disagree</td>
<td>Disagree</td>
<td>Undecided</td>
<td>Agree</td>
<td>Strongly agree</td>
</tr>
<tr>
<td>18</td>
<td>My co-operation is frequently sought in solving the administrative or industrial problems at higher level.</td>
<td>Strongly disagree</td>
<td>Disagree</td>
<td>Undecided</td>
<td>Agree</td>
<td>Strongly agree</td>
</tr>
<tr>
<td>19</td>
<td>My suggestions regarding the training programmers of the employees are given due significance.</td>
<td>Strongly disagree</td>
<td>Disagree</td>
<td>Undecided</td>
<td>Agree</td>
<td>Strongly agree</td>
</tr>
<tr>
<td>20</td>
<td>Some of my colleagues and subordinates try to defame and malign me as unsuccessful.</td>
<td>Strongly disagree</td>
<td>Disagree</td>
<td>Undecided</td>
<td>Agree</td>
<td>Strongly agree</td>
</tr>
<tr>
<td>21</td>
<td>I get ample opportunity to utilize my abilities and experience independently.</td>
<td>Strongly disagree</td>
<td>Disagree</td>
<td>Undecided</td>
<td>Agree</td>
<td>Strongly agree</td>
</tr>
<tr>
<td>22</td>
<td>This job has enhanced my social statues.</td>
<td>Strongly disagree</td>
<td>Disagree</td>
<td>Undecided</td>
<td>Agree</td>
<td>Strongly agree</td>
</tr>
<tr>
<td>23</td>
<td>I am seldom rewarded for my hard lab our and efficient performance.</td>
<td>Strongly disagree</td>
<td>Disagree</td>
<td>Undecided</td>
<td>Agree</td>
<td>Strongly agree</td>
</tr>
<tr>
<td>24</td>
<td>Some of my assignments are quite risky and complicated.</td>
<td>Strongly disagree</td>
<td>Disagree</td>
<td>Undecided</td>
<td>Agree</td>
<td>Strongly agree</td>
</tr>
<tr>
<td>25</td>
<td>I have to dispose off my work hurriedly owing to excessive work load.</td>
<td>Strongly disagree</td>
<td>Disagree</td>
<td>Undecided</td>
<td>Agree</td>
<td>Strongly agree</td>
</tr>
<tr>
<td>26</td>
<td>I am unable to perform my duties smoothly owing uncertainty and ambiguity of the scope of my jurisdiction and authorities.</td>
<td>Strongly disagree</td>
<td>Disagree</td>
<td>Undecided</td>
<td>Agree</td>
<td>Strongly agree</td>
</tr>
<tr>
<td>27</td>
<td>I am not provide with clear instructions and sufficient facilities regarding the new assignments trusted to me.</td>
<td>Strongly disagree</td>
<td>Disagree</td>
<td>Undecided</td>
<td>Agree</td>
<td>Strongly agree</td>
</tr>
<tr>
<td>28</td>
<td>In order to maintain group-confirmity sometimes I have to do/produce more than the usual.</td>
<td>Strongly disagree</td>
<td>Disagree</td>
<td>Undecided</td>
<td>Agree</td>
<td>Strongly agree</td>
</tr>
<tr>
<td>29</td>
<td>I bear the great responsibility for the progress and prosperity of this organization.</td>
<td>Strongly disagree</td>
<td>Disagree</td>
<td>Undecided</td>
<td>Agree</td>
<td>Strongly agree</td>
</tr>
<tr>
<td>30</td>
<td>My opinions are sought in farming important policies of the Organization.</td>
<td>Strongly disagree</td>
<td>Disagree</td>
<td>Undecided</td>
<td>Agree</td>
<td>Strongly agree</td>
</tr>
<tr>
<td>31</td>
<td>Our interests and opinion are duly considered in making appointments for important posts.</td>
<td>Strongly disagree</td>
<td>Disagree</td>
<td>Undecided</td>
<td>Agree</td>
<td>Strongly agree</td>
</tr>
<tr>
<td>32</td>
<td>My colleagues do co-operate with me voluntarily in solving administrative and industrial problems.</td>
<td>Strongly disagree</td>
<td>Disagree</td>
<td>Undecided</td>
<td>Agree</td>
<td>Strongly agree</td>
</tr>
<tr>
<td>33</td>
<td>I get ample opportunity to develop my aptitude and proficiency properly.</td>
<td>Strongly disagree</td>
<td>Disagree</td>
<td>Undecided</td>
<td>Agree</td>
<td>Strongly agree</td>
</tr>
<tr>
<td>34</td>
<td>My higher authorities do not give due significance to my post and work.</td>
<td>Strongly disagree</td>
<td>Disagree</td>
<td>Undecided</td>
<td>Agree</td>
<td>Strongly agree</td>
</tr>
<tr>
<td>35</td>
<td>I often feel that this job has made my life cumbersome.</td>
<td>Strongly disagree</td>
<td>Disagree</td>
<td>Undecided</td>
<td>Agree</td>
<td>Strongly agree</td>
</tr>
<tr>
<td>36</td>
<td>Being too busy with official work I am not able to devote sufficient time to my domestic and personal problems.</td>
<td>Strongly disagree</td>
<td>Disagree</td>
<td>Undecided</td>
<td>Agree</td>
<td>Strongly agree</td>
</tr>
<tr>
<td>37</td>
<td>It is not clear that what type of work and behavior my higher authorities and colleagues expect from me.</td>
<td>Strongly disagree</td>
<td>Disagree</td>
<td>Undecided</td>
<td>Agree</td>
<td>Strongly agree</td>
</tr>
<tr>
<td>38</td>
<td>Employees attach due importance to the official instructions and formal working procedures.</td>
<td>Strongly disagree</td>
<td>Disagree</td>
<td>Undecided</td>
<td>Agree</td>
<td>Strongly agree</td>
</tr>
</tbody>
</table>
39 I am compelled to violate the formal and administrative procedures policies owing to group/political pressures.

