

Information Proforma for Companies

A. Company Name & Address:  
Of Registered office

B. Sector :

C. Company Type:

D. Product Category:

E. Geographical Location:  
(Address of Study Area)

F. Background of Company:

G. Organizational Structure:

H. No of Directors:

a) Full Time Director

b) Part time Director

I. Employee Strength :

(a) Managerial Level

(i) Male

(a) Full time (b) Part time

(ii) Female

(a) Full time (b) Part time

J. Hierarchy wise division of Managerial staff

(i) Upper Level Manager

(ii) Middle Level Manager

(iii) Lower Level manager

Non Managerial Staff

(i) Male (ii) Female

K. Company mission  
& vision :

L. Annual Turnover:

(2005-06)

M. Business Scenario:

- (i) Past
- (ii) Present

N. Social Responsibility Policies:

(i) Policy Directive/Guidelines

Are there any written policies on Corporate Social Responsibility Practiced by the company? Yes/No

Does the company promote/encourage corporate employee volunteering? Yes/No

Does the company budget social and environmental expenditure as a part of Operational cost or as a developmental cost in advance, or as part of a surplus?

Does the company/Corporation have a statement of policy that includes a process or formal management system for developing, adopting, implementing and monitoring social & Environmental responsibility?

If yes how is it monitored and enforced?

(ii) Anti – Corruption or Anti Bribery Policy

Does the Company have an explicit anti corruption or bribery policy? Yes/No, If Yes please states it.

How is it monitored and enforced?

Is there a known complaint procedure?

(iii) Anti discrimination or Diversity Policy

Does the company have an explicit anti discrimination or diversity policy in recruiting, promoting and training?

How is it monitored and enforced?

Is there a known complaints procedure?

(iv) Transparency or Disclosure policy

Does the company have a specific policy on transparency or disclosure? [Transparency & disclosure refer to how much public access the organization provides to internal policy & operational information. e.g. Access to policy documents and operational reports]

How is it monitored and enforced?

Is there a known complaints procedure?

(v) Corporate Governance Policy

Does the company have a specific policy on corporate governance?

Since when has it been implemented?

How is it monitored and enforced?

Is there a known complaints procedure?

(vi) Environmental management policy

Does the company have a specific policy on environmental management?

Since when has it been implemented?

How is it monitored and enforced?

Is there a known complaint procedure?

(vii) Human Rights Policy

Does the company have a specific policy on human rights?

Does the company allow its worker for trade union activity? Since when has it been implemented?

How is it monitored and enforced? Is there a known complaint procedure?

N. Social Responsibility Practices (Internal)

(i) Employee welfare schemes

(a) Housing-Does the Company have housing facilities/house quarter for all cadre of employee?

(b) Does your organization have housing loan facilities

(c) Children education-Does the company have established educational institute for children of employees?

(d) Health facilities-Does the company have Health care /Medical facilities for employees?

(e) Whether your company has health care/Medical facilities also for employee's family?

(f) Does you company provide childcare facilities?

(g) Does your company provide maternity/paternity leave?

(h) Does the company health awareness Programmes, blood donation, HIV/AIDS awareness

(i) Recreation-Does the company have recreation facilities for its employees?

(j) Does your company promote sports and cultural activities?

(k) Others-Does the company have any other welfare schemes for its employee's e.g. subsidized food or canteen facility.

(l) Does the company support Natural disaster's victims/terrorism victims?

(ii) Employee Volunteerism

(a) Working in NGO-Does the company has any policy for working with NGO for community development.

(b) Does your Corporation/Company provide, support or finance any social projects for local communities, or for communities (e.g. SC /ST, or Tribal), affected by your products or production processes during last three years?

(c) Does the company have any Trust/Foundation?

(d) Does the company have any partnership with other non corporate actors NGO/CBO to implement social Programmes during last three years?

(e) Training /Skill development- Does the Company has any policy for Training or skill development for employment generation or Job opportunity?

