

# *Appendices*

## APPENDIX-A

### ASSESEMENT PERFORMA; (PRE-TEST)

- 1.NAME
2. AGE
- 3.SEX
- 4.OCCUPATION
- 5.ADDRESS
- 6.Whether the subject is psychologically sound ;yes/no
- 7.Whether the subject is on Medication /Treatment; yes/no
- 8.Variables

#### **a) Physiological Variable.**

Pulse Rate

Vital Capacity

Blood pressure

#### **b) Bio-chemical Variables.**

Total Cholesterol

Blood Sugar

Liver function

#### **c) Psychological Variables.**

Job Involvement

Stress

Organizational Climate

Place

Date

Signature

## APPENDIX-B

### ASSESEMENT PERFORMA; (POST-TEST)

- 1.NAME
2. AGE
- 3.SEX
- 4.OCCUPATION
- 5.ADDRESS
- 6.Whether the subject is psychologically sound ;yes/no
- 7.Whether the subject is on Medication /Treatment; yes/no
- 8.Variables

#### **a) Physiological Variable.**

Pulse Rate

Vital Capacity

Blood pressure

#### **b) Bio-chemical Variables.**

Total Cholesterol

Blood Sugar

Liver function

#### **c) Psychological Variables.**

Job Involvement

Stress

Organizational Climate

Place

Date

Signature

## APPENDIX-C

### STRESS QUESTIONNAIRE

Latha Sathi' stress questionnaire describing 52 events which causes mental stress was given to the subjects and they were asked to fill yes or no along with the level of control exercised by them over event. Level of control is assessed in three groups complete control, partial control , and no control.

### SCORING

If the answer is yes a score one, two and three is assigned for complete control, partial control and no control respectively. If answer is NO then no score is assigned as the event does not bring any stress to the subject. The level is stress is arrived taking into account the score obtained by the subject. Lower the score is considered lesser the stress and vice versa.

### LEVEL OF STRESS

0-17	Mild Stress
18-35	Moderate Stress
36-52	Severe Stress

### CONTROL INDEX

0-51	Complete control over Stress
52-105	Partial control over Stress
106-156	No control over Stress

**Source :** Latha,S(1997), Development of stressful life events questionnaire –Journal of Psychometry,1997.Vol.10.No.2

List of situations/Events/Problems	Yes/No	Amount of control over it		
		Complete Control	Partial Control	No control
Lack of holiday rest				
Too much to do at a short period				
Uncertainty of coming days				
Prices sky rocketing				
Addition of new family members .				
Lack of domestic help				
Change in sleeping habits				
Lack of emotional support				
Career pressure				
Academic pressure				
Very high family pressure to earn more				
Increased work load at home				
Pollution and slum conditions in the locality.				
Lack of job satisfaction				
Getting married				
Appearing for examination				
Lack of understanding between staff in work place				
Failure in exams or other achievements				
Discrimination in work place because of your sex/physical characteristics/				

<p>religion/social status.</p> <p>Lack of monetary security</p> <p>Daughter s marriage</p> <p>Family conflict</p> <p>Huge loan to be repaid</p> <p>Lack of child(male)</p> <p>Unemployment</p> <p>Sexual difficulties</p> <p>Unwanted pregnancy</p> <p>Conflict over dowry(self/spouse)</p> <p>Feel a sense of powerlessness or hopelessness</p> <p>Lack pof promotion or incentives</p> <p>Heavy responsibility in work situation</p> <p>Financial loss or problem</p> <p>Decline in social life</p> <p>Too much time pressure</p> <p>Anxiety about unfulfilled commitments</p> <p>Illness of family members</p> <p>Major personal illness</p> <p>Lack of confidence in oneself</p> <p>Broken love affairs</p> <p>Lack of support or excessive expectation from yourself and those around you</p>		
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Intense arguments with spouse		
Sense of loneliness		
Marital conflict		
Alcoholism/drug addiction by family member		
Trouble with parent in law		
Suspension or dismissal from ob		
Extreme boredom		
Lack of sense of self worth		
Having a handicap child		
Marital separation or divorce		
Extra marital relation of spouse		
Death of close family member/Any one.		

## APPENDIX-D

### JOB INVOLVEMENT QUESTIONNAIRE

#### JOB INVOLVEMENT

**Purpose-**to know the job involvement

**Equipment-** job involvement questionnaire Asok Pratap Singh

**Procedure-**Here is a list of statements given to read each one of them carefully at the end of each statement is a scale given four point description

**Strongly agree, Agree, Disagree, and strongly Disagree**

**You may put tick mark against appropriate column which is suitable**

**Scoring-**The score for the response against each statement in the Job involvement Scale is given below

Strongly agree	1
Agree	2
Disagree	3
Strongly disagree	4

By adding, the total score for an individual can be obtained.

The total score ranges from 40-160.

