BIBLIOGRAPHY
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CXCVII


Murugesan Selvam, John Raja, Arumugan Suresh Kumar, Corporate Governance and Performance – Indian Banking System


- Sarkar, J. and S. Sarkar (2000), Large Shareholder Activism in Corporate Governance in Developing Countries: Evidence from India, International Review of Finance, 1, 161-194


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Respected Sir/Madam

I am pursuing doctoral work on usefulness of financial reports from investment perspective. In this regard a small questionnaire is given below. I will highly appreciate your kind effort if you spare few minutes and provide your valuable information on this.

Wajinder Singh

**QUESTIONNAIRE**

<p>| | |</p>
<table>
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<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Name :</td>
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<td>2.</td>
<td>Designation/Profession :</td>
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<td>Age :</td>
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<td>4.</td>
<td>Gender :</td>
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<td>5.</td>
<td>What is your favourite Investment Mode?</td>
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<td>(a) Equity                     (b) Debt Instruments</td>
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<td>6.</td>
<td>What Proportion of your Investment consists of Equity?</td>
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<td></td>
<td>(a) &lt; 25%                      (b) &gt; 25% &lt; 50%</td>
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<tr>
<td></td>
<td>(c) &gt; 50% &lt; 75%                (d) &gt; 75%</td>
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<td>7.</td>
<td>What is your Investment Strategy?</td>
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<tr>
<td></td>
<td>(a) Self Investment or Direct Participation</td>
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<td></td>
<td>(b) Indirect Participation through an Investment Company/Advisor</td>
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<td>8.</td>
<td>Do you study the Financial Reports of Companies from Investment Perspective?</td>
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<tr>
<td></td>
<td>(a) Yes                        (b) No</td>
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9. In your opinion, which Section of the Annual Report is most useful to an Investor from Investment Perspective?

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<td>Vision/Mission/Value Statement</td>
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<td>Report on Corporate Governance</td>
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<td>Auditor’s Report</td>
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<td>Notice to Shareholders</td>
<td>1 2 3 4 5</td>
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<td>Ratio Analysis</td>
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<td>Consolidated Financial Statement</td>
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</table>

Thanks for your valuable time
ANNEXURE 3A : Index of Disclosure

A. General and Strategic Information:

1. Company’s Mission Statement
2. Corporate Profile
3. Company’s Current Business Strategy
4. Organization Chart/Structure
5. Detailed Product Profile of the Company
6. Information regarding Customer Service
7. Brief History of the Company
8. Description of Major Marketing Networks for Finished Goods/Services
9. Market Share Analysis
10. Segment-wise/Product-wise Performance of the Company
11. Awards/Prizes or any Special Rating
12. Highlights

B. Futuristic or Forward Looking Information:

13. Future Outlook of the Economy
14. Future Outlook of the Company
15. Planned Financing of Future Projects
16. Likely Effect of Business Strategy on Future Performance
17. Planned Expenditure on Environmental Projects
18. Plans regarding Exploring New Markets
19. Cost Reduction and Cost Control Plans
20. Technology Improvement Plans