(f) Whether the company allow, if Government or any CBO requests you to provide managerial skill for social causes?

© Philanthropy-Does the company has philanthropic activity? or company have any foundation /Trust for Philanthropic donation

#### O. Social Responsibility Practices (External)

##### Community Initiative

(a) Education-Does the organization have policy for promotion of education in community?

(b) Health-Does the company have policy or activity for promotion of community health?

(c) Rural Development-Does the companies have rural development policy or work for rural community development e.g. School, Clinics, Roads, and Drinking water.

(d) Human Rights-Does the company have policy on human rights  
How it is monitored and enforced?  
Is there a known complain procedure?

(e) Environment-Does the company practice any internal energy efficiency or resource management practice?  
Does the company provide internal environmental awareness training on health & safety?  
Does the company have a Zero Emissions policy?  
Does the company practice industrial ecology?

#### P. Stakeholder analysis:

(i) Whom do you consider to be your company's main stakeholders? [Rank in order of priority 1-11]

Employee [ ] Shareholder/Investors [ ] Policy makers [ ] General public [ ]  
NGO's/Civil society [ ] Customers [ ] Community group [ ] Students [ ]  
Legislators [ ] Consumer groups [ ] Media [ ]

#### Q. Affiliation:

(i) Is your company a signatory or member of any of the following?

- (a) United Nations Global Compact, Global Reporting Initiatives, Confederation of India Industries-UNDP social principles etc.
- (b) A member of any CSR/Corporate Citizens associations/organizations
- (c) Since when has your association/membership been active?
- (d) Is this association live for FY-2005-06

**Interview Schedule for Managers to study their perception towards Socio Cultural & Economic conditions of Assam**

**Identity of the Manager:**

- 1] Name of the Company/corporation
- 2] Public/Private
- 3] Name of the Manager
- 4] Designation
- 5] Experience in the present organization:
- 6] Male/Female
- 7] Age

**Socio – Cultural Issues**

- 1] What is the main reason of heterogeneity of the Population of Assam?
  - a) It was a meeting ground of diverse ethnic and cultural streams
  - b) Influx of immigrants from various parts of the country and Bangladesh
  - c) Fertility of Land and Climate conditions
  - d) All of the above
  - e) Any other, please specify.....
- 2] What is the reason for language diversity in the tribes of Assam?
  - a) Diversity in ethnic group
  - b) Diversity in Language family
  - c) All of the above
  - d) Any other please specify.....
- 3] Do you think that there is unity in diversity in the socio cultural context of Assam?  
Yes/No, if yes what is that?
- 4] In Assam main profession of its masses are agriculture, but it is still depended on other State for food grain, what is the main reason behind it?
  - a) Agriculture is depended on monsoon and mono-cropping
  - b) Natural calamity like flood etc and its impact on agriculture
  - c) Yield per hectare is low as well as practice of Shifting Cultivation (Jhuming)
  - (d) Lack of Credit facilities and Technological factors (e) All of the above.
- 5] Whether land reform measures are a successful in Assam? Is the tiller of the soil has achieved the targeted benefit of land reform in Assam?  
Yes/No

6] It is said that people in Assam are fatalistic and have less initiative to invest and take risk?

What is your opinion?

7] Do you agree that there is laziness in people of Assam and they love leisure?

Agree/Disagree

8](i) Why entrepreneurship is not widely developed in Assam?

- a) Lack of risk taking attitude
- b) Lack of Knowledge and Training
- c) Social causes such as family settings, social customs etc
- d) All of the above

(ii) Is it true that development of entrepreneurship lies on social responsibility views?

True/False

(iii) What would be the main focus for growth of a vibrant youth with zeal for entrepreneurship?

- a) Change in educational training
- b) Sustainable development policies
- c) Change in social outlook
- d) All of the above (e) any other please mention

9] (i) What is the main reason that our society is not yet geared up for an industrial culture?

