

A GOOD MANAGEMENT WITH A HRD APPROACH IS NEEDED TO REDUCE ABSENTEEISM “- AN INDUSTRIAL RESEARCH”

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ABSTRACT 1.0

Organisational Profile

A National award winner 2010 ,Shikhar Food Products ,Dehradun Uttarakhand is an upcoming small scale industry since 2002 creating employment & encouragement in the society. It is an non Govt.and non profitable organization, a unit of Hit Samiti,regd. By KVC and member of India Mart.

The industry engages in the production & processing of fruit & vegetables from **Himalayan natural raw fruit material**. The organization has various semi processing center engaged in semi processing & preservation activities in different districts of **Uttarakhand**.

This Industry shows that in **Uttarakhand** we have plenty of **natural resources** but we need an **entrepreneur** who can exploit the opportunity to create **revenue, employment in the society**.

This industry is an example of such **entrepreneurship**

ORGANIZATIONAL STRUCTURE IN Shikhar Food Products ,Dehradun Uttarakhand 2.0

Schemes for safety & Security of the work. **Shikhar Food Products ,Dehradun Uttarakhand** organizational structure comprises of a Branch Manager (Engineering), Manager (Human Resource), Manager (Commerce, Computer Centre Manager (MIS).

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The Manager (Production) is further assisted by Security Manager. They are further assisted by , in-charge of Maintenance making, in-charge of Godown.

On the other hand, the Branch Manager is assisted by in-charge of Maintenance of PMD, in-charge of engineering store project, in-charge of Packing & Marketing and in-charge of Maintenance Electricity, H.R. & Welfare Officer assist Commercial Manager. Books of account and assistant commercial manager (indirect tax system controller) and software engineer assist Computer Centre Manager. For safety & security measures by Branch Manager is further assisted by Safety Manager, Safety Committee.

INTRODUCTION TO THE TOPIC 3.0

ABSENTEEISM: AN INTRODUCTION

Absenteeism is the state of being present that occurs when an employee is absent or not present at work during a normally scheduled work period or we can say that absenteeism is the term generally used to refer to unscheduled employee absences from the workplace. Example – personal illness, family issues etc.

Definition

Absenteeism is a habitual pattern of absence from a duty or obligation. It may be defined into:

- Absence without leave.
- Absence due to sickness.
- Absence due to injury.
- Absence due to annual leave and public holidays and statutory holidays.
- Absence due to social reasons (funerals, illness of family members)
- Absence due to union action.

Absenteeism is the term generally used to refer unscheduled employee absences from the work place.

Absenteeism is the failure to report for scheduled work (*Schappi, 1988*). According to *Sikorki (2001)*, absenteeism is defined as not being present or attending, missing, existing, lacking,

inattentive and/or being preoccupied. Absenteeism does not include leave, maternity leave, and authorized absences such as public duty, compassionate leave, and in some cases long-term illness. It also refers to *UN* certified sick leave as well as any other unauthorized period of absences. Presenters are then new productivity stopper. The person is at work but is not productive at all. The cost of absenteeism to the business is well known, but now research carried out by Institute for Health and Productivity *Studies at Cornell University (USA)* has discovered that employees who turn up for work when sick have reduced productivity levels (*Soft Work Erzine Archives, 2004*).

According to Johns (1994) an absence refers to the time an employee is not on the job during scheduled working hours, or is granted a leave of absence, or holiday or vacation time. The aggregated impact of absenteeism on the *North America* economy alone is at least \$40 billion. Furthermore, there is reason to believe that absenteeism is becoming even more of a concern to organizations. This is because global competitiveness and the pace of environmental change have put an increased premium on speed, quality, service and teamwork factors that are especially vulnerable to the lack of co-ordination prompted by elevated absenteeism. However, Research also shows that absenteeism is associated with, or predictive of, other counter-productive behaviors, including lateness, reduced personal productivity and turnover.

