

GUIDANCE SERIES—No. 12

ON
BUSINESS INDUSTRIES EDUCATION
DAY

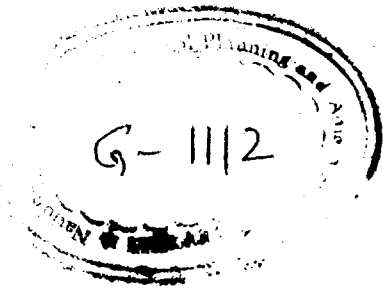
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ON BUSINESS INDUSTRIES
EDUCATION DAY





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FOREWORD

Educational and Vocational Guidance has long been recognised as an essential aspect of Secondary Education in many advanced countries of the world. In our country, however, we are just making a beginning. With a view to organise well-planned guidance programme in schools, the State Government has set up the Bureau of Educational and Vocational Guidance since 1959.

An important aspect of any effective guidance programme is the provision of an efficient Information Service. Therefore, as a part of this programme, the Bureau has been collecting educational and occupational information and publishing them in the form of Guidance and Careers Information Series. These booklets will be very useful in dissemination of information about the various educational and occupational opportunities available to young pupils.

Dissemination of information is something more than mere passing on some book-lets. Especially to High School pupils, right type of information, given at the right time will be more useful to plan their educational careers, thereby making education more purposeful. To provide this kind of technical assistance, the Bureau is organising Career Masters' Training programmes for High School teachers. So far the Bureau has organised 20 Career Masters' Training Programmes.

The participants of the 20th Career Masters' Training programme have done a good job of collecting useful information about various industries and business organisations in and around Bangalore, while learning the techniques of collecting information.

Such booklets should come in great numbers with wider coverage.

S. V. JEVOOR,
Director of Public Instruction

PREFACE

We have prepared this publication in the hope of spurring interest in the innovative educational practices with their vast potential for improving quality of education. Included in this book are the reports prepared by the group of teachers, learning the skills required for the job of career masters, who tried to peep into the world of work and get the knowledge and information needed for dissemination among the future entrants to the world of work. The group teachers were keen in their effort of providing work oriented education.

The material collected appear to fall within the comprehensive level of the pupils, indicating the capacity and limitations of teachers in the collection and classification of occupational information.

The book also outlines organisational aspects of the Business—Industry—Education Day, an activity with all its promise.

Business Industry Education Days attempt to focus the attention of the educators, industries, business and Government for the solution of the pressing problems of education leading to improvement of our schools. This creates climate for their working together in partnership dedicated to apply modern techniques and advanced pedogogical theories exploring the potential of technology. Through such a climate it should be possible slowly to have the technological trasformation of classrooms, much needed in the face of population explosion and the coming demand for education.

It is our belief that quality education in this space age requires the perceptual continuation of skills of forward looking educators, the innovative genius of industries and

financial back up of governments. These three elements of the society should work together as a team for this purpose. Business Industry Education Day create climate for this need.

The present book includes all collateral material and serves as a demonstrative guide for the organisation of Business Industry— Education Days with such definite objectives.

This publication is only a by-product of the Business Industry Education Day programme. The success lies also in the effect it has on the participants and through them on educational life in the State. The dissemination of career information contained therein will be easy, since it has been collected by the teachers for their use.

We hope this publication will be of lasting interest to those who are in search for ideas and techniques for improvement of our education and to those who read it.

BANGALORE,
November 30, 1967.

Dr. K. P. NAYAK.

INTRODUCTION

The unique feature of the 20th Career Masters' Training Course conducted by the Bureau of Educational and Vocational Guidance, Bangalore was the organisation of the BUSINESS INDUSTRY EDUCATION Day as a part of the training programme.

It is an accepted fact that visits to various Industries and Business Organisations are not only enjoyable but also provide an opportunity to give first hand information about the place of visits. But the usual method of taking the whole group to one or two industries or organisations on a particular day, had a few disadvantages. Especially when the group was large, the host institution had the problem of accommodating the visitors and conduct them smoothly with least disturbance and dislocation of the normal work of the plant. Again the tendency among visitors in large groups, generally, was to be carried away with the group; many a time forgetting the details of the instructional goals of the programme.

Therefore, this time it was decided to send the participants in small convenient groups to eight different Industries and Business organisations. The groups consisted of 4 to 5 participants of the Course and one Staff member as per list given in Appendix No. III.

As all the preliminary details as given in the "Brief note on Business Industry Education Day", were carefully attended to, the participants had no difficulty in proceeding to their respective places and carry out their assignments. The hospitality and co-operation extended by the host institutions were really commendable.

The participants spent one full day on 27th September 1967 in the respective plants. Considering the short time at their disposal for discussion, visit to the working spot, preparing the report, etc., it is evident that their report or the study of various jobs cannot be exhaustive. A glance over their reports (included in this book-let) will indicate that they give only a brief overview of the respective plants. They are prepared and are scrutinised and approved by 33 High School teachers when each group presented its report to the whole batch on 28th September 1967. Therefore, it is hoped that the material is suitable for presentation to High School students. Constructive suggestions for improvement in this direction (only a beginning has been attempted now) are quite welcome.

We thank all the Industries and Business Organisations who have joined hands with us in enriching our educational programmes.

BANGALORE,
30th November 1967.

DR. K. P. NAYAK,
Sr. A.D.P.I. (Guid).

CONTENTS

	PAGES
1. Foreword	iii
2. Preface	v
3. Introduction	vii
4. Brief note on Business Industries Education Day ..	1
5. Reports on eight different Industries and Business Organisations	6
6. Brief Report on the "Get Together" function ..	41
7. Appendix I :—	
Briefing letter to the participating Industries and Business Organisations	43
(i) Appendix II :—	
Outline for Collection of Occupational Information	45
(ii) Appendix III :—	
List of Participants—	47
(iii) Appendix IV :—	
Acknowledgements	49

BUSINESS INDUSTRY EDUCATION DAY

Preamble.—The State Bureau of Educational and Vocational Guidance, Bangalore has been training teachers of Secondary schools as Career Masters. The main purpose of this training programme is to equip the teachers with a knowledge of the various techniques involved in (a) The study of the Individual, (b) The study of the world of work and (c) Fundamentals of the Guidance process. By such knowledge, it is intended to develop in the teachers skills necessary to organize minimum guidance services in schools for the benefit of children in matters related to their educational and vocational planning. The conditions obtaining in our present day schools are so detached from the immediate environment into which the individuals enter after the schools that the students feel entirely at sea to push through in the whirlpool of life itself. Hence it is the aim of this training to develop the necessary skills in teachers so that they may be of active assistance to students in planning both for an education and a vocation in as realistic a manner as possible.

The Career Masters during their training get a theoretical background of different techniques of collecting and disseminating information—Educational, Vocational/Occupational and social/personal. So that this theoretical background gets reinforced with a practical outlook, it is intended to provide some practical experience to conduct job surveys and occupational surveys which are the major means to collect first hand information. This is done either by visiting a plant/Industry/Institution or by other audio visual means such as films. But a realistic and a more emphatic way of providing this practical experience is to organize a Business—Industry—Education Day.

What is a B.I.E. Day?

The purpose of the B.I.E. Day has been to bring about a closer co-ordination between the school and the

Business/Industry. It is to provide an effective, adequate and realistic picture of the world of work and its various aspects to the school going child. By such a knowledge the student will have less opportunity to err in his/her planning.

Objectives of the B.I.E. Day :

1. The major objective of the Business Industry Education is to collect, compile and report the locally available employment opportunities for the benefit of children, parents and teachers.

2. The second objective is to provide a first hand knowledge of the working conditions, nature of work and the job requirements for the various categories of work.

3. The third objective is to classify and publicise the locally available opportunities so that the employment potential of the locality is fully utilised.

More objectives could be listed besides the three mentioned above which suffice the present purpose.

What constitutes the B.I.E. Day :

1. The significant and most prominent feature of the B.I.E. Day to get in touch with the work situation and to have an overall picture of the nature of work, the conditions of work, Job requirements, preparation for the job, the pleasures and pains of the job, etc. This implies that the teachers, and Guidance personnel interested in this aspect of the programme, observe the workspot, the worker and try to collect information.

2. The second feature of the B.I.E. Day is that the observer gets interested in supplementing the information that he has gathered by observation. For this purpose he may have to discuss with the personnel in the industry and fill in the lapses.

