APPENDICES
QUESTIONNAIRE OF THE SURVEY

Section A Unit Profile

1. (a) Name of the Unit
   Address
   Phone
   Fax
   E-mail
(b) Year of Establishment
(c) Investment (as on to-day) a) Plant Rs lakhs
   b) Machinery
(d) Type of Unit
   Manufacturing or service or Both
   Type of Marketing
   Job work to order Or supply to Market or Transfer to stock to
   District/head Office or All
(f) Type of operation
   Processing or Conversion or Both
(g) Products Under Manufacture
   1. 2. 3.
   4. 5. 6.
   7. 8. 9.
(h) Is your unit Independent
   1. or Assisted by TNKVIB 2. or Assisted by KVIC 3. or Both TNKVIB &
   KVIC

2. (a) Do you undertake/Have you undertaken any R & D/ Technology
   Development innovation activity?
   Yes. No
(b) If yes, brief the result.
(c) Since when are you doing R & D?
   i. Since inception in the year 19---
   ii. Since the year 19---
   iii. In the year 19---
(e) If there is no R & D, why (tick which ever is applicable)?
   1. No need was felt 2. No Competition 3. Financial Constraints
   4. No infrastructural support 5. No information 6. Others (Please specify)

3. The Activities of R & D in your unit incharge
   • Developing new product
   • Developing new process
   • Changing the product performance/quality by technical efforts
• Using alternate/new material
• Changing discussion/shape to unit market/customers requirements
• Modifying existing machinery/equipment
• Adopting new methods of fabrication testing operation and so as for the first time in the unit Industry.
• Solving in a novel way, commonly encountered problems in day to day work
• Developing new testing facilities
• Correcting faulty design of imported/ingested product/equipment
• In-house innovations by engineers, workers and others
• Getting engineers/technicians trained for development work
• Others (Please specify)

4. (a) What caused you to introduce R & D in your firm?
   1. Competition
   2. Technology Change
   3. Liberalisation
   4. Self Motivation
   5. User signal
   6. Supplier signal
   7. Other

(b) What is the objective of your R&D?
   a. Cost reduction
   b. Quality improvement
   c. To exploit an opportunity in the market for a new product
   d. Overcoming process problems
   e. Import substitution
   f. To correct product design inadequacies
   g. To satisfy customer/market need for product change
   h. Expersion / diversification
   i. Other (Please specify)

5. Source of Technology for your new products, processes
   a. Self efforts
   b. National - KVIC/KNHMPI/IPPTA
   c. International = UNIDO/Other International Agencies/Foreign Company
   d. Parent Company
Section C Man Power

6. Please give details of personnel employed in your unit (as on )

<table>
<thead>
<tr>
<th>Sex</th>
<th>Total Number</th>
<th>Persons employed for processes on permanent basis</th>
<th>Persons employed for processes on temporary basis</th>
<th>Persons employed for administrative activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>of employees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>pay roll</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Full time

Male
Female
Total

Part time

Male
Female
Total

I. 7. Management :-

a. Educational Qualification of the Manager
b. Technical Training of the Manager - on the job/others (Please specify)
c. R & D Training of the Manager
d. Management Training

II.

a. Educational Qualification of workers
b. Technical Training under went
c. Refresher training under went
d. Management training on Job/others (Please specify)

Section of Production, Sales, Employment, Earnings, Investment, Performance

<table>
<thead>
<tr>
<th>Items</th>
<th>1986-87</th>
<th>Years</th>
<th>1997-98</th>
</tr>
</thead>
<tbody>
<tr>
<td>No of employees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Full time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Part time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual income of the family</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sources of income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Agriculture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Other sources</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>How do you spend your leisure period ?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other jobs known to you</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
8. Additional investment on plant and machinery

No. of Products
- Products introduced
- Products improved
- Products put into new use
- Existing Products

Capacity (quantity)
- 1
- 2
- 3

Output (quantity)
- 1
- 2
- 3

Output value
- 1
- 2
- 3

Sales (quantity)
- 1
- 2
- 3

Sales value
- 1
- 2
- 3

Export (quantity)
- 1
- 2
- 3

Exports (value)
- 1
- 2
- 3
Section G: Production, Sales, Employment, Earnings, Investment and Performance

No. of Employees

cTotal investment on Plant & Machinery (In Rupees)
1. Upto Rs 50,000/-
2. Rs 50,000 - 1,00,000
3. Rs 1,00,000 - 5,00,000
4. Rs 5,00,000 - 10,00,000
5. Rs 10,00,000 - 20,00,000
6. Above Rs 20,00,000 and upto Rs 50,00,000

Plant Utilisation factor
1. below 20%
2. 20-40%
3. 40-60%
4. 60-80%
5. 80-100%

Annual Turnover (in Rupees)
1. Below 30 lakhs
2. 
3. 
4. 
5. 
6. 