ABSENTEEISM POLICY OF THE ORGANISATION : 4.0

The Organization's policy which addresses chronic absence from work. Absenteeism policies usually contain guidelines for topics such as following

- Allowable absences.
- Payment for work including payment for days missed before and after a holiday.
- Types of excused & unexcused absences.
- Days/hours worked on a normal schedule before payment of overtime hours occurs within a pay period.
- Policy about calling in absences.

- Supervisor management of absenteeism via paying attention to selected patterns of absence & tardies.

THE PROBLEM OF ABSENTEEISM 5.0

Absenteeism is a synonym of industrial unrest. Unlike other industrial strikes, gheraos & lockouts. Absenteeism is non spectacular as a symptom of industrial unrest even though the total time lost through employee absences could be as high as that lost through employee absences could be as high as that lost through other forms of industrial problems. Absenteeism, according to many researchers, “is clearly related to employee morale & often constitutes an unspoken & usually unconscious-protest against conditions of work life in general. Absence of any firm can be considered as a form can be considered as a form of withdrawal from work.”

The problem of absenteeism in India is widespread to many organizations, this problem is thought of as an unavoidable evil to live with and thus, to be ignored. Some company management stand to considered absenteeism in their organization as not so high even though a closer look may reveal the contrary. In general absenteeism as an industrial problem has received only a very little careful investigation and have

CAUSES OF ABSENTEEISM IN THE ORGANISATION 6.0

During this project study, many workers & shift managers, supervisors & timekeepers were interviewed directly. According to the interviews of the workers & discussion with shift managers, the causes of absenteeism can be divided into two parts.

General Causes of Absenteeism:

- Family problems.
- Self Sickness
- Sickness of family members
- Festivals
- Outside occupations
- Indebtness

- Industrial fatigue
- Alcoholism
- Agricultural activities
- Living conditions of workers
- Health
- Drinking Water
- Education
- Side income
- Practices of M
- Welfare schemes
- Trade Union Support
- Accidents
- Personnel Policies.

RESEARCH METHODOLOGY 7.0

RESEARCH METHODOLOGY

Research is a scientific and systematic search for pertinent information on a specific topic. It is an orderly and thorough investigation that allows people to understand the nature of events that are problematic or challenging.

Methodology on the other hand is explained as the theory of how a research should be carried out, including the theoretical and philosophical assumptions upon which research is based and the implications of these for the method or methods adopted.

OBJECTIVES OF REPORT

- ✓ To study the types of absenteeism in the organization.

- ✓ To find out the factors responsible for the high rate of absenteeism.
- ✓ To present recommendation for controlling the high absenteeism rate in the organization.

Research Design :-

Descriptive research design has been used.

SAMPLE SIZE

This refers to the no of people to be surveyed. Although large samples are more reliable and accurate, but due to limitations of time as already mentioned a small representative sample of 100 people was chosen.

SAMPLE AREA

Shikhar Food Products ,Dehradun Uttarakhand

SAMPLE DESIGN

The design used is random sampling.

DATA COLLECTION

The data has been collected from a combination of various sources. They are :

1. Primary Sources :

- Questionnaire method

2. Secondary Sources

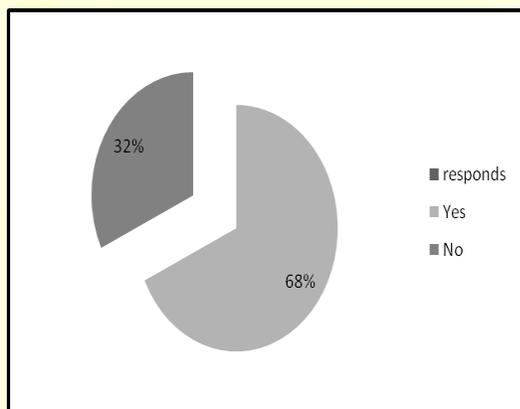
- Web
- Brochure
- Industry reports

DATA ANALYSIS 7.2

Data Analysis

Q.1 Do you get absent oftenly?

