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PART - A: GENERAL OBSERVATION ABOUT THE ORGANISATION:

24. Name of the unit:
25. Place of establishment:
26. Year of establishment:
27. Nature of business: Manufacturing / Trading / Service
28. Average turnover per annum: Rs. __________
29. Amount of capital investment: Rs. __________
30. Sources of finance: Amount (Rs.)
   a) ________________________
   b) ________________________
   c) ________________________
   d) ________________________

8. Stage of the product life cycle: Introductory / growth / maturity / decline

PART - B: QUESTIONS ON WORKING CAPITAL MANAGEMENT:

i. How do you determine the amount of working capital requirement,
   a) Past experience  b) Projection based on production
   c) Some rule of thumb  d) no method applied

ii. When are the reports on working capital position prepared.
   a) Daily  b) Weekly
   c) Monthly  d) Any other method (specify)

iii. Do you feel the shortage on working capital. YES / NO if yes when
   a) Always  b) Seasonal
   c) Never

iv. How do you meet the shortage of working capital.
   a) Borrow at higher interest  b) Delay payment to creditors
   c) Revise production schedule

PART - C: QUESTIONS ON RECEIVABLES MANAGEMENT:

1. What is the form of credit sales.
   a) Open account  b) Trade acceptance

2. What is the percentage of credit sales in the total sales of your company.
   Amount ______% 

3. What do you sell your products on credit.
   a) Traditions of market demand it
   b) Special customer has to be accommodated
   c) Promotion of sales under competitive
   d) Any other reason.
4. What is the nature of credit policy in your company
   a) Written b) Verbal

5. What is the nature of credit policy in terms of flexibility.
   a) Fixed b) Flexible

6. When is the credit policy changed in your company.
   a) Always b) Sometimes c) Never

7. What is the duration of credit period. about _______ weeks / months.

8. Is the cash discount allowed for prompt payment in your company. YES/NO

9. What is the term of cash discount. ____________________________

10. When do you offer cash discount.
    a) I peak season b) In slack season c) Always d) Never

    a) To stimulate demand b) To avoid inventory carrying cost.
    c) To avoid warehousing cost d) Due to competitors policy.
    e) All of these.

12. How do you collect your payments.
    a) Draft b) Agent c) Bank d) Direct

13. What do you do in case of late payment.
    a) Send reminders b) Send agents c) Charge interest d) Go to court
    e) Use physical force f) All above

14. When do you consider while granting credit.
    a) Character b) Capital c) Collateral d) Capacity
    e) Condition e) All above

15. When do you consider a debt as bad. After ________ year.

16. What are the different sources of information used in evaluating the credit application.
    a) Financial statement b) Credit rating and report
    c) Bank checking d) Trade checking
    e) The co's own experience f) Any when source

[ 157 ]
17. What are the different techniques used to evaluate the credit worthiness of the applicant.
   a) Ratio analysis
   c) Department analysis
   e) Any other method, (please specify)
   g) Credit investigation process

18. What are the problems found by you in analysis.
   a) Limited information
   b) Time constraints
   c) Cost constraints

19. Do you adopt ‘Bill Discounting’ in procedure for early recovery of dues.
    YES/NO

20. Do you have arrangement of ‘factoring’ in your company. YES / NO

21. Which functions are performed by your factor.
    a) Credit checking
    b) Lending
    c) Risk bearing