



A PROJECT REPORT
On the Topic
“A STUDY ON EMPLOYEE ABSENTEESIM”
From
LARSEN & TOUBRO LIMITED, MYSORE

By
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USN: 1CR18MBA46
MBA 4th Semester

Submitted to VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELAGAVI
in partial fulfillment of the requirements for the award of the degree of
MASTER OF BUSINESS ADMINISTRATION

Under the Guidance of

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CERTIFICATE

This is to certify that **Ms. Skliva Buthello** bearing USN **1CR18MBA46** is a bonafide student of Master of Business Administration Programme of the Institute (2018-20 Batch), affiliated to Visvesvaraya Technological University, Belagavi. Project report on **“EMPLOYEE ABSENTEEISM AT L & T METERING AND SOLUTION, MYSORE.”** is prepared by her under the guidance of **Mrs. Kokila M S**, Assistant Professor, in partial fulfilment of the requirements for the award of the degree of Master of Business Administration of Visvesvaraya Technological University, Belagavi in Karnataka.

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Sklyva Buthello

23/06/2020

Affiliated to Visvesvaraya Technological University, Approved by AICTE New Delhi,
Accredited by NBA New Delhi, Recognised by Government of Karnataka



L&T Electrical & Automation

**Larsen & Toubro Limited
Electrical & Automation**
Mysore Campus, KIADB Industrial Area,
Hebbal - Hootagalli,
Mysore - 570 018, INDIA
Tel : 91 821 2405000
Fax : 91 821 2405491
www.LNTEBG.com

MYS/KN

Feb 22, 2020

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Ms. Skliva Buthello**, (USN NO: 1CR18MBA46) of **CMR Institute of Technology, Bangalore**, has Completed her Internship on **A Study on Employee Absenteeism** on Human Resource Management in our organization from **02.01.2020 to 16.02.2020**.

The study on Employee Absenteeism was guided by **Mr. Santhosh Shetty Assistant Manager – Administration**.

During this period **Ms. Skliva Buthello** has shown keen Interest and Completed the Internship on Employee Absenteeism Successfully.

We wish her success in all her endeavors.

For Larsen & Toubro Limited

K Nagaraja
Asst. General Manager
Administration & Plant Engg.

LARSEN & TOUBRO LIMITED
KIADB Industrial Area
Hebbal - Hootagalli,
MYSORE - 570 018.

Registered Office: L&T House, N. M. Marg, Ballard Estate, Mumbai - 400 001, INDIA
CIN : L99999MH1946PLC004768

L&T Electrical & Automation is a brand of Larsen & Toubro Limited

DECLARATION

I, Ms. Skliva Buthello hereby declare that the Project report entitled “**A Study on Employee Absenteeism**” prepared by me under the guidance of Prof. M.S. Kokila, Assistant Professor of MBA Department, CMR Institute of Technology and external assistance by Mr. Santhosh Shetty (Assistant Manager, L&T Ltd Mysore). I also declare that this project work is towards the partial fulfillment of the university regulations for the award of degree of Master of Business Administration by Visvesvaraya Technological University, Belagavi. I have undergone a summer project for a period of six weeks. I further declare that this project is based on the original study undertaken by me and has not been submitted to any other University/Institution for the award of any degree/diploma.

Place: Bangalore

Date: 22-06-2020

(Ms. Skliva Buthello)

USN: 1CR18MBA46



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I acknowledge the insights provided by my External Guide, Mr. Santhosh Shetty (Assistant Manager, L&T Ltd Mysore) which helped me to a great extent in completion of the project work.

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Ms. Skliva Buthello

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EXESUTIVE SUMMARY

The study was conducted at Larsen & Toubro Metering & Solution, Hootagalli Industrial Area Mysore .The plant has been incorporated in the year 1983

A Study on Employee Absenteeism at L&T, Has made much of a contribution to effective workflow. The Survey on Employee Absenteeism and its occurrence was considered to be a better one. Degree and very advanced strategy. Efficient research on the absenteeism of workers would benefit not only the owner but also the consumer, manufacturer, government and community.

The study has been undertaken for which with the objective to Study on Employee Absenteeism. Just-In-Time technique, Purchase process and inventory assessment. By studying these goals, knowing the effective Employee to report for work in Larsen and Toubro organization is helpful.

The objectives of the research is extended to the material sector, especially in the sector of purchasing and stores, and the study is confined to the L&T industries, an energy meter manufacturing company.

This research focused primarily on the company's Report on Employee Absenteeism. The mode was to know about the company in and out.

The company produces various kinds of meters and mainly concentrates on inventory production and manufacturing of meters and selling those meters to final customers.

The project enables us to know about the whole employee absenteeism. The main objective of management is to get the work done by the employees by directing them in the right perspective manner. This means subordinates must be led so as to be directed towards the common organizational goal (purchases, sales, selection of vendors, and way of maintaining the meters and selling the meters to final customers.

It also helps us to know how protection systems division of Larsen and Toubro Ltd, Mysore.