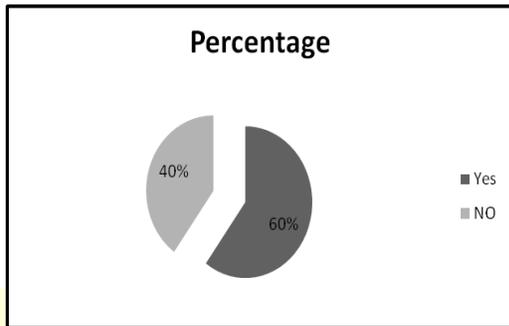
Sl. No.	responds	percentage
1	Yes	68%
2	No	32%



1. 68% respondents get absent oftenly.
2. 32% does not get absent oftenly.

Q.2 Are you addicted of alcoholism and gambling?

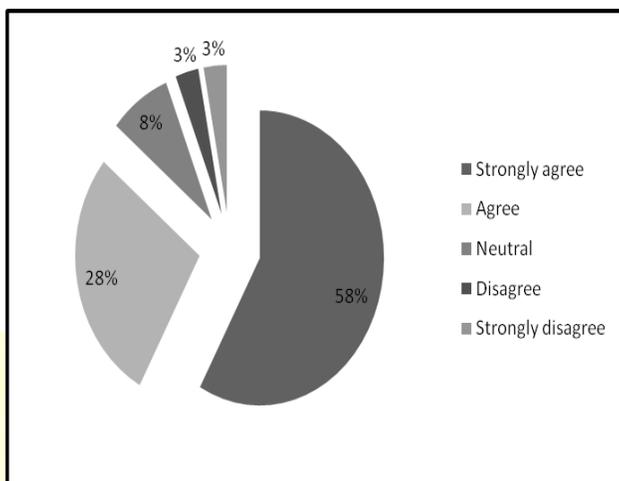
S.No.	Responds	Percentage
1	Yes	60%
2	NO	40%



1. 60% respondents admitted that they are addicted of alcoholism and gambling
2. 40% respondents admitted that they are not addicted of alcoholism and gambling

Q.3 Is your job tough &monotonus?

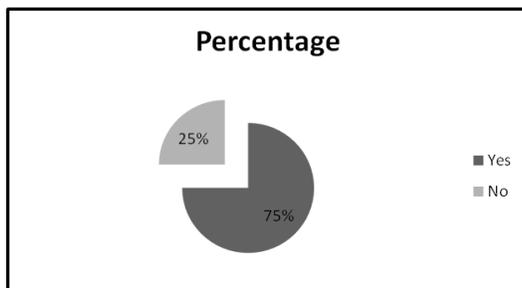
S.No.	Is you job tough & monotonus	Respondents
	Strongly agree	58%
	Agree	28%
	Neutral	8%
	Disagree	3%
	Strongly disagree	3%



1. 58% respondents strongly agree that the job is tough and monotonous.
2. 28% respondents agree.
3. 8% respondents were neutral.
4. 3% respondents were disagreeing.
5. 3% respondents strongly disagree.

Q.4 Are you satisfied with the number of leaves you get in a year?

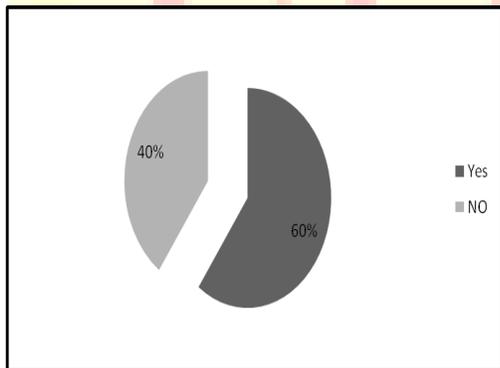
S.No.	Responds	Percentage
1	Yes	75%
2	No	25%



1. 75% respondents agree that they are satisfied with the number of leaves they get in a year.
2. 25% respondents were not satisfied with the number of leaves they get in a year.

Q.5 Are you satisfied with the working conditions of your organization?

