

## Appendix-2

### Human Resource Development Climate Perception Tool (HRDCPT) (Only for non-teaching staff)

Name of the Institute: \_\_\_\_\_

Name: \_\_\_\_\_ Designation : \_\_\_\_\_

Address: \_\_\_\_\_

Category: SC/ST/OBC/Gen. Age: \_\_\_\_\_ Sex: Male/Female: \_\_\_\_\_

Urban/Rural: \_\_\_\_\_ Academic Qualification: \_\_\_\_\_

Professional Qualification: \_\_\_\_\_ Total Experience: \_\_\_\_\_

Experience in DIET: \_\_\_\_\_

A number of questions are given below describing the HRD Climate of an institution. Please put tick mark ( ) in column against which you believe, express the most favorable opinion about your institution.

1. Whether the Principal of the DIET goes out of way to make sure that staff enjoys their work? Yes / No
2. Whether development of the subordinates is seen as an important part of their job by the officers/academic staff? Yes / No
3. Whether senior officers take active interest to help their juniors in their job? Yes / No
4. Whether weaknesses of employees are communicated to them in a non-threatening way by the senior/ academic staff? Yes / No
5. Whether job rotation in the DIET facilitates development of employees? Yes / No
6. Whether staff works co-operatively? Yes / No
7. Whether you are afraid to express your feelings with your colleagues? Yes / No
8. Whether responsibility of printing question papers and their distribution is given to you? Yes / No
9. Whether responsibility of conducting examination is given to you? Yes / No
10. Whether your co-operation is taken in administration policy matters? Yes / No
11. Whether emphasis is given on the decision taken in the staff meetings? Yes / No
12. Whether your participation is taken in the confidential official matters? Yes / No
13. Whether professional guidance is given to the senior member of the faculty / principal? Yes / No
14. Whether your suggestion is taken seriously in the financial matter? Yes / No

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| 15. Whether you deal with all the financial matter & rapidly?   | Yes / No |
| 16. Whether your cooperation is taken in distribution of salary?                                      | Yes / No |
| 17. Whether you are capable to correspond with funding agency to collect required funds for the DIET? | Yes / No |
| 18. Whether you manage the maintenance of articles, buildings, furniture, equipment etc.?             | Yes / No |
| 19. Whether you skillfully complete any job assigned by the Principal?                                | Yes / No |
| 20. Whether you are well maintaining all the official files?  | Yes / No |
| 21. Whether the staff members help you solve your problems?   | Yes / No |
| 22. Whether you maintain the records always in time?  | Yes / No |
| 23. Whether you are maintaining proper account of all the articles purchased?                         | Yes / No |
| 24. Whether the Principal works in impartial manner?  | Yes / No |
| 25. Whether the Principal motivates you for higher achievements?                                      | Yes / No |
| 26. Whether the Principal supervises institutional activities effectively?                            | Yes / No |
| 27. Whether the leadership style of Principal leads to democratic environment in the institution?     | Yes / No |
| 28. Whether the Principal makes continuous efforts for development of facilities?                     | Yes / No |
| 29. Whether all the members staff co-operate principal?   | Yes / No |
| 30. Whether all the members staff contributes for progress of institution?                            | Yes / No |
| 31. Whether the staff contributes in development of institution?                                      | Yes / No |
| 32. Do you enjoy any kind of work?  | Yes / No |
| 33. Whether the workload is according to abilities?   | Yes / No |
| 34. Whether you have much workload?   | Yes / No |
| 35. Give your suggestion about your working place (if any) _____                                      |          |