3. After the discussion, he outlines the first draft of the job-study and again discusses with the Business Industry personnel about its format, content, validity, reliability, authenticity and its value for being publicised. On approval from the authorities concerned, the draft is revised and further okayed.

Thus the major activity in a B.I.E. Day is to conduct a job study.

CERTAIN CLARIFICATIONS

A doubt may arise as to whether an individual within a short span of time will be able to do full justice to such an enterprise as preparing a comprehensive job-schedule. More often the answer is in the negative. Here what is required to be considered is not the specific, comprehensive job study but the spirit behind it. The initiation of Career Masters and Guidance workers to the methods of job/occupational survey and job study is more important. Hence this modest attempt at organising the Business Industry Education Day.

PROGRAMMING THE BUSINESS INDUSTRY EDUCATION DAY

I Step.—(a) Exploration of the possible sources, viz., Business and Industrial organizations in the locality wherefrom the information could be collected.

(b) Get in touch personally with the establishments and enlist their co-operation by explaining the scheme.

II Step.—(a) Arrange convenient batches of observers (teachers) to collect the information.

(b) Explain to the teachers the principles of the programme.

(c) Fix up the dates and other physical arrangements.

(d) Brief up the observers as to how to collect the information.

(e) prepare a suitable questionnaire.

(f) Send invitations to Business/Industry establishments with the questionnaire detailing the process.

III Step.—(a) Teachers/observers go to the establishment.

(b) Briefing of the observers by the Industry/Business personnel regarding their establishment. This briefing may include the following :—

(i) A brief history of the establishment.

(ii) Different Categories of jobs.

(iii) Personnel involved in the industry at different levels *viz.*, Executive, administrative, technical, financing, management personnel, labour relations, etc.

(iv) Different levels of occupational entry.

(v) The qualifications required for such entrants.

(vi) Pay scales and avenues of progress.

(vii) Training facilities—apprenticeship schemes, etc.

(viii) Mode of entry and recruitment.

(ix) Facilities offered by the establishment to the workers—transport, medical, recreational, bonus, accidental, insurance, provident fund etc.

(x) Intake capacity.

(xi) Occupational outlook—at present and in future.

(c) The observers are taken round the industry (various sections) and they observe the work and make

necessary notes without disturbing the worker. The main aim is to observe the work situation and worker, *viz.*, the worker—work relationship.

IV Step.—(a) If the establishment has the necessary printed literature, the same may be distributed to the observer teachers.

(b) The teachers will prepare the first draft in mutual consultation with one another.

(c) Then this draft is discussed with the personnel of the establishment to make good the lapses and omissions.

(d) The suggestions of the establishment of the industry will be incorporated and the modified second draft is prepared for further approval and modifications.

V Step.—On the next day, the representatives of the various establishments visited on the previous day will meet the teachers. In this get-together, the reports will be placed for perusal and further discussion, for final approval and acceptance.

Thus the foregone explanation of the organization of the Business Industry Education Day is self explanatory for its significance and the important role that it has in the occupational information service programme of the guidance services.

Lastly, the purpose of the Business Industry Education Day is not merely to collect information about job opportunities, but to establish a closer liaison between the school and the word of work by which the children will be largely benefitted in their planning and make their education more purposeful, meaningful and beneficial to them and the society. The Business Industry Education Days popularised in our country may perhaps become the most strong links between the school and society since they provide an opportunity for the teacher to equip the children with necessary information about the world of work.

HINDUSTAN MACHINE TOOLS LIMITED, BANGALORE-11.

The Hindustan Machine Tools was established in the Public Sector in collaboration with Messrs. Oerlikon Machine Tool Works, Buhle & Co. of Switzerland in 1953. Actually the agreement between the Swiss Firm and the Government of India was signed in March 1949.

The Factory started its production with the High Speed Precision Lathe, popularly known as 'H/22' under Licence Agreement with the Swiss Manufacturers.

It was, however, soon realised that in view of the demand for variegated range of machines, the production lines of the factory had to be diversified. From the production of one type of Machine, viz., the High Speed Precision Lathe (H/22), the factory has been able to progressively diversify its production lines and today it turns out a wide range of machine tools, which include—General Purpose Lathe, Pre-Selector Turret Lathe, Mechanical Milling Machine, All Electric Milling Machine, Horizontal Boring Machine, Cylindrical Grinder, Radial Drilling Machine, Special Purpose Machine, Single Spindle Automatic, Gear Shaper, Gear Hobber, Multi-Spindle Bar Automatic, Automatic Copying Lathe, Drum Turret Lathe, Automatic Multi-tool Lathe and Broaching Machine.

Meanwhile, the factory having reached a stage of profitability, undertook an expansion programme and the second factory was built at Bangalore from out of the resources of the first.

In the background of emphasis of industrialisation in Second and Third Five Year Plans, the H.M.T. Management undertook to build three more factories in the Third Plan. These have been completed and are located at Pinjore in Haryana, at Kalamassery near the Port of Cochin and at Hyderabad in Andhara Pradesh.

While the Bangalore factory employs about 5,300 persons, the overall employment provided by the H.M.T. in its five factories is 11,610.

The Company has already established a total production capacity of Rs. 25 crores worth machine tools per annum. In view of the present shortage in demand for machine tools, however, the factory had to revise its production programme during the last two years and its production is around 2,665 machines worth Rs. 13.00 crores.

Organisational set-up :

The factory has set-up based on principles of modern management. With the Chairman, who is also the Managing Director, as the Chief Executive, it has General Managers function as Chief Executives of the respective Units. Besides, they have Officers in the rank of Managers to head its various departments of the factory.

Broadly, the classification of technical departments are :—

- (i) *Production*—
 - Manufacturing and Assembly ;
 - Pattern Making and Foundry ;
 - Auxiliary Services like Tool Room, Heat Treatment, etc.
- (ii) *Engineering*—
 - Production Planning, Materials Engineering ;
 - Metallurgy, Inspection and Quality Control.
 - Industrial Engineering and Electronic Computer.
- (iii) *Design and Development*—
 - Design, Prototype Building and Research.
- (iv) *Technical Manpower Development*—
 - Continuous Development of Technical Personnel to enable them to design and produce sophisticated machine tools.

Basically the Trades of specialisation into which the Labour work force is classified are :—

(1) Pattern Makers, (2) Moulders/Core Makers, (3) Grinding Machine Operations, (4) Fettleers, (5) Makers, (6) Turners, (7) Millers, (8) Shapers, (9) Planers, (10) Borers, (11) Slotters, (12) Gear Grinders, (13) Gear Cutters, (14) Drillers, (15) Tool Makers, (16) Electroplaters, (17) Fitters, (18) Welders, (19) Scrapers, (20) Electricians, (21) Engravers, (22) Cylindrical Grinders, (23) Carpenters, (24) Borers, (25) Heat treaters, etc., etc.

Expert Training Facilities :

H.M.T. believes in the axiom "The Wealth of a Nation is the Skill of its People". The skill of the Workers at H.M.T. is ensured firstly by a careful selection through proper aptitude tests and then by meticulously providing systematic and thorough technical training under expert guidance in their Training Centre, which is equipped on Modern lines.

The three main categories of recruitment of technical personnel are :

- (i) Technical Trainees (Engineering Graduates).
- (ii) Artisan Trainees (Diploma Holders).
- (iii) Craftsmen Trainees (Certificate Holders from I.T.I's).

Engineering Graduates who are recruited as Technical Trainees are given *two years* of Technical Training during which period, they are paid a stipend of Rs. 350 in the first year and Rs. 375 during the second year. On completion of their training they begin their careers in the factory in Supervisory positions and have opportunities to rise up to the top management levels of the Organisation depending on their merit.

Diploma holders are also given two years of Technical Training, during which period, they are paid a stipend of Rs. 185. On completion of their training they begin their careers in the factory as Junior Supervisors and have opportunities to rise up to Middle Management positions normally and top management positions also depending on their merit.

Craftsmen Trainees are given training for a period of one year, during which time they are paid a stipend of Rs. 108. At the end of the training, they commence their career in the factory as Skilled Workmen and depending on their merit, they have opportunities to rise up to the technician & Supervisory positions.

Now, due to the Economic recession, recruitment in the above categories has virtually ceased in the Bangalore Factory.

Besides these, H.M.T. also has an *Apprenticeship Training Scheme* whereby a three year Training Course is provided under the Government of India Apprenticeship Act. The intake is 75 Apprentices per annum. The stipends are Rs. 40 during the first six months, Rs. 50 during the second six months, Rs. 60 during the second year and Rs. 70 during the Third Year.

