

Annexures

Annexure 3.1- Work-Family Balance Scale

Dear participant,

Work and Family life both play an important role in working women's lives however it demands managing/balancing between the two. I would like you to respond to the following questions based on your experiences to balance work and Family.

I assure you that the information provided by you will be kept confidential and used for academic purpose only.

Sr no.	Items	Always (5)	Often (4)	Sometimes (3)	Rarely (2)	Never (1)
1.	I cannot concentrate in my work due to the dependent care issues at home					
2.	Due to the role overload at home, I am physically tired to discharge my work responsibilities					
3.	The stress originating from my personal/family life makes me unable to concentrate on my work					
4.	Many a time I have to postpone things at work due to demands on my time at home.					
5.	I could have concentrated more in my work, If I were free from the family burden					
6.	I find it too tired to perform my works after discharging all my personal/family responsibilities					
7.	My work suffers as I am mentally worried about my dependents issues at home					
8.	The needs and demands of my family members interfere with my work-related activities					
9.	I cannot discharge my duties properly at the workplace due to my personal/family problems.					

10.	Due to my pre-occupation with societal activities, I find it difficult to complete work in time					
11.	Due to increasing work demands, I have to postpone/neglect many of my personal/family needs					
12.	The stress originating at my work drastically diminishes the happiness of my family					
13.	As I am busy with my work, I cannot give proper care and attention to my children					
14.	As I have to spend more time in my work domain, I often fail to fulfil my family responsibilities					
15.	The demands arising from my work make my personal life stressful					
16.	I face difficulties in personal life due to my profession/work					
17.	Due to the non-cooperative nature of the co-workers, I face difficulties in personal life					
18.	The rigid and non-supportive nature of my supervisors make my family life a difficult one					
19.	My spouse feels uncomfortable due to my preoccupation with the work					
20.	Due to my work load, I fail to give proper attention to my dependent at home					
21.	In view of the nature of my work, I find it increasingly difficult to take care of my older parents/in-laws					
22.	I find it difficult to manage my personal and family life and work demands.					
23.	The tiresome demands of work do not allow me to lead to a personal life that I like					
24.	I come home from work too late to look after the family roles					
25.	I have health issues arising due to the increasing work demands					
26.	I do not have proper sleep due to my busy work schedule					
27.	My work makes me too tired to look after my personal/family obligations					
28.	Quite often I have to miss out important family/social functions due to my pre-occupation with the work					
29.	My job keeps my personal/family life enjoyable					

30.	. My work provides enthusiasm and happiness to pursue my personal/family roles					
31.	My work contributes to the positive development of my personality					
32.	My work gives me ample opportunities to get rid of the tensions arising from the personal/family life					
33.	My exposure and interactions at work help me to provide proper care to my dependents					
34.	My work schedule helps me to plan and execute my family activities regularly					
35.	The culture and punctuality at work help me to do my personal/family role properly					
36.	My family life gives me energy and a better mood to perform my duties at workplaces					
37.	My family responsibilities and experience make me punctual and responsible at work					
38.	The experience of managing my family provides me better skill at work					
39.	Due to the supportive nature of my family members, I am able to relieve tensions originating at work					
40.	The family life increases my self-esteem at work					
41.	The interaction and concepts prevailing in the family life makes my relationship with my supervisions and co-workers more cordial					
42.	My personal/family life helps me to be more dedicated and sincere at work					
43.	My supervisors and co-workers have a difficult time accommodating my work schedule					
44.	The experience I gained at work makes me a better parent/spouse					
45.	My personal/family life has helped to improve my interpersonal skills in the workplace					
46.	My work/profession has no role in miseries I, suffer in my personal life					

Annexure 3.2 - Women's Agency- Self Efficacy Scale

Dear participant,

There are several aspects where you need to make decisions related to your families and workplace. Following are some areas where you need to choose the response that suits the best to your experience in decision making.