- a) Agrarian society
- b) Lack of modern Industry
- c) Non availability of resources
- d) Non availability of trained manpower
- d) All of the above

(ii) Do you think that this can be changed by growing awareness to meet the challenges of a new industrial culture?

Yes/No

10] Do you think that human resource development is the most important element for social development?

Yes/No

11] Do you think that lack of scope and choice originates frustration in our youths?

Yes/No

12] Does it not correct that social choice (say for investment in non conventional areas, new business adventure, profession involving social stigma) acts an obvious limits to economic development in Assam.

Correct/incorrect

13] Is it true that youth of the NE states are interested for white color job because it derives social status?

True/false , if true are white color jobs are available in Assam?

14] Do you find risk taking attitude are common in youth of Assam?

Yes/No, if No is there any stigma or any other notion attached to it?

(ii) Do such situation is prevalent in tribal society?

Yes/No

15] If we consider industrialization from social point of view should we consider setting up of heavy industries in Assam?

Yes/No

What are the alternatives?

(a) Small Scale Industries (b) Silk, textile and handloom Units (c) Bamboo, cane & wooden industries (d) Processed fruit Units (d) All of the above (e) any other please mention

### **Politico –Legal dimension**

1](i) What is the most important factor for political stability of a state government?

a) Majority in the state legislature

b) Strong leadership

c) Better economic conditions

d) All of the above

e) Any other, please specify

(ii) Do you agree that political stability exist with the present Assam Government?

Agree/Disagree

2] How religious minority vote bank play role in Assam politics?

a) Minorities take voting decision united

b) Taking decision only on religious consideration by the minorities

c) Being united minority change the vote equation

d) All of the above (e) any other please specify

3] Why politician of the state take decision on the line of ethnicity?

a) Politicians are narrowminded

b) Politician belongs to particular ethnic group

c) To attract voters

d) All of the above



e) Any other, please mention.

4] Why illegal migrants in Assam become a pre election bogey?

(a) To threat migrated voters

b) To attract vote

c) To divide voters

d) All of the above

e) Any other please indicate

5] (i) It is reported that there exist some unholy nexus between politician and insurgent organization; do you agree on the report?

Yes/No, if yes could you cite any example?

(ii) Do you agree that such unholy nexus is detrimental for the state?

Agree/Disagree

6] Do you agree that Law and Order situation in Assam is not conducive for industrial growth?

Agree/Disagree

7] (i) Do you agree to the fact that Panchayat Raj Institution in Assam is not fully empowered for rural development?

Agree/Disagree

(ii) Do you agree that empowerment of PRIs will help rural economy? Yes/No, If yes, how?

8] Do you agree that there is huge unabated corruption in the Govt Admn?

Agree/Disagree

Is it not true that it results frustration in public of Assam?

Yes/No

9] Do you agree to the fact that transparent Govt policies encourage private investment & Entrepreneurship development?

Agree/Disagree

Is the situation in Assam is encouraging?

Yes/No

10] How the rise of ethnic consciousness influencing political scenario of the state?

a) Demand for own rule

b) Demand for separate state

c) Growing hostile groups

d) Birth of political parties on the line of ethnicity

e) All of the above

f) Any other, please mention

11] Does the Tea community in Assam play a vital role in Politic?

Yes/ No If yes, how?

12] Does the Tea community is well represented in State Assembly

Yes/No

### **Economic-Industrial dimension**

1] What is the character of economy of Assam?

a) Agriculture (b) Industrial (c) Mixed (d) All (e) None

2] What is the main source of Income of population of Assam?

a) Agriculture (b) Service (c) Wage earning (d) any other

3] What factors must be considered first for planning & development in Assam?

a) Social (b) Economic (c) Environmental (d) All of the above (e) Any other

4] How rural techno infrastructure along with proper linkage with the production marketing can help rural mass in Assam?

a) Infrastructure allows for economic growth

b) Linkage allows marketing of products and benefits the actual producers

c) Create opportunity for subsidiary units (d) All of the above (e) any other

5] Do you agree that Infrastructural facilities for growth of Industry in Assam are inadequate?