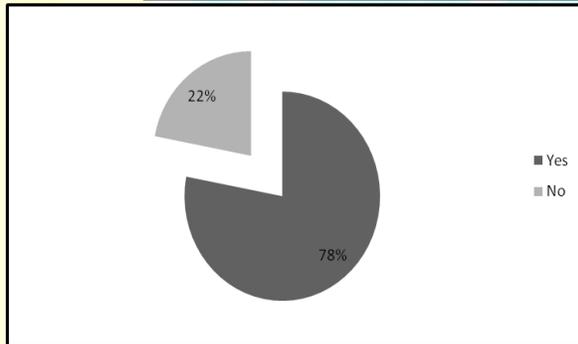
S.No.	Responds	Percentage
1	Yes	60%
2	NO	40%



1. 60% respondents are satisfied with the working condition of the organization.
2. 40% respondents were not satisfied with the working condition of the organization.

Q.6 Is the counseling sessions been organized
by the management?

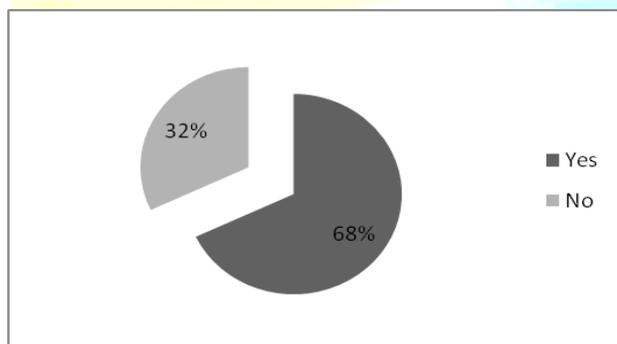
S.No.	Responds	Percentage
1	Yes	78%
2	No	22%



1. 78% respondents were satisfied by the counseling sessions.
2. 22% respondents were not satisfied.

Q.7. Do you feel effective wages and incentives schemes will be helpful in reducing absenteeism?

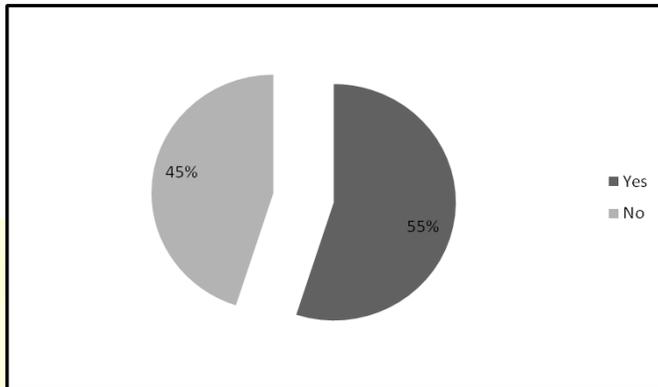
S.No.	Responds	Percentage
1	Yes	68%
2	No	32%



1. 68% respondents feel that effective wages and incentives schemes are helpful in reducing absenteeism.
2. 32% respondents were not satisfied.

Q.8 Are you satisfied with the communication system of your organization?

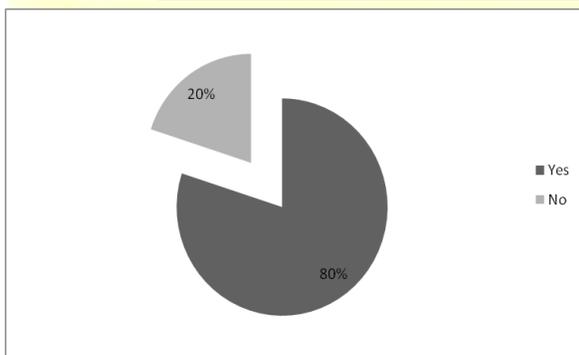
S.No.	Responds	Percentage
1	Yes	55%
2	No	45%



1. 55% respondents were satisfied with the communication system of the organization.
2. 45% respondents were not satisfied.

Q.9 Do the organization provide any prohibitions regarding rural ties?

S.No.	Responds	Percentage
1	Yes	80%
2	No	20%



1. 80% respondents agree that the organization provide several prohibitions regarding rural ties.