21. Planned Research and Development Expenditure

22. Planned Advertising and Publicity Expenditure

23. Profit Forecast

24. Sales Revenue Forecasts

25. EPS Forecasts

C. Board/Management Structure and Processes Disclosure:

26. Names of the Directors

27. Age and Qualifications of Directors

28. Professional Qualification and Experience of Directors

29. Director’s Share holding in the Company and other such Interests in the Company

30. Functional Responsibilities of the Management Persons

31. Remuneration and Other Emoluments of the Directors

32. Major Affiliations of Directors in the Other Boards

33. Number of Board Meetings held and attended

34. Photographs of Directors

35. Performance Evaluation of Directors

36. Any Other Information related to Director but given above

D. Employee related Information:

37. Number of Employees for at least Last Two Years

38. Reasons for Change in Employee Strength
39. Discretionary Bonus Scheme for Employees

40. Productivity per Employee or Other Productivity Indicator

41. Indicators of Employee Morale, Turnover, Strike and Absenteeism

42. Pension Plans and Post Retirement Benefit other than Pension

43. Employee Stock Ownership Scheme

44. Quality Cycle within the Organization

45. Information about Employee Work Place Safety

46. Details of Accident, if any

47. Percentage of Women Employees

48. Long Term Incentive Plans

49. Training and Development

**E. Ownership Structure and Investor Relations:**

50. Number of Shareholders

51. Distribution of Shareholding on the basis of Physical Segment and Demat Segment

52. Names of Registrar and Share Transferring Agents

53. Market Price Data depicting Quarterly High-Low Market Price of Shares during a Year

54. Share Price Performance in comparison to Broad based indices

55. Trends of Share Price of the Company

56. Financial Calendar of Important Shareholder Dates

57. Shareholder Value Enhancement

58. Whistle Blower Policy
59. Shareholder’s Grievances

60. Summarized Information on Complaints received and resolved during the Year

61. Existence or Reproduction of Corporate Governance Charter/Code for best practices

62. Classification of Shareholders

63. Listing or Delisting from a Stock Exchange

F. Financial Information Disclosure:

64. Historical Summary of Financial Data for last 10 years or at least last 5 Years

65. Review of Current Financial Results and Discussions of Major Factor underlying Performance

66. Accounting Policies

67. Accounting Standards followed for processing the Accounts

68. Reasons for Change in the Performance of the Company

69. Historical Summary of the Operating Data

70. Historical Summary of the Financial Data

71. Consolidated Financial Statement

72. Performance of Subsidiary/ies or Parent holding Company

73. Foreign Exchange Earnings or Losses

74. Growth of Import or Export during the Year

75. Details of the Expenditure incurred during the Year

76. Variation of Expenditure during the Year
77. Details of Raw Material consumed during the Year
78. Amounts of Non-Recurring Gains of Losses during the Year
79. General Trend of Product Prices dealt
80. Measures undertaken to reduce Costs
81. Technological Improvements during the Year
82. Details of Joint Venture/Mergers taken up or entered during the Year
83. Addition/Deductions to Fixed Assets during the Year
84. Details regarding Securities on Secured Loans
85. Additions/Deductions to various Reserves and Surpluses during the Year
86. Related Party Transactions
87. Report of Management on Financial Statement
88. Information regarding new Product and Services or Market tapped during the Year
89. Details of Investment made by the Company during the Year
90. Expenditure on Research and Development
91. Amount remitted in Foreign Currencies towards Dividends
92. Major Capital Expenditure during the Year
93. Details of Interest Payments
94. Details of Capital rose through Right Issue/Public Issue
95. Cash Flow from Operating Activities
96. Cash Flow from Financial Activities
97. Cash Flow from Investment Activities
98. Reasons for Variation in Cash Flow

99. Ageing Schedule of Debtors at Balance Sheet Date

100. Creditor Payment Policy

101. Funds used on Public Relations, Advertisement and Publicity

102. Assets held for Sale

G. Financial Ratios and Related Data:

103. Book Value per Share

104. Earning Per Share (EPS)

105. Distribution of Revenue

106. Current Ratio

107. Return on Net Worth

108. Operating Profits/Capital employed

109. Growth in EPS

110. Growth in Dividend per Share (DPS)

111. Economic Value Added (EVA)

112. Group Revenue

113. Turn Over

114. Graphical Presentation of Financial Highlights

115. EVA Statement

H. Contemporary Accounting Issues and Related Practices followed:

116. Inflation adjusted Financial Statement

117. Expenditure on Pollution Abatement and Other Environmental concerns
118. Statement of Environmental Policy

119. Charitable Contributions

120. Statement of Information on Community Involvement/Participation/Development and Social Welfare

121. Conservation of Energy

122. Statement of Corporate Social Responsibility

123. Accounting Method followed for the Treatment of Research and Development Costs

124. Accounting Method followed to Account for Intangibles

125. Accounting Method followed for Treatment of Foreign Currency Transactions

126. Method followed to Account for Mergers and Acquisitions

127. Method followed for Consolidation of Subsidiaries

128. Accounting for Income Tax (basis of Tax Computation)

129. Cash Budgeting projections up to Five Years

130. Comparative Income Statement

**Additional Components:**

I. **Vision/Mission/Value Statement**

J. **Notice to Share Holders**