CHAPTER-1

INTRODUCTION:

Absenteeism is a major obstacle for any form of organization as it affects the growth of organizations. High absenteeism in the workforce may signify low health, but absences can also be caused by occupational risks or sick building disease any employer uses figures such as, the Bradford effect that may not differentiate between real sickness and absence for unacceptable reasons. As a consequence, when they are ill many workers feel forced to work and transmit the communicable diseases to their colleagues. Data suggests that more than one trillion dollars are wasted per year due to workforce losses due to medical-related absenteeism, and that greater emphasis on preventive health could decrease these expenses.

Due to economic pressures, Enterprises can no longer continue to tolerate the unwanted absence they might have embraced in the past, so absence control may therefore be a critical move in reducing company costs. Thus many businesses focus on removing or at least reducing unwanted absence rates. We must expect a certain level of absence, because as a result of illness, employees may have to be away from the workplace. For most cases employees act poorly by sitting at home to recover instead of returning to work and then carrying out their sickness to the more staff or getting back to work too early and developing a more severe disease. However, Employers have the right to expect responsible absence when they provide a healthy work environment. About half of the firms in the survey felt their rates of absence could be lowered.

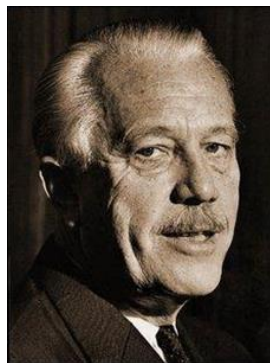
Historically there has also been a shift from using the word absenteeism mainly as a pejorative concept for identifying and addressing the root factors or conditions. In the past the word was often connected with the concept of mental blindness or claiming to be ill (for example) in 1977 more defined absenteeism as the activity of workers who refuse to appear for work for some small cause or none at all. Concern over absence could be related to high absentee levels, as well as the desire to consider ways to reduce costs.

Industry Profile:

L&T is a USD 15 billion conglomerate of in technology engineering, construction, manufacturing and finance services. It tackles vital needs and main industries such as infrastructure, manufacturing, hydrocarbon, defense, electricity and aerospace. It operates through seven countries like India. It has endured more than 80 years of global leadership. Forbes International has ranked 22nd most innovative by L&T. It was voted by Brand Finance among the country's most admired companies by fortune in the 7th most powerful brand in India.



A) BACKGROUND



Henning Holck-Larsen



Soren Kristian Toubro

Some of Indian industry's most prominent success stories is the transformation of L&T into a large engineering and construction company. It was established in 1938 at Mumbai (then Bombay), by two engineers, Henning HolckLarsen and Soren KristianToubro.

In the year 1944ECC was integrated. By then the company has agreed to build a global partnership portfolio. In 1945, the Company served British producers with machines used to make goods including hydrogenated fats, cookies, soaps and wine. Independence and the resulting development and skills demand gave L&T a chance to grow and develop. Offices in Kolkata (Calcutta), Chennai (Madras), and New Delhi were established.

L&T became a public company with a paid-up balance of Rs.2million in December 1950. Sales performance was Rs.10.9 million in the year

Today, L&T is one of India's largest top-25 firm and best-established manufacturing companies with a reputation;for technological advancement, high-quality products, services and a deep customer focus. This also takes steps to increase its presence abroad.L&T has a global footprint, with branches scattered across the globe. Overseas profits have grown substantially owing to a emphasis on foreign market. The firm will expand the footprint in output abroad, including factories in China and the Mediterranean.

The firm is backed by a broad promotion and logistics network. L&T is of the view that improvements ought to be made in accordance with the climate. Commitment to environmental health and ecological sustainability are essential to corporate vision.

Vision:

L&T is an Indian multinational, professionally operated and dedicated to complete consumer service and value creation for shareholders.

L&T – items are a creative, ambitious and motivated team that continuously generates value assets and hit global benchmarks.

L&T should promote a community of care, confidence and continuing and learning while satisfying employee, stakeholder and society expectations.

Mission:

Where to become India's preferred energy metering solution, monitoring and conservation, with an international presence, through a team of engaged employees and business partners.

Company Profile:



Larsen & Toubro, Mysore

L&T's 40-acre Mysore Campus, situated in Karnataka state of South India, houses the E&A's Metering&Protection Systems (MPS) business unit's manufacturing facility and warehouse – an industry leader in electronic energy meters, tri-vector meters and relays. The building scale is around 18,244 sq. Meters distributed in five modules.

ISO 9001:2008(Quality Management System), ISO 14001:2004(Environmental Management System), OHSAS 18001:2007(Occupational Health & Safety Evaluation Series), ISO 13485, BIS, CE, FDA, AS9000 & CMMI. The campus is environmentally friendly and works on the conservation of natural resources through numerous green projects such as solar heaters, raw heaters etc.

Quality Policy:

- ✓ L&T limited values are dedicated to improving consumer interests by providing best-in - class interests and a solution for flow management.
- ✓ Compliance with our products' codes, standards, customer specifications, statutory and regulatory requirements.