Agree/Disagree

6] Does it correct that inadequate transport and communication bottleneck create problems in development in Assam?

Correct/Incorrect

7] Is it true that community sensitive economic development is the solution of economic underdevelopment of Assam?

True/False

8] What are the possible industries that can be grown in Assam and will be economically viable?

a) Resource based Industries (e.g. Oil, Mineral, Natural resource Paper, Jute etc)

b) Service based Industries (e.g. Telecommunication, Soft ware industries, Rly)

(c) Demand based (e.g Lubricating, life style products,)

d) All of the above

9] Why in spite of the availability of natural resources could not accelerated growth of Industrialization in Assam?

a) Poor Infrastructure (b) Lack of Capital (c) Lack of Initiative (d) Law and order situation (e) Any other

9] Do think that Assam has adequate human resources required for large modern Industries?

Yes/No

10] (i) What is the possible solution of underemployment of Assam?

(a) Entrepreneurship and Small Industries development

(b) Development of Agriculture & Agro Industries?

(c) Control of Population

(d) All of the above (e) Any other

11] What are your suggestions?

## **Interview Schedule for Assessment of Awareness towards Corporate volunteerism**

### **General Awareness**

1. Do the terms 'Corporate Volunteerism' or Corporate Citizenship or 'Corporate Social Responsibility' means anything to you? What relevance do they have for your company? What is your focus of social responsibility?
2. What is the involvement of management in your CSR programme? What are the voluntary initiatives taken by your company for social benefits?
3. Is there a need for greater awareness on corporate volunteerism among staff of your company?
4. Does Volunteerism help to strengthen and build trust within and between communities, particularly in post conflict and crisis situation?
5. Do you think company is giving thrust to environmental responsibility? Is there a need for greater awareness of these issues?
6. What should be the characteristics related to company's environmental performance?
7. Do your company's social initiatives help to build a positive impact on the local community?
8. Does your company's attitude to social responsibility changed in last few years? Yes/No if yes what are the factors led this change?
9. Is it true that Business is considered earlier economic institution, but has changed now into social institution?
10. Do you agree Business is an integral part of society and it has an obligation to make a positive contribution to societal needs and aspirations? Agree/disagree

11. Do you agree that only profitable companies could afford social responsibility and therefore social responsibility is a by product of profitability/Agree/Disagree if disagree. Why?
12. Do you agree that corporate world is not expected to solve all social problems, but it should made efforts to minimize the problems it causes? Agree/Disagree
13. Does it true that business involvement in social welfare and development has been a tradition in India. True/False
14. Do you know growing number of companies in India are seeking to link their own growth and survival to the social causes? Yes/No
15. Do you know that some companies in India have officially declared community involvement through volunteerism to be one of their corporate priorities?
16. Do you know that some Indian Companies have decided to invest in organizations where their employees have chosen to volunteer? Yes/No, if yes, please give an example.
17. Do you believe that your company will promote & encourage you to volunteer in local communities? Yes/No
18. Do you agree that employee volunteering will enhance your company's image in the community and improve relationship with stakeholders? Agree/Disagree
19. Do you think that Corporate Social Responsibility should be an integral part of every company's mindset? Yes/No
20. Do you agree that Corporate Volunteerism not only makes CSR more effective, it also motivates employee as they participate in a laudable cause, giving meaning to life? Agree/Disagree

### **Awareness on Corporate Social Responsibility Policy**

#### **Management**

1. Does the Company have separate department / cell for CSR initiatives? Yes/No
2. Does the company produce an annual sustainable CSR report? Yes/No
3. How does the vision of company integrate CSR issues? Please specify