On successful completion of training, they are awarded a Government of India Apprenticeship Training Certificate with which they have employment opportunities any where in the country.

Pay Scales :

The *basic pay scales* of the employees are as follows :—

- (i) It ranges from Rs. 70 for an Unskilled Worker to start with and goes upto a scale of Rs. 160—12—280—15—310 for a Skilled Worker.
- (ii) Supervisor—Rs. 350—25—600.
- (iii) Foreman—Rs. 500—860.

(iv) Engineer—Rs. 700—40—1,100—50—1,250.

(v) Manager—Rs. 1,100—50—1,300—60—1,600.

Promotions are on the basis of Merit and Seniority. Every six months the merit of the Employee are rated. Also, technical personnel have opportunities to go abroad for specialised training with H.M.T's Collaborators.

Amenities :

A 40-Bed Hospital with services of Experts made available; A Canteen to provide subsidised meals and snacks; A Bachelor Workers' Hostel and well equipped Club with Swimming Pool to Olympic dimensions are some of the amenities made available to H.M.T. Employees. Housing facilities are also provided for the majority of workers. The employees are also entitled to benefits of Provident Fund, Gratuity, Accident Benefits, Etc., Etc.

A good design is vital for the manufacture of a quality machine. By constant research, study, discussion and adopting of advanced scientific principles, the H.M.T. Engineers prepare the design for their machines. Such streamlining of Production is reflected in the progress made by the H.M.T. Production Control and Plant Efficiency are achieved by the use of Computers. It avoids bottlenecks and ensures the smooth flows of production and optimum machine utilisation. It helps to anticipate likely problems and prevent their occurrence.

Thus Men, Machines and Management work is synchronised movement from the initial design stage of a machine to the final assembly of the product.

Hindustan Machine Tools has 'First Class Machining and Inspection facilities' and as described by the experts abroad, "the standards of machines are high and excellent and compare well with the standards in such factories elsewhere in the World".

Thus H.M.T's Machines are laying "the foundation of a New Age" in India.

H.M.T. WATCH FACTORY

Reflecting the efficient management of the H.M.T. is the Watch Factory. The Government of India entrusted the working of the India's ever first factory to the Hindustan Machine Tools, in view of a large concentration of Engineering skill with the H.M.T. The H.M.T. Watch Factory was set-up in collaboration with the Citizen Watch Co. of Tokyo, Japan with an annual production capacity of 3.6 lakhs Watches.

Starting its activity with assembly from imported components, the Watch Factory today is turning out about 1,000 watches a day. The indigenous content of H.M.T. Watch as already reached 84 per cent now. Only the hair springs and the jewels are continued to be imported.

The H.M.T. Watch Factory employs about 1,200 persons, of whom 300 are ladies.

THE BHARAT ELECTRONICS LTD., JALAHALLI, BANGALORE.

The Bharath Electronics Ltd., situated at about 7 miles in the northern out-skirts of Bangalore, caters mainly to the needs of the defence equipment of the country and hence is essentially a defence establishment. Considering the prevailing conditions of our country and the magnitude of importance given to the defence services, it is but natural to foresee a large scope for the expansion of this factory and consequently a proportionate demand for trained and skilled workers. Hence the job opportunities in this factory seem to be quite favourable.

The organisation of this factory can broadly be classified under the heads, *viz.*, the Supervisory and the Non-Supervisory staff. The supervisory staff is headed by the Managing Director assisted by four Deputy General Managers for the sections, Components, Radar, Planning and Equipment respectively. Each Deputy General Manager will be assisted by a Manager, a Deputy Manager, a Senior Engineer, a Deputy Engineer and Assistant Engineer. Of the same rank of the Deputy General Manager are the Administrative Manager for the administration section, the Controller of Finance and the Chief Commercial Managers. The Administrative Manager will be assisted by a Personnel Manager, a Personnel Officer and an Assistant Personnel Officer. The Controller of Finance will be assisted by a Chief Accounts Manager, a Deputy Accounts Manager, an Accounts Officer and an Assistant Accounts Officer.

In the production and the Engineering field under the Non-supervisory cadre come the Senior Technical Assistant, Technical Assistant, Highly skilled mechanics, Group Leaders, Mechanics of grade ABC—women operator, Radio operators and crystal operators—semi skilled helpers and helpers. In the administrative side as usual there will be Stenographers, Typists, Clerks—I & II Dn.—Peons, etc. Technical Training Centre is headed by a

Principal, assisted by a Vice-Principal, Foreman, Assistant Foreman, Instructors and Assistant Instructors. In addition to all these, casual mechanics and majadoors are also employed for want of trained personnel.

JOB CATAGORIES

Managing Director Rs. 2,500 ; Deputy General Manager Rs. 1,600 ; Manager Rs. 1,300 ; Deputy Manager Rs. 1,100 ; Senior Engineer Rs. 700 ; Deputy Engineer Rs. 500 ; Assistant Engineer Rs. 350 ; (The pay scales referred to are only basic salaries).

The recruitment to these supervisory posts and equivalent posts of the other sections is done by Direct Recruitment. The minimum qualification required for the last post is preferably a high first class in the Engineering Degree and one year's training. For the higher posts the qualification will be coupled with specialization in particular field and experience. The workers of the factory also will have to apply and get selected for these posts.

TECHNICAL ASSISTANTS—195

Graduates in Science or Diploma holders or persons who have completed courses are eligible to apply for this post. By virtue of their seniority and their success in a local test they can be promoted to the position of the Senior Technical Assistant whose basic salary is Rs. 240.

MECHANICS AND OPERATORS—95

The minimum qualification required for these posts is a pass in the X standard. Persons who come from the Industrial Training Institutes are preferred as they need not be trained to that extent as the raw hands. For the operators' job mostly ladies will be recruited. Applications will be received through the employment Exchanges and selection will be made after the applicants undergo a test

and an interview. The age limit is 16-21 years. Depending on their qualifications the candidates will be given training in the respective jobs for periods varying from 18 months to 48 months. Stipends ranging from 70 to 95 will be given to the trainees during the period of their training. During the training period more emphasis will be laid on the practical aspects than the theoretical aspect. The trainees will be asked to work on the plants while undergoing training—to acquaint them with the actual working conditions.

By virtue of their seniority and passing some tests they can be promoted as Group Leaders (145), and highly skilled mechanics (160).

In the cadre of the draughtsman there are 'B' Grade draughtsman (130); 'A' Grade draughtsman (160); project draughtsman (190); and Senior projects draughtsman (240). The minimum qualification required is a diploma in Draughtsmanship. There will be a further period of training for about 6 months. The promotion to the higher cadres will be based on the above said principles only. Casual Mechanics at the rate of Rs. 4 per day and mazdoors at the rate of Rs. 2.50 per day will be employed for a period of one month only and the period of employment can be revised and extended.

Training

There is a separate training centre to train the recruited personnel in the various fields. To provide an efficient practical training, the centre is fully equipped with all the machinery required. The trainees will be trained theoretically also. In addition to these they will be given what is termed as 'In-plant Training', i.e., the trainees will be made to work along with the regular factory workers in the factory itself. The trainees will be paid a stipend amount ranging between Rs. 70 and 95 according to the duration of the course. The centre is provided with a canteen for the use of the trainees and here food is served at nominal rates.

GENERAL OBSERVATIONS

The workers in all the departments of the factory are provided with almost maximum equipments and facilities to discharge their work effectively. The work spots are very well ventilated and are airy. The valves assembly section is completely air conditioned. Every worker is provided with a separate locker. Elaborate arrangements have been made to meet all the requirements of the workers, viz. food, shelter, recreation, conveyance, etc., (sports, and cultural activities, etc.).

There are about 6,500 workers in the factory and out of them about 1,000 are ladies. The workers get a bonus of about 20 per cent of their emoluments. In addition they get the special night duty allowances, over-time allowances and rewards like cash awards for regular attendance, etc. At the time of retirement they get the gratuity and the provident fund. Medical aid is given to the workers under the Employees State Insurance scheme. About 600 employees have been provided with residential quarters. The offending workers will be dealt with in accordance with the Factory's Act.

The Factory works round the clock in three shifts. The Morning, the General and the Night Shifts. Ladies will be attending the first two shifts only. There are two labour unions in the factory to redress their grievances.

THE INDIAN TELEPHONE INDUSTRIES LTD., BANGALORE.