Share of exports in total value of Sales
1. Nil
2. below 20%
3. 20-40%
4. 40-60%
5. 60-80%
6. 80-100%
### KVIC

**Project at a Glance**


**Registered Office**: 40 A, Chellandiamman Koil III street, Dindigul - 624 001.

**Works**: Village Pungampady, Vedasandur Tq. & Distt. Dindigul (T.N.)

**Name of the Industry**: Handmade Paper

**Name of the Product**: Manufacturing of High Grade Papers and converted items

**Employment Potential**: 50 persons (full time)

**Annual Working Period**: 300 days

**No. of Working Hours/day**: 8 Hours (one shift)

#### Annual Target

<table>
<thead>
<tr>
<th>Description</th>
<th>% Yield</th>
<th>Quantity (MT)</th>
<th>Rate (Per Kg)</th>
<th>Amount (Rs. in Lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. High Grade Paper</td>
<td>72.78</td>
<td>65.50</td>
<td>Rs.50/Kg</td>
<td>32.75 Lac</td>
</tr>
<tr>
<td>2. Converted Items</td>
<td>12.22</td>
<td>11.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- File Covers (5,00,000)</td>
<td></td>
<td></td>
<td>Rs.3/-piece</td>
<td>15.00</td>
</tr>
<tr>
<td>- File Pads (1,00,000)</td>
<td></td>
<td></td>
<td>Rs.5/-piece</td>
<td>5.00</td>
</tr>
<tr>
<td>- Stationery (7,000 Note Books)</td>
<td></td>
<td></td>
<td>Rs.5/-piece</td>
<td>0.35</td>
</tr>
<tr>
<td>3. Process Loss</td>
<td>15.00</td>
<td>13.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Capacity Utilisation**: 1st Year 60%  2nd Year 70%  3rd Year 80%

**Sales (in Lac of Rupees)**: 31.86  37.17  42.48
Small Power operated calendering machine to maintain specific characteristics.

9. Sorting, Trimming and Packing: Calendered Paper is hand sorted, edges trimmed with the help of hand/ power operated cutting machine and packed in suitable packets.

**INSTALLED CAPACITY AND TURNOVER**

The proposed unit is designed to process 37.5 Kg of paper per hour i.e. 300Kg of paper per day, in one shift of 8 hours. The installed capacity of the unit at 100% capacity per annum is 90,000Kg of paper. The yield of various components of output from 90,000 Kg of paper will be as under:

<table>
<thead>
<tr>
<th>Description</th>
<th>% Yield</th>
<th>Quantity (MT)</th>
<th>Rate (Per Kg)</th>
<th>Amount (Rs. in Lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. High Grade Paper</td>
<td>72.78</td>
<td>65.50</td>
<td>Rs.50/Kg</td>
<td>32.75 Lac</td>
</tr>
<tr>
<td>2. Converted Items</td>
<td>12.22</td>
<td>11.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- File Covers (5,00,000)</td>
<td></td>
<td></td>
<td>Rs.3/-piece</td>
<td>15.00</td>
</tr>
<tr>
<td>- File Pads (1,00,000)</td>
<td></td>
<td></td>
<td>Rs.5/-piece</td>
<td>5.00</td>
</tr>
<tr>
<td>- Stationery (7,000 Note Books)</td>
<td></td>
<td></td>
<td>Rs.5/-piece</td>
<td>0.35</td>
</tr>
<tr>
<td>3. Process Loss</td>
<td>15.00</td>
<td>15.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100.00</td>
<td>90.00</td>
<td></td>
<td>53.10</td>
</tr>
</tbody>
</table>

**COST OF THE PROJECT (Rs. in Lakhs)**

- Land: own
- Building (3000 Sq. ft.): 6.00
- Plant and Machinery: 10.50
- Accessories: 0.60
- Erection: 1.00
- Electrification: 1.00
- Furniture: 0.80

**TOTAL C.E.:** 19.90

- Working Capital: 4.60

**TOTAL COST OF PROJECT:** 24.50
MEANS OF FINANCE

Own Contribution

Margin Money

Capital Expenditure

Working Capital

TOTAL

24.50

MACHINERY & EQUIPMENTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Rate</th>
<th>Amount</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Rag Chopper 12&quot;</td>
<td>1</td>
<td>Rs. 38,850/-</td>
<td>Rs. 38,850/-</td>
<td></td>
</tr>
<tr>
<td>2. Beater 24&quot; x 30&quot;</td>
<td>2</td>
<td>Rs. 1,72,050/-</td>
<td>Rs. 3,44,100/-</td>
<td></td>
</tr>
<tr>
<td>3. Agitator 1 x 10&quot;</td>
<td>2</td>
<td>Rs. 38,850/-</td>
<td>Rs. 77,700/-</td>
<td></td>
</tr>
<tr>
<td>4. Calender Machine 12 x 36&quot;</td>
<td>1</td>
<td>Rs. 1,27,650/-</td>
<td>Rs. 1,27,650/-</td>
<td></td>
</tr>
<tr>
<td>5. Paper Cutting Machine 42&quot;</td>
<td>1</td>
<td>Rs. 53,280/-</td>
<td>Rs. 53,280/-</td>
<td></td>
</tr>
<tr>
<td>6. Auto Vats (4Nos)</td>
<td>1</td>
<td>Rs. 97,680/-</td>
<td>Rs. 97,680/-</td>
<td></td>
</tr>
<tr>
<td>7. Hydraulic Press</td>
<td>1</td>
<td>Rs. 1,34,310/-</td>
<td>Rs. 1,34,310/-</td>
<td></td>
</tr>
<tr>
<td>8. Dusting Box</td>
<td>2</td>
<td>Rs. 14,430/-</td>
<td>Rs. 28,860/-</td>
<td></td>
</tr>
<tr>
<td>9. Motors</td>
<td>1</td>
<td>Rs. 1,05,710/-</td>
<td>Rs. 1,05,710/-</td>
<td></td>
</tr>
<tr>
<td>10. Tools Couching Tables, Trolley etc.</td>
<td>1</td>
<td>Rs. 41,680/-</td>
<td>Rs. 41,680/-</td>
<td></td>
</tr>
</tbody>
</table>

Total

Rs. 10,50,000/-