4. How does the organization/Company propose to meet future economic, environmental and social challenges? Please state

**Market Place**

1. Has the company conducted a feedback survey to gauge public perception/customer satisfaction of its products/services business operation to assess the social and environmental impact of its activities? Yes/No
2. Does the company have management system that addresses customer redresses/grievances? Yes/No
3. Does the company adhere to any specific ethical standards for its advertising campaigns? Yes/No

**Workplace**

1. Does the company have a CSR Policy/Policies? Yes/No, if yes please indicate.
2. Does the Company have a policy on any of the following: HIV/AIDS, child labor, employment of disabled, environment quality? Yes/No
3. What active steps are taken to increase awareness of company policies among employees?
4. Is your company an equal opportunity organization? Yes/No
5. Have any special measures been taken to improve gender representation in the organizations? Yes/No
6. What are the indicators used in monitoring the implementation of policies?

**Awareness on Corporate Volunteerism related to Governance, Employee welfare, Labor relation, Governance and Legal issues**

1. What steps are undertaken for the Governance in the Company?
  2. Have any managers been convicted of illegal activities? Yes/No
  3. Have company complied with SEBI corporate governance guidelines? Yes/No
4. Have any demand been pending against the company from any tax or any authorities?  
Yes/No

**Employee welfare**

1. Does the company have clear employee guidelines concerning recruitment, termination career development and performance appraisal? Yes/No
2. What are the motivational incentives provided by the company to its employee?
3. What are the mechanisms installed to identify training needs of employees?

**Labour relations/Health and Safety measures**

1. Has the company faced labor disputes (Strikes, dharnas, lockouts) and what are the average numbers of workday lost? Yes/No
2. Does the company report on labor practices? Yes/No
3. Does your company have health and safety management system?
4. Does your company review or audit its health and safety system systematically?

**Awareness on Corporate Volunteerism in the context of  
Social and Community Initiatives**

1. Is there an established trust /foundation/NGO setup by the company to implement social activities? Yes/No, If yes, what is that?
2. What strategies has the company adopted to undertake developmental activities for marginalized/Underprivileged poor communities?
3. Is there any incident of dialogue with NGOs/ local governments / local communities for development work? If yes please state?
4. What percentage of annual profits of your company/corporation is allocated as funds for community development work? How is it distributed for different activities?
5. What are the kinds of partnerships created with civil society/NGO/local government for social development-Health care/Education-literacy promotion/improving rural infrastructure/community development etc work?
6. Does the company encourage employee giving for imparting skills to local community second ment and time off for Community Development Work? If yes, please state in details.
7. Please list out some positive aspect (impacts) those have been visualized in the community development after intervention of your company/corporation.

.....  
.....  
.....  
.....  
.....

8. Please describe the areas for improvement regarding your company's responsibility performance.

.....

.....

.....

.....

.....



## Interview Schedule for Community Development Programme

1. Title of the Programme:
2. Objectives of the programme:
3. Target groups of the Programme:

Sl no	Target groups	Beneficiaries	Eligibility

4. Various Components of the programme:

Sl No	Various Components	Nature of work

1. Programme Execution process:
2. Area of operation of this programme
  - No of districts
  - No of blocks
  - No of Villages
3. Does the programme provide service free of cost?
4. Do you create people's organization (such as SHG, Mahila Samiti, Club etc) to represent people's interest or to mobilize community resource for this particular programme? If so please give details.
5. Do you provide support to people's organization to link with public development agencies (e.g. Panchayat, Banks, PHC, etc.) for accessibility of the resources required for this programme? If so, please details?
6. Do you hand over responsibility to carry out the programme to the target group? If so what is the process of doing it?
7. Is there any innovative component in your community programme? If so please specify and discuss its nature
8. How does this innovative component or initiative or incentive help to sustain level of motivation of the community people?

9. Please describe the cooperation of local people, influential persons and other organizations of the community to execute this programme in a better way.