Sr. no.	Family	Always	Sometimes	Never
1.	I adhere to the traditional norms for the fear of being called the non-conformists			
2.	I have the power to negotiate about family activities when it interferes with office work			
3.	I have the choice to opt out of domestic chores when I am stressed/ tired or not available			
4.	I can delegate domestic work to others within the family/ or hire domestic help			
5.	I can seek support from other family members for Childcare/or hire domestic help			
6.	I can opt out of childcare when I am busy with my office work			
7.	I have a strong voice in making decisions related to the use of my finances in family			
	Workplace			
8.	I have a strong voice in making decisions related to office activities			
9.	I have the scope to negotiate choices related to office activities at the workplace			
10.	I have some flexibility related to scheduling of my work (i.e. either work in the office or work from home)			
11.	I have scope to seek support of others to assist me in task completion at the workplace			
12.	I have the privilege to take leave for family/care work as needed.			
13.	I am able to travel for office work without any hindrance			
14.	I adhere to the professional norms for the fear of being called the non-conformists			
	Self			
15.	I can make decisions or choices on own about the things or activities that help me enjoy my life the way I want to			
16.	I have the scope to spare time for activities that make me feel happy like extracurricular activities, sports etc			
17.	I have the privilege to take rest and break from all the work when I need it			
18.	It's me who decides which needs and requirements are to be met/attended first			
19.	I have the scope/power to prioritize the demands of work or family as per need			
20.	I have the power to develop my own ways/mechanisms to be able to balance between family and my workplace			
21.	Other comments:			

Annexure 3.3 - Illustration of Data Entry and Organization In Excel Sheet

Sr. no.	Age	Occupation	Designation	Number of children	Age of children	Type of family	Level of Work-family balance	Level of FWC	Level of WFC	Level of WFE	Level of FWE	Level of agency-self efficacy	Factors for family to work enhancement	Factors for work to family enhancement	Positive effects on women	Positive effects on women's workplace	Positive effects on women's family
1	30-35	Service	Teacher	1	3-6	N	High	Low	Low	High	High	Moderate	Supportive husband	Sensitive Boss	Personality development	Efficiency	Fulfilment of family roles

Factors for family to work conflicts	Factors for work to family conflicts	Coping style and strategies	Negative effects on women's workplace	Negative effects on women's family	Negative effects on women	Women's feeling in the process of balancing between workplace and family
Demanding inlaws	Hectic working hours	Paid help for chores	Postponed work	Neglect of childcare	Lack of sleep	Guilt, regret

Annexure 3.4 - Illustration for Marginal Notes

to Baroda from Indore. So, I have been working from more than 10 years and so I thought I can't sit idle at home. After marriage, he used to be busy and usually used to go outstations so I used to get very bore alone at home. Then I decided to work because I had no other work to do. So, I planned to join an insurance company, I gave an interview and I cleared it. I was lucky in that sense that wherever I applied for a job I could get in. then there I worked for five years. But then I felt that I can't do the full-time nature job. In the meantime, I came across the prospectus of IGNOU and I thought of pursuing further education so I joined the course. I thought not to work as a full-time worker. I started attending the classes on Friday and Saturday. During the course itself, I got an offer for a job. One of the colleagues referred me for the job so I could get in there too. So since then, I am working here and now I am comfortable here. Obviously, we do have problems in the school that we even see in other places. Then I had my daughter, we have adopted her actually. It was very very late that we had her, so then I took a break for 2 years for her (the procedure and all). Then I joined part-time job where comparatively timings were less. And I could manage because she was in play centre. Then she came in nursery so I joined full time. So I can manage, I don't face many problems. And now I am used to, also my daughter is used to it. She comes home by 12:45 and I come by 2 pm. For two hours I face problems at times but then things are okay. So for those 2 hours how do you manage?

Compaq
Intrusion of family into work – child care

Compaq
Intrusion of family into work- child care responsibility

Compaq
Resources in the family – support of the child / cooperative child

Compaq
Difficulties experienced in family- child care in absence of mother

Annexure 3.5- Semi structured Interview Guide

1. When did you start working? /Since when are you working?
2. Was it your own decision to work after marriage? If yes, what was the reason that you decided to work? If no, what made you opt for paid work?
3. Were there any expectations from you after marriage related to family and your work?
Please elaborate.
4. Are you able to manage between the family and workplace? Yes/no. If yes – 5/ If no-
Q 12
5. What ways or techniques you use to manage and balance your work and home?
6. Do you feel that any of the techniques used by you at workplace to resolve conflicts can be used in family to balance better? If yes, what are they, if no why do you feel so?
7. Do you feel that any of the techniques used by you in family to resolve conflicts can be used workplace to balance better? If yes, what are they, if no why do you feel so?
8. Can you tell about the factors that support or enhance your balancing process
9. Do you feel benefitted by working? In what ways?
10. Do you feel your workplace enhances your family or do you feel your family life is benefitted from your workplace? If yes, how? If no why?
Or
Is your workplace supportive in any form towards your family?
11. Do you feel your family enhances your workplace or do you feel your workplace is benefitted from your family? If yes, how? If no why?
Or
Is your family supportive towards your workplace?
12. What difficulties you experience or what factors interfere with your balancing process?
(both at workplace and family)
13. Do you think balancing between work-family affects your relationship with your family and at your workplace? If yes how, if no why?
14. How does your familial role get affected by your professional life? If affected negatively what are the familial demands that get affected?
15. How does your professional life get affected by your familial role? If affected negatively what are the factors in your family/what demands in the family that intrude with your at workplace.
16. How do you cope up with these difficulties/conflicts?