The Indian Telephone Industries is situated at Doorvani Nagar, at a distance of 10 Kilometers from Bangalore. There are four regional offices at Bombay, Calcutta, Delhi and Madras, which look after the sales and Services in their respective regions.

There are about 12,500 employees working in this Industry in three shifts.

The First shift 6.15 A.M. to 2.15 P.M.

The Second shift 2.15 P.M. to 10.15 P.M.

The Third shift 10.15 P.M. to 6.15 A.M.

They appoint the employees by direct recruitment, *i.e.*, by open advertisement. This industry is suitable to all levels of education. They appoint the employees from all over India. Every one has to pass two tests, one written and the other oral. After passing in these two tests, they conduct the psychological test. Then, they have to appear before the selection Committee. The Committee conduct, the general knowledge test. Then selection takes place. After the selection, proper training, according to their educational level, is given.

The following are the kinds of job—in the Industry :—
Turners, Wiremen, Millers, Grinders, Drillers, Shapers, Moulders, Tracers, Draughtsmen, Machinists, Electricians, Carpenters, Sheetmetal workers, Millwrights, Welders, plumbers, Mechanics (Motor Vehicle), Mechanics (diesel), Maintenance mechanics, Tool & Die Makers, etc., Engineers and Administrators at various levels, are of course a part of the various branches of the Industry.

The employees in the Industries are of three Categories :

I Group : Their salary ranging from Rs. 350—
1200+D.A.

II Group : Their salary ranging from Rs. 240—
440+D.A.

III Group : Their salary ranging from Rs. 70—
110+D.A.

Promotions are made according to their efficiency and seniority. There is a separate Committee for Job evaluation of the employees. A good number of lady candidates are also working in this Industry.

Indian Telephone Industries is a mass production Industry and light Industry. The following are the chief lines of productions :—

1. Telephone instruments of various types.
2. Main Automatic exchanges.
3. Rural Automatic Branch Exchanges.
4. Private Automatic Branch Exchanges.
5. Voice frequency Repeaters.
6. Long distance Telephone Carriers.
7. Railway Control equipments.
8. Electric Measuring Instruments.
9. Road traffic instruments.
10. Electro-Convulsive therapy machines.

Products worth about 81 lakhs of Rupees is exported every year.

Some employees are deputed to foreign Countries for further training.

Various Training Programmes :—

Special attention is being paid for imparting training in all branches. Various training programmes are designed to enable the workers to improve their technical skill to qualify them for better positions.

The factory is conducting two year courses at a diploma level to the employees during the hours between 5-30 P.M. to 7-45 P.M. The trainees are expected to pay a nominal fee of Rs. 5 per month. Tests are being conducted at the end of each year. This training is specially designed to meet the specific needs of the factory. Specialised lectures are also conducted to improve their knowledge.

Engineering graduates recruited for probationary Assistant Engineers' positions are given training for a period of six months. After the training they are placed as Assistant Engineers in the Scale of pay of Rs. 350—25—600.

Diploma holders are taken as B grade Apprentices for a period of two years. During the 1st year they are paid Rs. 115+DA and during the 2nd year Rs. 140+DA. On successful completion of the period of these two years, they are taken as Assistants in B grade of Rs. 195—15—375.

Third category called "C" grade apprentices are recruited for "Auto Setters". For this S.S.L.C. pass and a minimum of one year experience in I.T.I. is required. The persons recruited are expected to undergo a training for a period of 3 years. First year they get Rs. 85+DA ; 2nd year Rs. 95+DA and 3rd year Rs. 110+DA. After the training they are placed on Rs. 130 as skilled workers.

“Senior Courses” for a period of one year for Government of India Stipendiaries are also conducted. For this 1st class graduates are selected. For this course Government deputed nearly 25 pupils every year. A stipend of Rs. 150 is paid to the trainees every month.

Likewise “Junior Courses” run for a period of two years for Diploma Holders. A stipend of Rs. 100 per month is paid during the period of training.

According to the Apprentice Act of 1961, this factory conducts Central Apprenticeship Course for full term and short term schemes in various trades.

Nearly 70 pupils from all over India will be selected for inplant (unpaid) Training. This course is only for a period of six months. Certificate or Diploma holders are eligible for selection to this course.

For higher productivity on Mass Scale ‘Learners’ Course of one year is available for S.S.L.C’s. Ladies are preferable for the Course on account of their fingerdexterity, Rs. 70+D.A. per month is paid during the training period. After the completion of the training they are taken as Semi-skilled workers on Rs. 85—5—135.

The specialised industry like I.T.I. has given importance that is due to the proper training of all its personnel. The new recruit irrespective of the Category to which he belongs is put through a specially designed training course to meet his specific needs in various sections of the I.T.I.

There are number of sections such as : (1) Wiring and Assembly, (2) Cable Section, (3) Miscellaneous Section, (4) Frame Work, (5) Relay assembly Section, (6) Machine shop, (7) Auto Mechanic, (8) Final Assembly, (9) Impression and Compression, (10) Cross Bar Section, (11) Tel. Assemble Section, (12) Transmission and Assembles, (13) Finishing and packing, (14) Assemble and jobing Section.

This factory is having a unique feature in its Auxiliary Unit known as Mums (Mahila Udyoga Mandaliya Sangha) run on the same lines of Co-operative Society. This is situated outside the factory. Shares are available to the members, each share costing Rs. 25. It has a strength of 500 workers in the factory. Their work is more economical compared to regular workers.

Free quarters are provided for the people who are getting a salary of Rs. 1,500 and above.

At present I.T.I. is manufacturing 98 per cent of the Telephone and Telecommunication equipment required.

Film shows relating to the health and avoiding risks, etc., are arranged at intervals.

Many committees are set up to solve the various problems of the workers. To give people more incentive in work they have introduced various Bonus Schemes.

Loans are also granted to the employees under Rafi Welfare Fund. On the death of a member his or her family gets Rs. 100 for funeral expenses and again Rs. 900 later.

Attached to the factory there is hospital ; schools from Nursery to High School standards ; Co-operative Society, House Building Society for the employees. There are also Recreation and Fine Arts Clubs with an auditorium.

Factory plans, policies and activities are published in I.T.I. Magazine which is a quarterly, which is freely distributed to the employees to keep them in touch with the activities. A full fledged suggestion scheme is also working. Canteen is well equipped. Telephone facilities are provided for the employees to make or answer the urgent calls, both in the factory and in the Township.

THE KISSAN PRODUCTS, OLD MADRAS ROAD, BANGALORE.

The 'Kissan Products' was started in 1920 in a place which now belongs to Pakistan. The factory was established in India in the year 1947. It is a limited concern receiving 51 per cent of shares from an English Company. Besides the factory located here, there is one at Trichur, Kerala and another at Baraili, U.P. The straw-berry and raspbery of Nilgiris and the orange of the Coorg area attracted this concern to establish a factory at Bangalore. The factory at Trichur is mainly occupied with pineapple products and vegetable canning (beans and tomato). The factory at Barailey is busy with canning of peas available in plenty in U.P. They also take up preparation of Jams, Jellies and preserved fruits like peaches, plums and apples.

The products of the Bangalore factory are :—

1. Squashes : Orange, Lemon, Mango, Grape, etc.
2. Marmalades : Orange and Grape, etc.
3. Jams and Jellies : Strawberry, Raspbery, Apricot, Pine-apple, Plum Mango, Apple Gooseberry, Grape Jelly and Gawe Jelly.
4. Canned fruits and juices.
5. Ketchup, sundries and vegetable.

The products are also exported to Russia and other countries.

The factory works in different sections. There are at present about 10 technical persons who are either Diploma Holders or Post-graduates in fruit or food technology. The work of the factory is divided into three sections. 1. Productions, 2. Sales, 3. Accounts.

The production section has about five chemists who are either post-graduates or Diploma-holders. There are supervisors who are selected from among the workers. They are usually persons with High School Certificates who are trained in the work and who have some initiative and quality of leadership.

There are a number of men and women unskilled labourers who are employed first on temporary basis and are made permanent on the basis of working qualifications. Majority of the workers are women, because most of the sections have a process of cleaning, preparation, etc., of food stuff, requiring the skill possessed by women. A number of casual workers are also employed on weekly basis according to the needs of the job opportunity depending on the season. These will be paid on weekly basis where as the permanent hands are paid on monthly basis.