40 My opinion is sought in changing or modifying the working system, instrument and conditions.

41 There exists sufficient mutual co-operation and team-spirit among the employees of this organization/Department.

42 My suggestions and co-operation are not sought in solving even those problems for which I am quite competent.

43 Working conditions are satisfactory here from the point of view of our welfare and convenience.

44 I have to do such work as ought to be done by others.

45 It becomes difficult to implement all of a sudden the new dealing procedures and policies in place of those already in policies.

46 I am unable to carry out my assignment to my satisfaction on account of excessive load of work and lack of time.
INSTRUCTION: Please read the questions clearly and put tick mark (✓) mark against your response. Your feedback will be used for the purpose of research and you are assured that your responses will be kept strictly confidential. You cooperation in this regard will be highly solicited.

Thanking You,

Mousumi Bordoloi,  
Research Scholar,  
Dept. of Education  
Guwahati University, Guwahati-14

QUESTIONNAIRE:

1. NAME : 
2. AGE : 
3. EDUCATIONAL QUALIFICATION : 
4. DESIGNATION : 
5. NAME OF THE INSTITUTION/FARM :  
   (Where you work) 
6. OFFICIAL ADDRESS : 
7. TYPE OF WORK :  
   i. GOVT. SERVICE  
   ii. CORPORATE SECTOR  
   iii. TEACHER  
   iv. LAWYER  
   v. BUSINESS  
   vi. DOCTOR
8. PAY STRUCTURE
   i. BELOW Rs. 10,000/-
   ii. BETWEEN Rs. 10,000/- to Rs. 20,000/-
   iii. BETWEEN Rs. 20,000/- to Rs. 40,000/-
   iv. ABOVE Rs. 40,000/-

9. MARITAL STATUS
   i. SINGLE
   ii. MARRIED
   iii. DIVORCED
   iv. WIDOW

10. INFORMATION ABOUT FAMILY (FAMILY TYPE)
   i. NUCLEAR FAMILY
   ii. JOINT_FAMILY WITH PARENTS, BROTHERS-IN-LAW, SISTERS-IN-LAW
   iii. LIVING IN THE SAME HOUSE, BUT SEPERATED

11. YOGA PRACTISE
   i. YES
   ii. NO

12. Did you know that appropriate exercise restores balance to your mind-body?
   iii. YES
   iv. NO

13. Is, your economic condition satisfactory? YES
    NO

14. You have experienced stress related to your family life? YES
    NO

15. You experienced stress in your work environment? YES
    NO
16. You feel that your decision in family matters is satisfactory?
   YES □
   NO □