17. What according to you are the factors that can make this process of balance easy or women friendly? Do you have access to and availability of these resources?
18. At any point of time do you feel that balancing between the two is a challenge? Yes / No. how/why?
19. Anytime you felt that you need to give up or sacrifice on either of the aspects of family and workplace in order to have a balanced life.
20. Do you feel balancing between family and work life is important? if yes why? If no why?

Annexure 3.6- Permission Letter For Data Collection



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Faculty of Family and Community Sciences
The Maharaja Sayajirao University of Baroda
University Road, Vadodara – 390 002, INDIA.
Ph: C/o. (+91-0265) 2792227 Telegram: HOMESCIENCE
Date: 8-5-2014

Ref. No.: HDFS/FHS/

Dear Sir/Madam,

My name is Tarjeet Kaur Ahluwalia and I am a Doctoral Fellow at the Department of Human Development and Family Studies, The Faculty of Family and Community Sciences (Home Science), The Maharaja Sayajirao University of Baroda, Vadodara, Gujarat.

As a part of my Doctoral Dissertation my area of research is **Work -Life Balance: Subjective Experiences of Women in Vadodara city**

I wish to recruit women from your organization for my study. They should fulfill the following requirements

1. Full time employment with Work experience of 7-10 years
2. Age: 30-45years
3. Married for 7-10 years and Have children below 18 years of age
4. Belonging to Nuclear or joint families

Expectation from the participants

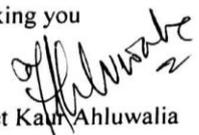
She should be willing to complete the schedule which would take around 30-40 minutes.

Please permit me to contact the female employees in your organization who fit my criteria and seek their voluntary participation.

I assure you that the information will be kept confidential and used only for academic purpose.

In anticipation of your cooperation

Thanking you


Tarjeet Kaur Ahluwalia
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Through
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Annexure 3.7- Letter for Women's Participation in The Study

An invitation for participation in research study

Balancing Work and Family: Subjective Experiences of Women in Vadodara City

Researcher

Name: Tarjeet Kaur

Designation: Doctoral Fellow

Department: Human Development and Family Studies,
The Faculty of Family and Community Sciences (Home Science),
The Maharaja Sayajirao University of Baroda,
Vadodara, Gujarat.

I invite you to take part in my research study as you meet the requirements/criteria of the study. I am writing this letter to you to seek your cooperation to participate in my study.

I am interested in understanding your experiences of balancing work family and life. The information you will share with me will be valuable for me and my study. It can help me conceptualize my study better and your contribution will add on to the existing knowledge and set of information in the field.

I urge you to participate and request you to fill up the form provided with this letter. It would take 30-40 minutes for the completion.

I assure you that the information provided by you will be kept confidential and used for academic purpose only.

I would be really thankful if you can spare some time from your busy schedule to share your valuable experiences for the study.

In anticipation of your cooperation

Thanking you
Tarjeet Kaur Ahluwalia
Doctoral Fellow
Department of Human Development and Family Studies

Contact number –

Annexure 3.8- Consent Form

I confirm that my participation is voluntary and that I am free to withdraw at any time, without giving a reason and without cost. I understand that I will be given a copy of this consent form. I voluntarily agree to take part in this study and fill the schedule. I am aware that the information will be kept confidential, and used for academic purpose only.

Name: _____ -

Contact number: _____

Address:

Signature: _____

Date: _____

Thank you

Annexure 3.9- Participant's Personal Details Form

Date/time:		
Name		
Email		
Age		
Education		
Other educational details if any		
Occupation		
Designation and nature of work		
Name of the organisation/workplace		
Address of the workplace		
Years of marriage (in years)		
Work experience (in years)		
Income per month		
Husband's details		
Age		
Education		
Occupation		
Income		
Children	Age	Education
1		
2		
3		
Type of family:	Joint / Nuclear	