There is no separate arrangement for giving training. It is just 'on the Job training'. The satisfactory progress of a worker entitles him to be absorbed as permanent worker.

There is a maintenance engineer's section with mechanics, electricians, welders, etc., who have I.T.I., Diploma qualification.

The Sales section is headed by Sales Manager assisted by Deputy Manager, organisers and salesmen. The manager and Deputy Manager have post-graduate qualifications in commerce or business administration. The others are graduates in commerce.

The staff for the sales section and accounts section are taken on permanent basis.

The accounts section has a secretary at the head who is highly qualified (a chartered accountant). He is assisted by Deputy Accountant and clerical staff. There

is also provision for some Junior Officers and Senior Officers. They are all B.Com. or M.Com. Graduates.

In addition to these sections there is one Raw-Material purchase Section. Provisions are being made to include a labour welfare officer.

Casual workers get about Rs. 2-00 per day. Permanent workers about Rs. 110-120 per month with Rs. 3 annual increments.

All the facilities like E.S.I. scheme, Provident Fund, Bonus and medical aid are as provided in any of the modern factories. Besides these, uniforms and shoes for men workers and saris and blouse to women workers are provided free at periodical intervals. There is a club for staff and workers and a scheme called 'Workers' Education Scheme'.

When the factory works at its full capacity, normally 300 workers are employed. In certain periods of the year up to 550 workers are employed.

One main feature of this factory is that the permanent workers are not retrenched even when there is precarious conditions existing in getting raw materials which are seasonal.

Though it is a seasonal Industry there are periods when the maximum number of employees mount up to 550. The training of the workers is done only "On the basis of acquisition of general qualities for unskilled labourer". Though the tone of the work in this industry is seasonal, the method they have adopted to provide work is praiseworthy: Pulp and juice are extracted and stored up in wooden barrels and are used to prepare squash, sauce, etc., according to the demand from the market. Thus there is job security for the permanent hands. There is continuous increase of 10 per cent to 15 per cent in the intake capacity.

The use of cans, bottles and packing cases provide work for so many in the factories concerned with the manufacture of these articles. Thus this factory is a market for the finished goods of tin, glass and paper factory. And also in a way this factory is dependent on those allied products.

Though there is scope mainly for unskilled labour, the necessary general qualities or virtues such as endurance, patience, cleanliness, alertness, team spirit, etc., demanded by work in the various sections, are considered.

On the whole the factory provides a comfortable working environment for all the sections. Cleanliness is a marked feature of the factory. Since this factory is working with food materials, we feel that there is great need for proper co-operation of the governing body to develop this industry because in the long run such preservation of food materials will help to minimise wastage of food, which is great in our country. The factory also holds out great future if it can take up canning other items of food.

THE PRAJAVANI AND DECCAN HERALD

The Prajavani and Deccan Herald were started in the year 1948, October and June, with an initial number of workers having around 200, which rose up about 700 at present. During that period of National awakening these papers gave fillip to patriotic ideas to the readers. By their leadership and efficiency, the circulation of the papers increased year by year. The present circulation is about 70,000 and 60,000 respectively the largest. This is a growing and sophisticated industry run on a sound basis.

They have started a family weekly 'Sudha' which has become very popular and has got largest circulation (67,000). This magazine and the dailies are catering to the needs of the layman and intelligentsia.

The running of a newspaper requires specialised and highly skilled personnel like journalists, managerial staff and press workers. *Time gets top priority in this set up.*

The Journalists occupy a pivotal part in this organisation. In addition to the academic qualification in journalism they must be conversant with current political economic and social affairs. They require a high language ability, wide reading and originality in writing. Salary of a budding journalist starts from Rs. 200. It can go up to Rs. 6,000. This scale of pay depends upon the Working Journalists Act. They work in comfortable rooms. They screen the news, articles, etc. They rewrite them. They edit them. The candidates who desire to join this profession have to face a test in general knowledge and language skill. First year they work as apprentices with about Rs. 150 per month. If they are found suitable and show progress, they will be made permanent. They get the salary according to Working Journalists Act. The chances of promotion depend on efficiency and number of vacancies which occur from time to time. At present there are about 100 journalists. The number may increase with the increase of work.

The **Managerial staff** requires qualities of leadership, organisational ability and accuracy. The staff consists of clerks, accountants, typists, stenographers and departmental heads. They work in comfortable rooms. They will be recruited through a competitive test. Their chances of promotion depends on their efficiency, punctuality and merit. A new entrant gets an initial pay of Rs. 120. His pay can rise up to Rs. 400. In addition to their general qualification, experience and skill, count much. In this establishment about 170 persons are working in different sections under different cadres.

The Press workers include technical staff, proof readers, compositors and block makers, mono operators, lino operators, Rotary minders. Without them a paper cannot run. The minimum pay for a new apprentice is Rs. 100 which can go up to Rs. 600. The press Superintendent gets about Rs. 2,000. The new entrants require technical skill and experience. They have to work before the machines carefully.

The workers get their facilities like Bonus, Provident Fund and medical aid, leave, E.S.I. benefits according to Working Journalists Act.

Ladies can avail themselves of maternity leave according to the Act.

There is shift system. Overtime allowance is paid as per the Act.

The management provides free coffee, Uniforms and milk for people whose work is hazardous and treat the workers very fairly.

There is a good future in this industry for capable persons.

THE LIFE INSURANCE CORPORATION OF INDIA, BANGALORE.

The L.I.C. came into being on 1st September, 1956. Earlier, on 19th January 1956, the President promulgated an ordinance, nationalising Life Insurance in India. Before nationalisation, there were 245 companies in India, engaged in life insurance business. Now, the L.I.C. has the sole monopoly in life insurance business, with the only exceptions being the postal Life Insurance for Government servants and some of the State Insurance Departments, like the M.G.I.D. for the State Government employees.

Organisational Set-Up.—The L.I.C. has its Central Office at Bombay. India is divided into five zones and each zone has its zonal office—Northern Zone, New Delhi; Western Zone, Bombay; Eastern Zone, Calcutta; Central Zone, Kanpur; and Southern Zone, Madras.

The zones are further divided into divisions and there are 30 divisions in India and two abroad. The Divisions are further divided into Branch and sub-offices.

Business.—The L.I.C. as on 31st March 1967, controlled a total life insurance business of Rs. 4,736 crores under 121.39 lakhs of policies. Every year, the new business of the L.I.C. amounts to nearly Rs. 800 crores now.

The annual premium income of the L.I.C. now is nearly Rs. 200 crores and the total net income approximately is Rs. 272.39 crores.

The total investments of the L.I.C. as on 31st March 1967 were Rs. 1,080 crores. The investments are under public sector, private sector as well as co-operative sector; the investments go for nation-building.

Employees.—As on 31st March 1967, the total number of employees of the Corporation was 52,131 out of whom

40,000 are non-managerial employees, about 9,000 Development Officers and about 3,000 Class I Officers.

Personnel set-up.—The personnel employed in the Corporation can be divided into two categories, viz. Administrative and development. On the administrative side, the personnel set-up is as follows :—

Category and Scale of pay

Sub-Staff Record Clerk—Rs. 82—150+Allowances
(Total Rs. 173.64+1½ times basic pay bonus).

Assistant—Rs. 130—370+Allowances.

Punch operators—Rs. 130—370+Allowances and Machine Allowance.

Adroma Machine operator, Crompto-meter operators, Telephone operators, Typists—Rs. 150—370+D.A. + Rs. 15 Machine Allowance.

Stenographer—Rs. 145—370+Special Pay and Allowances.

Section Head.

Higher Grade Assistant.

Superintendent.

Assistant Administrative Officer—Rs. 400—750+ Allowances.

Administrative Officer—Starting total pay is Rs. 615+6 per cent C.A.

Assistant Divisional Manager.

Divisional Manager.

Senior Divisional Manager/Deputy Zonal Manager.

Zonal Manager/E.D.

M.D.

The development personnel are as follows :—

Agent.

Development Officer—Rs. 130—180 and Rs. 180—605. Total pay is Rs. 371.

Assistant Branch Manager A.B.M. (D).

Senior Branch Manager/A.D.M. (D).

Divisional Manager/Senior D.M.

Z.M./Zonal Manager.

Different levels of occupational entry—Administrative side.

(1) *Sub-staff.*—Vacancies for sub-staff are generally filled up from those who have registered themselves in the Employment Exchanges and after an interview. Age above 18 years.

Record Clerk.—Posts of Record Clerks are generally filled up by promotion from sub-staff. Age above 18 years.