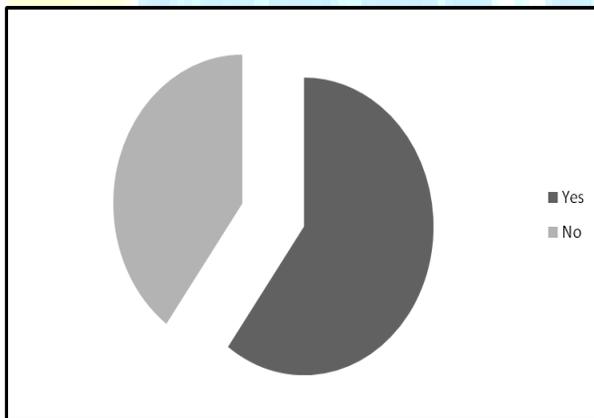
2. 20% respondents were not satisfied.

Q.10 Have you been provided with housing

and transportation facility by the

organization?

S.No.	Responds	Percentage
	Yes	60%
	No	40%



1. 60% respondents were satisfied with the housing and transportation facility.

2. 40% respondents were not satisfied.

RESEARCH FINDINGS 8.0

- 68% respondents get absent oftenly.
- 60% respondents admitted that they are addicted of alcoholism and gambling.
- 58% respondents strongly agree that the job is tough and monotonous.
- 75% respondents agree that they are satisfied with the number of leaves they get in a year.

- 60% respondents were satisfied with the working condition of the organization.
- 78% respondents were satisfied with the counseling sessions organized by the management.
- 68% respondents feel that effective wages and incentives schemes will be helpful in reducing absenteeism.
- 60% respondents were satisfied with the housing and transportation facility of the organization.
- 55% respondents were satisfied with the communication system of the organization.
- 80% respondents agree that they are satisfied with the prohibitions rural ties.

LIMITATIONS : 9.0

- Time Constant.
- Even after probing the personnel biasness may have come to research.
- Reluctance Shown by employees.
- Limited sample size.
- Specified area.

RECOMMENDATIONS AND SUGGESTIONS

- Good physical working condition should be provided.
- Ergonomics (efficient & comfortable) factors are taken into account while designing workplace.
- Health & safety standards should be rigorously maintained.
- New starter's standards young people are given sufficient training & receive particularly attention during the initial period of their work.

- Jobs are designed so that they give motivation & provide job satisfaction. They should provide variety, discretion & responsibility, contact with other people, feedback, some challenges & have clear goals.
- Training, career development & promotion policies, communication procedure & welfare provisions are examined to see if they can be improved.
- Attendance award scheme.
- Improvement of union.
- Proper motivation by manager & union.

CONCLUSION

A good management with a prospective for HRD will initiate measures, which will tone up the quality of industrial life and assists its employees in reducing stress and alienation of high speed modernized industrial life.

Absenteeism is a problem of great concern and a well thought program should be designed to tackle this problem. Line manager under the pressure of meeting the production target may conveniently think that this is a problem of personnel department whereas the personnel department alone may not be able to implement the program considering the strength of the organization. Therefore, an effective communication and concrete policy to curb the absenteeism in an organization should prevail. Absenteeism creeps like a cancer and management owes a responsibility to go the root of it and find a best possible way to eradicate it.

QUESTIONNAIRE : 12.0

1. Do you get absent oftenly?
(a) Yes (b) No
2. Are you addicted of alcoholism and gambling?
(a) Yes (b) No
3. Is your job tough and monotones?
(a) Yes (b) No
4. Are you satisfied with the number of leaves you get in a year?
(a) Yes (b) No
5. Are you satisfied with the working condition of your organization?
(a) Yes (b) No
6. Is the counseling session been organized by the management4?
(a) Yes (b) No
7. Do you feel effective wages and incentives schemes will be helpful in reducing absenteeism?
(a) Yes (b) No
8. Are you satisfied with the communication system of your organization?
(a) Yes (b) No
9. Do the organization provide any prohibitions regarding rural ties?
(a) Yes (b) No
10. Have you been provided with housing and transportation facility by the organization?
(a) Yes (b) No

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