17. When things go wrong at times, you feel:
   i. OVER-WHELMED □
   ii. ANGRY □
   iii. STRESSFULL □
   iv. SAD □
   v. STAY CALM □
   vi. ANALYSE THE CAUSE

18. Do you experience stress? (✓) YES □ NO □

19. Which type of stress do you experience in relation to family matters? (✓)
   A: FREE FLOATING (FAMILY) ANXIETY. □
   B: PHYSICAL STRESS. □
   C: EMOTIONAL STRESS. □
   D: SOCIAL STRESS. □
   E: FEAR PSYCHOSIS. □
   F: PHOEBIC ANXIETY. □
   G: POWERLESSNESS. □
   H: ROLE CONFLICT. □
   I: UNDER-PARTICIPATION. □
   J: DISTORTIONAL THOUGHT PROCESS. □
20. Which type of stress do you experience in relation to the professional field? (✓)
   A: Free floating anxiety.       
   B: Obsessive Traits and Symptoms. 
   C: Phobic Anxiety              
   D: Commitment Anxiety          
   E: Neurotic Suppression        
   F: Hysterical Traits          

21. When you experience stress, how is your sleep pattern affected?
   i. I have difficulty falling asleep.  
   ii. I sleep normally.                
   iii. My sleep is prematurely interrupted. 

22. When you experience depression, how is your desire for food affected?
   i. I have no desire for food.       
   ii. My desire for food is not affected. 

23. When you are in stress, what do you do?
   i. Cry Easily                    
   ii. Mood Swing                   
   iii. Depressed                   
   iv. Poor Self Esteem            
   v. Irritable                    
   vi. Suicidal Tendency           
   vii. More nervous than usual    
   viii. Loss of humour            
   ix. Calm & Cool
24. Which of the following do you think is the cause of your stress, related to family matters?

i. Relation Breakdown

ii. Broken Family

iii. Scattered Family

iv. Single Parent

v. Loneliness

vi. Physical Inability

vii. Financial Insecurity

viii. Joint-family related liabilities

ix. Lack of sleep due to over-work

x. Social isolation

xi. Low self concept

xii. Unrealistic demand of in-law

xiii. Non-fulfillment of needs

xiv. Lack of love and affection

xv. Over protectiveness and restrictions at home

25. How do you communicate with others when you are depressed?

i. I am easily annoyed by people who talk to me.

ii. I am patient listener.

26. Which of the following do you think is the cause of your stress related to work place?

i. Over-load at the workplace

ii. Dead-line pressure
iii. Competitive peers
iv. Role conflict
v. Non-performing juniors
vi. Demanding boss
vii. Poor self performance
viii. Poor peer relation
ix. Strenuous working condition

27. How often do you experience stress?

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>MANY TIMES</th>
<th>IN A WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
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</table>

28. Do you plan your assigned tasks daily? Yes □ No □

29. Do you manage your time accordingly to the priorities of different activities?

Yes □

No □

30. Are your food habits regular? Yes □ No □

31. Stress cause excessive depression? Yes □ No □

32. The degree of stress depends on situations? Yes □ No □

33. Do women need to prepare themselves to handle stressful situations?

Yes □

No □

34. Can you cope with stress? Yes □ No □
35. If yes, how do you cope with stress?
   i. Hurt oneself
   ii. Throw & break things
   iii. Cry & Shout
   iv. Speechless
   v. Watch movies
   vi. Practice Yoga
   vii. Listen to music
   viii. Read books
   ix. Exercise

36. Do you think – to manage stress, coping skills need to be urgently recovered and restored by women?
   Yes
   No
   No comment

37. Did you know that practice of Yoga have a direct impact on all the organ systems in our body: the nervous, endocrine, reproductive, digestive, immune, skeletal and lymphatic systems?
   Yes
   No

38. Does “Yoga” help in coping with stress?
   Yes
   No
39. Is Yoga the only holistic solution to the problem of stress?

Yes  
No  
No Comment  

40. If yes, how does “Yoga” help in stress management?

A. To maintain proper mental equilibrium  
B. Physical Well-being  
C. As a stress reliever  
D. Overcome Depressions  
E. Spiritual growth  
F. Healthy emotional life  
G. Relaxation  
H. No idea

MOUSUMI BORDOLOI
(Research Scholar)