(2) *Assistant.*—Assistants are recruited after a competitive examination. Matriculate with 55 per cent of marks in the aggregate, Intermediates with 50 per cent of marks in the aggregate and graduates are eligible for taking the competitive examinations. Age 18-25 years.

There will be three papers—one in English, one in Arithmetic and one in General Knowledge. Selections will be made on the basis of performance in the competitive examinations as well as a subsequent interview. However, some categories of applicants are exempted from the test, *i.e.*, (1) Graduates with 45 per cent marks in English and 50 per cent marks in other subjects; (2) Law Graduates with 50 per cent marks in Law aggregate and 45 per cent in English during the preceding degree course; (3) Post-Graduates with 50 per cent marks in aggregate in the Post-Graduate examination and 45 per cent marks in English in the preceding degree examination, and (4) For Scheduled Castes and Scheduled Tribes, all Graduates may be considered for exemption from the competitive examination. However, the maximum recruitment from the non-test category will be limited to only 50 of the vacancies.

(3) Punch Operators, Adroma Machine Operators, Crompto-meter Operators can also be selected by the L.I.C. after a special test in the above.

(4) Telephone Operators can be recruited, provided they have three years' experience and after an interview.

(5) English-language Typists can be recruited from Matriculates with 50 per cent marks in aggregate, Intermediates with 45 per cent and Graduates. All the three categories of people should have a speed of at least 40 words in typing. They will be taken only after a special test in speed and manuscript typing.

(6) Stenographers can be recruited from Matriculates with 55 per cent marks in English, one years' experience as Stenographer and 100 words speed in Shorthand and 40 words in typewriting. Intermediates with 50 per cent in English, one years experience as stenographer and with the same speed in Shorthand and 40 words speed in typewriting are also eligible. Lastly, matriculates with three years experience and with a speed of 100 words in shorthand and

40 words in typewriting can also be considered. All the above categories will have to take a test in English and a test in stenography, too.

(7) *Direct Recruitment to the cadre of A. A. Os.*—The Corporation generally conducts a competitive examination for the recruitment of A. A. Os. This examination is held in all the Zonal centres and at Gauhati. Minimum qualifications are a master's degree or a Bachelor's degree in Arts, Science, Commerce or Law. Such Graduates should have secured II Class with at least 55 per cent of marks. For scheduled castes and tribes, 50 per cent will do. The candidates for the competitive examination should have completed 21 years of age and not completed 25 years of age. Upper age limit is relaxed by five years for scheduled castes and tribes. Some percentage of seats are reserved for Scheduled Castes and Scheduled Tribes.

The competitive examination will consist of three papers one in English, one in General Knowledge, and one in any one of the following optional subjects :

Economics, Physics, Chemistry, Pure Mathematics, Applied Mathematics, Statistics, Political Science, Sociology, Zoology, Botany, English Literature, Indian History, Law (Including Mercantile Law) Philosophy, Geology, Banking, Finance, Actuarial Science.

The optional subject paper will be of the standard of B. A. (Hons.) degree examination. The candidates who have secured atleast 40 per cent marks in individual papers and 45 per cent marks in aggregate will be called for an interview, wherein they have to secure a minimum of 50 per cent marks. As many candidates as there are vacancies will be selected rank-wise. After selection, for one year they will be apprentices on a monthly stipend of Rs. 400 and thereafter for one year they will be on probation on a pay of Rs. 400+Allowance. After confirmation, they must work for atleast four years. The grade of the A. A. O's is

Rs. 400—25—150—30—750 + D.A. + H.R.A. + C.C.A.
(in selected centres).

PRESENT PAY SCALES OF THE DIFFERENT CATEGORIES OF
ADMINISTRATIVE PERSONNEL, OTHER THAN A.A.O'S
GIVEN ABOVE.

Apart from the basic pay as per the pay scales, the sub-staff, Assistants to Superintendents will also draw a D.A., H.R.A., and Annual Bonus. On the development side, the Agents are remunerated by commission based upon their business turn-over.

The Agents are recruited from those who have completed at least 18 years of age. The recruitment is generally by the Development Officers or by A.B.M. (D) or B.Ms. The Agents can be whole-time or part-time.

Development officers are generally recruited from successful Agents who are aged between 25 and 45. Minimum academic qualification is Matriculation. However, for posting in big cities, minimum qualification is Graduation, and fluency in the language of the area. A.B.Ms. and higher posts on the development side are generally filled up by promotion from the lower cadres.

The Development Officers, A.B.Ms.(D), Branch Managers, A.D.Ms. (D) and D.Ms. in charge of Divisions, get, besides Basic Pay and the other allowances, also conveyance allowance. The Development Officers get Entertainment allowance too.

Training Facilities—Assistance.—The direct-recruit Assistants will be trained at the Divisional Headquarters for a period of three months; they will receive both formal class-room training as well as practical training in the Departments of the Divisional Office. During the period

of Training, they should draw only a stipend of Rs. 130 p.m. After training, they will be on probation for a minimum period of six months.

A.A.O's.—A.A.Os, during the one year apprenticeship period, will be given theoretical training and practical training. Theoretical training will be in the Officers' Training College, which at present is located at Nagpur.

Agents.—Agents are mainly trained individually by their recruiting Development Officers, apart from a formal 12-day group training course provided for them by the Divisional Training Instructors.

Development Officers.—Development Officers, during their probationary period of 14 months, will have to undergo a seven weeks' Training course at the Development Training Centre, which, at present, is located at Bangalore. Only after such a training and based upon their performance during their probationary period, they will be considered for confirmation.

Class I Officers.—Class I Officers of the Corporation are deputed for training in the O.T.C. at Nagpur. Certain categories of high level Class I Officers are also being sent to the Administrative Staff College at Hyderabad, for training, on selection basis.

Facilities.—All the employees of the Corporation, excepting Agents, are eligible for contributing to a Contributory Provident Fund. They are also eligible for retirement gratuities at the end of their service. They also get term insurance cover during service. There are also medical and recreational facilities for the employees.

In-Take Capacity.—Depends purely on vacancies.

Occupational Outlook.—The Corporation is a growing organisation, its mission being insuring every insurable

citizen of India. Naturally, therefore, the outlook for occupational entry in the near and distant future is bright.

Avenues of progress.—Opportunities for promotion exist at all levels, based upon work turn-over as well as by acquiring certain stipulated professional qualifications. Promotions to the cadre of section head and Superintendent are also by internal promotion examinations.

THE CANARA BANK

History of the Occupation.—The Bank was started in 1906 with a humble beginning under the name of the Canara Hindu Permanent Fund Limited, started by A. Subba Rao Pai, with a capital of about Rs. 55,000. It gained popularity by their courteous and prompt service to the clients emerging larger and stronger through the Second World War. The policy of hastening slowly of consolidating before expanding further, continued to mark the growth of the Industry. With the result, it has now established itself all over India with 245 branches controlled under different Zonal Managers. The capital of the Bank is 1.25 Crores with a reserve of 1.36 Crores.

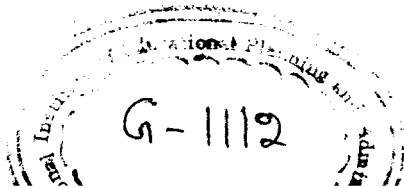
The different categories of jobs are : Drivers, Watchmen, Security Staff, Typists, Clerks, Stenographers, Telephone operators, receptionist, Machine operators (I.B.M.), Supervisors, Officers.

PERSONNEL INVOLVED

The Managing Director is assisted by 4 Deputy General Managers in charge of four zones. The Deputy General Managers are assisted by Divisional Managers. Superintendents are in charge of sections. There is an inspection Department under a Chief Inspector of Branches.

In addition to these, there are specialised officers for certain Individual functions like Industrial finance, labour, legal work, civil Engineers Draughtsman.

Occupational Entry.—At the clerical level entry is as an apprentice followed by probation of six months, minimum qualifications being a Graduate. Pay scales : Rs. 154 with the D.A. according to the living index, starting total being about Rs. 300.



Technical personnel for specialised work are recruited directly as Officers. They will be on contract for one year followed by a probation of six months.

From the clerical cadre, a person may expect to raise to the Assistant Accountants cadre then on to the officer's cadre.

There are professional Examinations like C.A.I.I.B. which help them in getting increments and promotions.

