

# Enhanced Approach to Analyze the Employee Absenteeism within an Organization

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**Abstract:** In the todays automobile industry absenteeism has become an important issue. Various steps has taken to reduce the employee absenteeism.

**Keywords:** Absenteeism; organization; reasons for absent

## I. INTRODUCTION

Employees reduction in absenteeism will lead to the increase in the production units and thus leading to profits in the automobile industry.

There are two types of absenteeism:

- Partial Absenteeism
- Full Absenteeism

Partial absenteeism means absence from the work place for a few hours, where as full absenteeism means absence from the work place for the entire day.

## II. DEFINITION

Employee absences due to personal illness, personal business and absence without leave, as measured in number of hours. (Goff, Mount, & Jamison, 1990)

Absences refer to missing part or whole days of work due to personal illness, personal business, or other reasons. May be avoidable and unavoidable. (Thompson).

When an employee constantly or continuously fails to attend work as Scheduled. In particular when their absence forms a pattern which suggests that the employee dissatisfied with their work or that their absence could have been avoided. Absenteeism can be considered grounds or dismissal.

## III. REASONS FOR ABSENTEEISM

### Personal factors such as

- illness
- family problems
- time with friends
- family functions and others

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### Official factors such as

- break from co-workers
- break from supervisor
- break from the work load

## IV. ABSTRACT

Sl. No.	Department	Hours
1.	Cane	2.00 hours
2.	Engineering	34.30 hours
3.	Manufacturing(General Cleaning)	132.00 hours
	TOTAL	168.30 hours

### Labour Welfare

The mill extends the following welfare benefits to the employees of this mill.

- Uniform
- Shoe
- Washing Allowance
- Night duty allowance
- Free tea
- Reimbursement of cost of text books and note books to the children of mills employees
- Quarters facilities to essential employees
- Canteen facility
- Dispensary facility
- Cash award to the children of employees who get higher marks
- Marriage loan
- Loan facility through Employees Coop. Thrift and Credit Society
- Payment of Gratuity
- Implementation of Group Insurance and Workmen Compensation
- Provident fund deposit.

### ISO 9001 – 2000

M/s. Singar Consultancy Services, Trichy was appointed for getting ISO 9001-200 certificate. They have inspected the factory and collected particulars. All other works are under progress. We may obtains ISO 9001-2000 certification during April 2007.

**General Body Meeting:** Action is being taken to conduct the G.B. Meeting shortly.



**Staffing pattern:** As per the instructions of the Commissioner of Sugar, the mil has 18(1) settlement with the Trade Unions for the approved strength of the sugar mils for 509. Necessary details are being prepared for filling up of the vacancy posts. This will be completed and proposal submitted to the Commissioner of Sugar within a weeks time.

### V. RESEARCH METHODOLOGY

- Objective of the study
- Research methodology
- Sample Design
- Sample Unit
- Sample Techniques
- Data Collection Method
- Primary objective
- To analyse the rate of absenteeism in the concern and to know the employess expectation in order to avoid absenteeism.
- Secondary objective
- To analyse the reasons for absenteeism.
- To provide the employees feedback of what is currently provided to them.
- To provide these feedback to the organization for further development.
- To provide suggestions to avoid absenteeism.

#### Research Methodology

Research methodology is the way to systematically solve the research problem. It may be understood as a science of studying how the research is done scientifically. It is necessary for a researcher to know the methodology what is to be adopted.

There are various types of research methodology that can be adopted such as calculating mean, median, mode. using chi-square test etc...

Here in this project we have used quesstionarrie method and calculating percentage analysis.

### VI. SAMPLING DESIGN

Sampling is one of the components of a research design. The formulation of research design is one the important step in research process. At this stage, the information needed to address the research problem has been identified and the nature of the research has been determined. Furthermore, questionnaire has been designed. There are two main categories of sampling methods. They are

- Probablity sampling
- Non-probably sampling
- The next step is to design suitable sampling procedures.
- Sampling design involves several basic questions:
- Should a sample be taken ?
- If so, what process should be followed ?
- What kind of sample should be taken ?
- How large it should be ?
- What can be done to control and adjust for response errors?
- Steps involved in sampling design process :
- Determining the target population
- Determining the sampling frame

- Determining the sampling technique
- Determining the sampling size
- Execution

### VII. SAMPLE UNIT

The sample unit taken for this research is production unit of the CHENGAL RAYAN CO-OPERATIVE SUGAR MILLS LTD.

**Sample Size:** The researcher using the sample size 100

### VIII. SAMPLING TECHNIQUES

Non probability sampling is the sampling techniques that do not use chance selection procedure rather they rely on the personal judgment of the researcher. The researcher can arbitrarily or consciously decide what elements to include in the sample. Non probability samples may yield estimates of the population characteristics. However, they do not allow for objective evaluation of the precision the sample research.

Commonly used non probability sampling techniques include Convenience sampling, Judgmental sampling, Quota sampling, and Snowball sampling.

#### Reasons for choosing Non probability sampling

As convenience sampling is the least expensive and least rime consuming of all sampling techniques. So as a student researcher adopted this sampling technique.

In convenience sampling the sample units are very easy to access, easy to measure, and cooperative. Hence the adoption.

The probability sampling design offers every item of a population an equal chance of being included in the sample. So non probability sampling was used.

### IX. DATA COLLECTION

Data collection is the fourth step in the research process. It follows problem definition, development of the approach and the formulation of the research design. During this phase the researcher make contacts with the respondents, administers, the questionnaires, record the data and in turn completed forms for the processing.

Various data collection methods are telephonic survey method, questionnaire survey method, through mail, and electronic interviews.

#### Primary data

The primary data is collected by viewing the attendance register of employees and thus analyzing the rate of absenteeism of the employees.

#### Secondary data

Data collected through questionnaires. A structured, disguised questionnaire is designed and used for surveys (structured questionnaire in which the questions are definite, concrete & predetermined. These questions are presented in the same order to all the respondents. And all these respondents response to the same set of questions )



This primary data is used for Analysis & Findings  
Graphical representation of the data Conclusions.

## X. FINDINGS

The above research infers the following findings:

- The research shows that 36% of people does their job with their own willing.
- The study shows that 38% of respondents have much satisfied with the nature of job.
- The research shows that 30% of employees are satisfied with salary and 35% of them accept that they are rewarded for their performance.
- The analyzation of the research states that 38% of respondents are free to choose their work timing and 40% of people agree that they are allowed to be free in the organization.
- The research represents that 39% of employees attitude matches with their co-employees.
- The study shows that 46% of employees absent themselves because of illness, and 29% of them are because of family problems, and 30% are due to the traveling distance to the organization and 28% of them absent because of work load in the organization.
- The study shows that 35% of people agree that they are motivating their co-employees.
- The study also that 35% of people is satisfied with the present
- Working environment and 40% of them are satisfied with present working group.

## XI. CONCLUSION

Employees are the backbone for success of any organization, hence retaining highly skilled and knowledge based employees lies in the hands of the management.

The research suggests the management should provide all need for the employees in order to successfully retain back the employees.

The management of Automobile sector should implement suitable retention strategy to retain back its employees

The project mainly deals with minimizing the absenteeism rate of the employees certain suggestions are listed which the company can refer to while designing its strategies for the coming future.

On the whole though the employees are satisfied there are minority grounds which the industry have to take steps to avoid absenteeism.

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