Job involvement scale	Strongly agree	Agree	Disagree	Strongly disagree
<b>I do not want to engage</b> my self in the work after working hours				
<b>I feel relaxed</b> after working hours				
<b>I feel pity when there is no work to do</b>				
<b>I feel boredom when I have no work to do</b>				



<p><b>I am fully committed to my work</b></p> <p><b>To do work is the best source of recreation to me</b></p> <p><b>When the work problem is not solved I continue to think of it at home also</b></p> <p><b>Sometimes it is difficult for me to sleep when I think about my job</b></p> <p><b>Sometimes I cut my break to complete my job</b></p> <p><b>I prepare at home to do my job better in office</b></p> <p><b>I become ambitious when the work is not complete</b></p> <p><b>I get disappointed when work is not completed</b></p> <p><b>I keep myself engaged with work not bothering about what is happening to me</b></p> <p><b>I become anxious when work is not completed</b></p> <p><b>I think about the work at the time of doing it</b></p> <p><b>I leave other important things for my work</b></p> <p><b>In the holiday also I think that my work is not been done</b></p> <p><b>I usually look at the watch to stop work and to leave</b></p> <p><b>I complete my work even if it is extra time with no extra salary</b></p> <p><b>How good a man is can be understood by the quality of work</b></p> <p><b>I get maximum satisfaction from my work</b></p> <p><b>My time flies at work</b></p> <p><b>The important events of life are related to work</b></p> <p><b>I feel bad at work</b></p> <p><b>There are other important things to me than</b></p>				
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<p><b>the present one</b></p> <p><b>Work is every thing to me</b></p> <p><b>Probably I will continue the job even if I do not need the money</b></p> <p><b>I prefer to stay at home than coming for work</b></p> <p><b>My work is the most important part of my life</b></p> <p><b>I keep myself involved in work</b></p> <p><b>I escape from taking extra work and responsibility other than what bis allocated to me</b></p> <p><b>In the past I was more interested in my work than in the present</b></p> <p><b>There are other things more important than work</b></p> <p><b>Sometimes I would like to blame myself for the faults</b></p> <p><b>I do not stay over time even if my work is not complete</b></p> <p><b>I feel bored at workplace</b></p> <p><b>I do not think about work when I return home</b></p> <p><b>I have choose a suitable job for myself</b></p> <p><b>More money can be earned from some other ob</b></p> <p><b>I work only fot money</b></p>				
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## APPENDIX-E

### ORGANIZATIONAL CLIMATE QUESTIONNAIRE

#### ORGANIZATIONAL CLIMATE

**Purpose-**to measure organizational climate

**Equipment-** organizational climate questionnaire Shailendra Singh

**Procedure-**This questionnaire can be administered both in individual setting and group setting. This questionnaire has 31 items under 9 sub head, each describes some characteristics of work in an organization .Each statement is to be rated on a 5 point scale as described below

1	Means true to almost no extent
2	Means true to a small extent
3	Means true to some extent
4	Means true to a great extent
5	Means true to very great extent

There is no time limit but one has to work as quickly as possible

**Scoring-**Each statement is scored on a 5 point rating ranging1 to 5 and may be interpreted as below

Interpretation

30 to 70	Poor perception
71to110	Moderate
111to 150	Good perception

SCORE	FIVE POINT RATING
1	Means true to almost no extent
2	Means true to a small extent
3	Means true to some extent
4	Means true to a great extent
5	Means true to very great extent

The subject score can be obtained by adding all the scores on 31 statements

QUESTIONS	1	2	3	4	5
<p><b>I.PROFESSIONAL</b></p> <p>Achieving goals as target set is the main concern here</p> <p>Relevant information is made available to all those who need it and can use access performance where they need it.</p> <p>The main concern of the people here is to help others develop greater skills for advancement of the organization.</p> <p>People here have concern for each other and help each other spontaneously when such he needed.</p> <p><b>II.FORMALIZATION</b></p> <p>Our organization has rigid set of rules and norms which we are supposed to follow strictly</p> <p>Officials and employees subjects are strict systematic discipline and control</p> <p>People are constantly watched for obeying all the rules pertaining to their Job.</p> <p>Sanction for violation of rules and procedure of the organization are severe</p> <p>The job assignments in this organization are clearly framed and logically structured</p> <p>Each post has clearly defined</p> <p>Here promotions and rewards are given on the basis of the merits of the candidate</p>					

**Those who can achieve results are highly trusted**

**Knowledge skills are recognized and rewarded here**

**The specialists and experts are highly trusted here**

**In this organization people are rewarded in proportion to the excellence  
in their job performance**

#### **IV.ORGANIZATIONAL RISK TAKING**

**The organization willingly takes a chance on good idea**

**The organization prefers novel than sure and safe approach**

**The organization encourages general orientation towards risk taking**

**The organization takes some presently big risks occasionally to keep  
ahead of the completion**

#### **V.STANDARDIZATION**

**Most of my daily activities in this organization have rules stating the have to  
perform them**

**The maintenance of the organizational norms and policies are the  
main criteria of the success**

**There are rules and regulation for handling any type of problem which  
may arise in making most in the division**

#### **PLE VI. VI VI..PEOPLE ORGANIZATION**

**Philosophy of our management emphasizes human factors how people feel etc**

**Management believes that if people are happy productivity will take care of itself**

#### **VII CENTRALIZATION**

**Employees have to ask their superiors before they do anything important**

**Even for small matters higher ups are consulted for final answer**

## **VII. FORMALISED COMMUNICATION**

**Any job policy related information is communicated to the employees through established channels**

**Instructions are issued here by bosses and are expected to be carried out without any or protest**

**Union and management are cordial**

**Management does everything for the well being of the employees**