Training facilities are available for the entrants and the members of the staff at the staff training college. The basic course is for the new entrants and the senior course is for Junior Officers. Practical training in banking is provided during vacation for the benefit of commerce students. Training is provided at Calcutta, Bangalore, Hubli, etc.

Mode of Entry.—Candidates who respond to the Advertisement are given a written test and are selected after the interview. They are tested for neatness, speed and accuracy. The Officers are given tests, designed to test their ability to take or give orders.

Facilities.—The Bank employees are provided with many facilities like leave, fare concessions, Medical allowances at rates specified for different categories, ranging from Rs. 175 to Rs. 250 per annum.

Recreations.—There are clubs, cricket teams and facilities for cultural activities.

Bonus.—It depends upon the profit and may range from 4 per cent to 20 per cent.

Accidental Insurance.—Officers who are on out-door duty will have the benefit of accidental Insurance. Provident fund is paid at the rate of 1/12th of the basic pay and the Bank contributed an equal amount. Gratuity is allowable at the rate of one month's pay for each year of service subject to a maximum of fifteen months.

The intake capacity.—Depends upon the expansion programmes of the branch offices and the business of the Branches. Last year it was only 300 at an All-India level.

As there are many places without banking facilities, many Banks have expansion programmes. Therefore the prospects of new opportunities are quite good, at least for some more years.

INDUSTRIAL ESTATE, RAJAJINAGAR, BANGALORE-10.

Industrial Estate is one where different small scale industries owned by private bodies are located. The small scale industries corporation which is a Government owned undertaking have been entrusted with the work of construction of sheds in the Industrial Estate and provide other facilities and also maintain them on behalf of the Government.

The object of the Industrial Estate is to give necessary accommodation and facilities of production such as electricity, water, sanitation, etc. And thus enable the small industrialists to invest their own capital in machinery and other materials needed for production and establish his industry. The industrialists have to pay rent for the sheds occupied by them to the Small Industries Corporation.

There are 87 small industries housed in this Estate. The four visited and studied are. Machine components Manufacturers, Annapurna Cooker Co., Hind High Vaccum Co. and Mysore Hollow wares Corporation.

1. *Annapurna Cooker Co.*—It manufactures components like machine tools, diesel engine parts, electric switch-gears, etc. It deals with only non-ferrous products. There are 170 workers in this factory. There are four main divisions in this industry, *viz.*, Foundry, Brass and Iron Smithy, Pattern shop and Machine shop.

There are three Graduate Mechanical Engineers and two Diploma holders in Engineering to supervise the industry.

Only the skilled workers are entertained. The mode of appointment is direct recruitment. The workers are being paid Rs. 2 to 7 and they are entitled for other benefits as per Factory Act.

2. *Machine components Manufacturers.*—The total investment on this industry is about Rs. 7 lakhs. They have appointed 92 workers working in two shifts. There are three Departments in this factory, viz., Machine shop, General Foundry and Inspection Room. They are manufacturing machine components like small screws, Aluminium bushes switch-gears, etc.

3. *Mysore Hollow wares Corporation.*—The total capital investment on this industry is about Rs. 5 lakhs. They manufacture barrels, drums, tin containers. There are 20 skilled workers. They are being paid Re. 1 to Rs. 10 per day.

4. *Hind High Vacuum Co. (P) Ltd.*—The total investment on this industry is about Rs. 4 lakhs. They manufacture high vacuum industrial instruments and other appliances. There are 40 workers in this industry. They are paid Rs. 2 to 10 per day. They are in need of two engineers who are specialised in electronics.

Here we observed that industrialists are more particular about the appointment of experienced workers than the educated persons. Some of the industrialists told us that they take raw workers and train them with the experienced workers. During the training the workers will get only daily wages.

The workers who work in moulding and casting section have to work under difficult atmosphere such as heat, electricity, etc. The persons who are working on machines must be very careful in operating them because if 1/1,000th of an inch goes wrong in a product, the same may be rejected in the market.

The promotions and rewards are depending upon the efficiency and manipulative skill of a worker. Medical and insurance and accidental benefits are as per E.S.I.

Since they are small private industrialists they have not taken up providing housing, and transport facilities.

Bonus and other allowances are depending upon the income of the industry. The workers work eight hours per day. In some industries there are shift system. Part time jobs are also provided in some of the industries.

Service conditions and regulations are as per labour laws.

THE "GET TOGETHER"

AT THE AUDITORIUM OF CANARA BANK LTD.,
BANGALORE.

The main purpose of the 'Get together' function was to bring the Industries, Business Organisations and Educational Institutions more closer; to enhance the understanding and co-operation between them and thus to enrich the educational programmes in our schools.

Representatives from the Industries and Business Organisations included in the Business Industry Education Day, were the invitees. Sri S. R. Sampathkumaran, I.A.S., Director of Employment and Training was the Chief Guest. Sri S. V. Jevoor, Director of Public Instruction presided over the function. The Senior Assistant Director of Public Instruction (Guidance) Dr. K. P. Nayak, explained to the audience, the aims and objectives of the Business Industry Education Day and pointed out several ways through which the Industries and Business Organisations can contribute with little effort to the educational programmes in our schools and how the industries and business concerns can find growing market. The consolidated report of the activities of the Business Industry Education Day was much appreciated by all. The Chief Guest, with practical illustrations, made it clear that to-day nearly 90 per cent of those who receive college education are unemployed or underemployed. This is dangerous to the country. All the efforts in the field of Vocational Guidance are not even able to touch the fringe of this huge problem of unemployment.

The days of high school education is a critical period in the life (especially vocational life) of a student. It is by providing suitable vocational guidance alone at this period that we can hope for some solution to this huge problem of educated unemployment. If sincere efforts are made to draw the attention of our students to various vocational

channels open to them in the field of Agriculture, Industries, Business Organisations, etc., and to orient their thinking towards the need for preparation for a future occupation when they are already in the High Schools, the solution will not be far off.

The Director of Public Instruction, (Sri S. V. Jevoor) in his presidential address, explained the dynamic nature of Educational process and stressed the need for proper educational and Vocational guidance to the younger generation. This will go a long way in reducing their frustration and consequently in overcoming so many of problems of indiscipline in our schools.

The representatives of the eight Industries and Business Organisations expressed their appreciation for the maiden effort of the Guidance Bureau in organising the Business Industry Education Day. They assured their co-operation for all such useful activities in future also. It was felt by every one that programmes like this will help to bring into our class-rooms, the day to day, living material from the Industries, Business Organisations, etc. If such materials begin to percolate into our class-rooms, education will definitely achieve its goal of 'preparing the students for life and through life'.

APPENDIX I

BUSINESS—INDUSTRY—EDUCATION—DAY

Purpose.—The Business—Industry—Education—Day will be a co-operative venture of industrial establishments, business concerns and educational institutions with the following purposes :

1. Increases teacher's understanding of our economic system—how it functions, how they contribute and depend upon its expanding productivity and how there is inter-dependence.
2. Provides first hand knowledge for teachers, of business and industrial establishments in the city.
3. Helps them prepare and provide better education to youngsters with better skills and improve manpower in such establishments.
4. Provides a means for Industries, and Business concerns of showing to teachers the risks, costs and achievements and the manpower requirements of their particular enterprises.
5. Provides Industries and Business concerns understand the requirements of schools—school equipments.
6. Leads to a growing market for Industrial and Business concerns through insight into potential Industry's role in the educational development particularly in system approach in designing and producing 'hardware' needs of schools getting to know the 'software' and 'Process' through the educators.
7. Leads to co-operate endeavour of educators, Government, Industries, and Business concerns taking steps together to provide tools and technological devices that our schools desperately need to-day in keeping pace with the progress of the world in the field of technology.

Programme and organisational details:—A full day will be devoted for this purpose. About five to six Secondary School Graduate teachers who are undergoing intensive training in the skills required for the job of Career Master will be participating in each of the Industries, Business concerns to see first-hand functional aspects of business and industrial establishments.

The programme should appeal to Industrial people, Businessmen as well as teachers, since each is to gain from this programme as envisaged in the goals. It should help the teacher to understand the type of skills required for the jobs which he should take special care to impart and the Industry and Business concerns to have a fuller comprehension of the training and character of the teaching profession on which much of our future supply of manpower depends. It also helps the Industry and Business to understand the challenge of educational technology in the supply of 'hardware' to the schools thereby expanding the area of production.