**10. Budgeting:**

Please indicate the budget provisions under different heads for last three years in community development programme:

Annual budget	Head	Expenditure incurred	Surplus if any

**11. Investigator's Observation:**

### **Interview Guide for Group Discussion\***

1. Personnel Identity
  
2. Residence
  
3. Male/Female
  
4. What do you know about the community development programmes of the Corporation?
  
5. What is your opinion about the on going programmes?
  
6. Are you getting similar services from any other organization/institution?
  
7. How the programmes are benefiting the community and you?
  
8. What are the areas according to you need further improvement?
  
9. Does the managers of the corporation and other staffs involved in various services are cooperative? Are they ready to care your need?
  
10. Please describe the improvement in community after the company's intervention in social causes?

---

\*This guide is used to know the beneficiaries views

**PROFILE OF THE GROUP OF BENEFICIARIES**

Appendix-2

Sl No	Name of Corporation	Nature of corporation	Location of Community	Numbers of Members		Nature of Members/Beneficiaries
				Male	Female	
1	OIL	Public	North Assam	08	04	Government Officer, Women, Farmers, Students and Teacher.
2	TTL	Private	North Assam	10	04	Farmers, Tea Garden Laborer, ST community members, College teacher, Agril. Extension Officer. Police Officer, Women.
3	HPCL	Public	South Assam	07	03	Ex Minister, Panchayat representative, Women, SC Students, School Teacher, LIC Officer, Police Officer.
4	BVCL	Private	South Assam	05	05	Anchalik Panchayat representative, Women, SC Students, Indian Railway Officer

## SOSCIO-ECONOMIC PROFILE OF THE DISTRICTS 31.03.2007

Sl No	Districts	Total Cropped area in hectare	Percentage of Villages Electrified	Number of Industrial Units	Number of SSIs	Numbers of School	Number of Govt hospitals (DH,PHC,CHC) And Bed capacity		Number of Banks & CD Ratio		Percentage of black topped Road to total Lengths of Rural Road
							Institutions	Bed capacity	Banks	CD ratio	
1	Kokrajhar	142530	93	492	1018	1557	42	414	24	44.32	46.28
2	Dhubri	245881	80	179	1183	2504	30	422	38	41.60	26.81
3	Goalpara	107852	47	255	1626	1551	19	260	33	58.56	29.21
4	Bongaigaon	153551	95	383	1022	1414	27	156	38	48.67	35.41
5	Borpeta	313409	75	715	1767	2891	48	340	59	53.72	25.96
6	Kamrup	247428	95	3282	15537	3634	61	648	200	37.31	41.39
7	Nalbari	202923	99	440	2102	2455	52	280	47	67.55	20.39
8	Darang	295431	92	269	1749	2308	43	352	49	69.77	24.65
9	Morigaon	156749	81	317	520	1354	16	178	27	60.44	15.85
10	Nagaon	368847	87	506	3671	3240	48	524	87	46.06	35.65
11	Sonitpur	260765	64	543	2758	1947	35	504	80	37.85	21.84
12	Lakhimpur	178303	59	429	2791	2503	29	292	47	48.73	26.37
13	Dhemaji	108275	28	335	792	1541	13	208	17	40.18	10.53
14	Tinsukia	134165	74	615	2025	1303	19	244	70	42.83	46.57
15	Dibrugarh	165566	89	643	5307	1697	42	192	72	43.17	35.13
16	Sibsagar	147286	97	373	3305	2415	33	308	56	45.19	39.45
17	Jorhat	179471	83	370	1805	2373	29	472	66	42.47	22.82
18	Golaghat	156476	59	698	1122	1646	38	410	49	69.35	34.47
19	Karbi Anglong	181277	40	270	556	2013	41	454	52	46.26	24.51
20	NC Hills	36184	33	79	570	1012	15	178	16	34.68	36
21	Cachar	142784	90	636	2140	2371	24	152	72	42.25	27.48
22	Karimganj	97603	58	186	881	1736	18	160	44	40.11	22.28
23	Hailakandi	61885	78	172	516	1648	9	154	19	34.06	29.92