The teachers hosted by the concerns will study various aspects in the field of what it contributes, its functions, current and long range problems, production and productivity, human relations, jobs and skills required, working conditions, physical, social and economic conditions of work, selection and training methods of personnel and the like.

In making a lasting, strong and colourful impression on the participants effective media could be thought of which may include maps, charts, graphs, photos, booklets periodicals, films or special displays.

In the evening at a function hosted by the teachers and educators Industry people, businessmen and educators and teachers meet together, exchange views with challenging speakers from various fields.

It is hoped that the comparatively low cost of this programme to host establishments and host educators should definitely yield rich dividends. The Industries and Business concerns may make it still impressive by providing small kits to participants and also organising a small 'do it yourself' exhibition of the process of the industry or business—mobile exhibition to be used by the Bureau permanently later—and this may cost slightly more which the establishments can easily bear for a good educational cause.

Returns.—If the objectives are achieved through this one most valuable programme should go a long way in improving the quality of manpower required for these establishments and produced by the schools. The Industries and Business concerns should find a growing market and a widened area for their productions. It should be a finest community relation programme.

Educators and through them our future business, Industry people and employees should get a better knowledge and understanding of our business, industry enterprises and opportunities unlimited.

DR. K. P. NAYAK.

20th September 1967.

APPENDIX II

OUTLINE FOR COLLECTION OF OCCUPATIONAL INFORMATION.

1. Name of the Industry :
2. Date of visit Time :
3. Location :
4. Names of persons contacted (with positions)
5. Name of the teacher
6. Full address :

I. *History of the Occupation* :—II. A. *Definition of the Occupation* :—B. *Nature of work* :

- (i) Divisions of work
- (ii) Specific tasks performed
- (iii) Tools, Machines, etc., required.

III. *Number of workers engaged* :IV. *Qualifications* :

- (i) Age—Age range for entrance
—Age range for retirement.
- (ii) Sex.
- (iii) Special physical, mental, social and personal qualifications.
- (iv) Special skills essential for performance of the job.

V. *Preparation* :

- (i) General Education
- (ii) Special training
- (iii) Additional Training
- (iv) Training Centres
- (v) Experience.

VI. *Methods of Entering* :

- (i) Public employment agencies
- (ii) Employment Exchange

- (iii) Competitive examinations
- (iv) Service Commissions
- (v) Apprenticeship
- (vi) Other methods (Please specify).

VII. *Apprenticeship facilities :*

Duration, stipends, etc.

VIII. *Advancement :*

Rate of progress

Mode of progress, etc.

IX. *Earnings :*

- (i) Beginning Salary
- (ii) Allowances
- (iii) Bonus.

X. *Facilities :*

- (i) Pensions
- (ii) Insurance & Provident Fund
- (iii) Co-operative societies
- (iv) Amenities
- (v) Housing
- (vi) Accident benefits
- (vii) Transport
- (viii) Medical aid
- (ix) Rewards
- (x) Punishments.

XI. *Conditions of work :*

- (i) Hours
- (ii) Shifts
- (iii) Regulations
- (iv) Union and Labour laws.
- (v) Regularisations of services.

XII. *Supplementary Information :*

APPENDIX III

List of participants—Visit on 27-9-1967

<i>Names of Teachers</i>	<i>Name of the staff member</i>	<i>Industry visited</i>
Dr. K.P. Nayak ... General direction		
Batch I		
1. Sri K. Bylaiah ..	Sri S. Sundara	The Hindustan
2. Sri W.C. Channakeshavaiah ..	Murthy	Machine Tools
3. Smt. B. S. Kamala ..		Ltd., Banga-
4. Smt. K. N. Susheela ..		lore.
Batch II		
1. Sri V. S. Eshwara Murthy	Sri S. Sundara	The Bharat Ele-
2. Sri K. Srinivasan ..	Murthy	tronics Ltd.,
3. Smt. Durgamba ..		Jalahalli, Ban-
4. Smt. Alamelu ..		galore.
Batch III		
1. Sri S. Ramalingaiah ..	Sri A. Ramakrishna	The Indian Tele-
2. Sri N. Narasimhaiah ..	Rao	phone Indus-
3. Sri Channaveerappa ..		tries Ltd., Door-
4. Smt. B. Jayamma ..		vani Nagar, Ban-
		galore.
Batch IV		
1. Sri A. C. Sundar Rao	Sri A. Ramakrishna	The Kissan Pro-
2. Sri T. Govinde Gowda ..	Rao	ducts (India)
3. Sri S. Gangaiah ..		Old Madras
4. Sri Marry of the		Road, Banga-
presentation.		lore.

Batch V

- | | | |
|---------------------------|-------------------|-------------------|
| 1. Sri D. Adinarasimhappa | Smt. Batula Razvi | Deccan Herald, |
| 2. Sri M. Mallikarjunaiah | | Printers (Mysore) |
| 3. Sri R. K. Prabhakar .. | | 16, Mahatma |
| 4. Smt. G. S. Premalatha | | Gandi Road, |
| | | Bangalore-1 |

Batch VI

- | | | |
|-------------------------|---------------------|--------------------|
| 1. Sri H. P. Madappa .. | Smt. M. S. Nadkarni | The Life Insu- |
| 2. Sri M. S. Shivarama | | rance Corpora- |
| Murthy | | tion, Bangalore-2. |
| 3. Sri Anandrama | | |
| Chakravarthy | | |
| 4. Smt. N. Jayalakshmi | | |

Batch VII

- | | | |
|--------------------------|---------------------|-----------------|
| 1. Sri T. N. Ramashastry | Smt. M. S. Nadkarni | The Canara Bank |
| 2. Sri B. V. Nagaraja .. | | Administrative |
| 3. Sri H. M. Peddappaiah | | Building, Ban- |
| 4. Smt. N. R. Vinuthamma | | galore-2. |

Batch VIII

- | | | |
|--------------------------|---------------------|------------------|
| 1. Sri S. Krishna Murthy | Sri K. V. Kundangar | The Industrial |
| 2. Sri V. Gopalakrishna | | Estates, 1029, |
| 3. Sri Mallegowda | | V Block, Rajaji- |
| 4. Smt. C. G. Jaya | | nagar, Banga- |
| | | lore-10. |

In charge of the Programme .. Sri A. Ramakrishna Rao

APPENDIX IV

Acknowledgements

We thank the following for co-operating with us in collecting relevant information about their Industry or Business organisations :

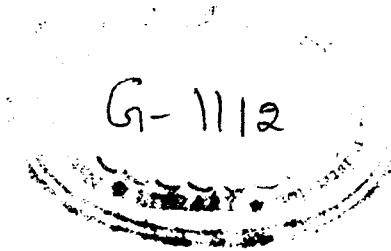
1. The Hindustan Machine Tools Ltd., Bangalore. Sri M. S. S. Varadan, Training Manager.
2. The Bharath Electronics Ltd., Jalahalli, Bangalore.
 - (a) Sri Balsara, Instructor T. T. C.
 - (b) Sri Balaguruswamy, Sr. Instructor, T.T.C.
 - (c) Sri Radhakrishna, P. A. to Principal, T. T. C.
3. The Indian Telephone Industries Ltd., Doorvani Nagar, Bangalore.
 - (a) Sri B. Ramachandran, Training Manager.
 - (b) Sri Vasudeva Murthy, Asst. Engineer.
4. The Kissan Products F (India) Old Madras Road, Bangalore. Sri S. V. Dravid, Factory Manager.
5. The Deccan Herald, Printers (Mysore), 16, Mahatma Gandhi Road, Bangalore-1.
 1. Sri G. S. Rama Rao
 2. Sri G. Anthony
 3. Sri E. R. Sethuram
 4. Sri A. Suryanarayana
6. The Life Insurance, Bangalore-2
 1. Sri Luxman, Principal. Training Centre, L.I.C.
7. The Canara Bank Ltd., Administrative Building, Bangalore-2
 1. Sri A. G. Pai, Dy. General Manager.
 2. Sri B. V. Bhandari, Dy. General Manager.
 3. Sri Kulkarni, Economist.
 4. Sri Rama Mohan Rao, (Personnel Officer)
 5. Sri Bhandarkar, P. R. B.
 6. Sri K. V. Nayak.

8. The Industrial Estate,
Rajajinagar, Bangalore.

(a) L. N. Sampathkumaran,
Joint Director of Industries
and Commerce.

(b) Sri Narasimhan, Assistant
Engineer.

We also thank administrative authorities for permitting to visit their Industry or Business organisations and for providing all assistance in our work.



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