- ✓ Continuous enhancement of the performance of the quality control program by relevant tools, procedures and complete participation of employees.
- ✓ Communication, understanding, implementation and maintenance at all levels of this quality policy.

Product & Services:

A. RELAYS:

L&T offers a broad variety of relay security, control and supervision. They are mathematical relays, ideal for low voltage and medium voltage power delivery. We are built at L&T Mysore's facilities, accessible in new infrastructure and use the current research equipment.

B. SWITCHGEAR PRODUCT:

L&T limited is one of the leading less voltage switchgear manufacturers in the global, with its size, complexity, and selection required to reach global standards. L&T has a increasing footprint on the foreign stage, in addition to its over a decade of proven leadership role on the Indian industry.

C. METERS:

L&T is India's top name in the power meter market. Based on the power of its indigenously single phase and polyphaser meter, it joined the industry in the early 1990s and has over a decade of experience in developing, producing and supplying electrical meters to utilities in India.

D. AUTOMOTERS TECNOLOGIES

Industrial Automation Products



Building Automation Products



X2000 Series AC Drives



E. LESS VOLTAGE PRODUCT:



Electrical&Automation (E&A), leaders in the low voltage switchgear group, is one of the main market subsidiaries of Larsen & Toubro Limited, a large Indian company with global technologies, infrastructure, development, production, and financial services activities.

F. MARINISED PRODUCTS



L&T is India's largest manufacturer of switchgears and offers a wide range of products for virtually any application. The goods are technologically sound, and cost-competitive. The wide product selection offers a single window approach to enhance the resources needed over the lifespan of the equipment. Engineering support for commissioning and testing is provided from Electrical distribution systems design.

G. MARINE SWITCH BOARDS & CONTROL SYSTEM

L&T 's Marine Business Unit is an authorized supplier of switchboards, other power chain devices, Indian Navy, Indian Coast Guard control and automation solutions. L&T has provided switchgear, switchboards, storage boards and control devices for military and commercial ships.

H. LESS VOLTAGE SYSTEMS



L&T is one of the world's largest fabricators of Switchgear assemblies. We collaborate with customers at the project conceptualization level, and our relationship persists well after the project is commissioned.

I. MEDIUM VOLTAGE SYSTEMS



L&T supports the commodity portfolio with a selection of MV switchboards at L&T's specialized switchgear works all medium voltage switchgear varying from 3.3kV to 36kV are designed, mounted and tested, and the works are fitted with an SF6 gas handling facility. All activities and methods implemented in our Services adhere to universal norms.

Product/Service Profile

- Product or services are manufacture or provided by the company
- Information about their clients or who are their customer
- ✓ Precision industrial components
- ✓ Kaynes technology India pvt ltd
- ✓ Cols & Transformer India pvt ltd
- ✓ Innovative electronic manufacture
- ✓ Vinyas innovative technology pvt ltd
- ✓ S S Technology
- ✓ Dai manufacture pvt ltd
- ✓ Nippon express
- ✓ DHL
- ✓ Hellman
- ✓ ADVENT

Future Growth and Prospects:

"With ambition, experience and resolve to embark on a reviving period of sustainable development and stability, we look forward in political leadership."

Following are the future prospectors of L& T Company:

- ✓ L&T Company is aiming to build or expand an international business across the world.

Now they are producing electronic meters, but they want to improve it by adding new features like, the new Simcard will be inserted to a meters, by inserting the new sim card we can get to know the amount of bill through our self. We need not want for the manual electronic bill and also we can pay these bill of amount through online.

Infrastructural Facility:



- ❖ Medical Facilities- Ambulance room is provider to employees who have the entire medicine and a full time nurse in attendance.
- ❖ Canteen Facilities-The Company has canteen functioning, from where the employees can breakfast and lunch. Apart from these they can get coffee/tea at reasonable price
- ❖ Sport facilities- The process of developing a sport complex, currently the company has a good cricket ground, two badminton court and 4 TT tables. Competition are kept on time to time bases. Well-equipped gymnasium with the state of the are equipment's where in people can work out and relaxed
- ❖ Library- the Company provide a landing library stocked with essential management and other books. To avail this facility the employees has to become member by filling the membership form.
- ❖ Communication- The communication channel that in place is via E-mail and internet facility. The in-house mails can be sent through the Pigeon holes kept at various points within the building. E-mail ID will be provided to employees

based on the profile and requirements. The company has outlook has their E-mail network.

- ❖ Transportation- Is provided to and from major points through the city both day and night shifts. The details of stops are provided to employees in intranet.
- ❖ Conference Hall- The Company provides three conference hall in the campus. The hall is equipped with AC with timer fixed to it.
- ❖ Crèche- A new addition to our existing facility, we have newly incorporated a Crèche, play home for the toddlers. New mothers can now be at peace. Children below 6 years can avail this facilities.

Competitors Information:

- Electrical and electronic has stiff competition from many leading brands. It faces competition from the brands like, HPL Secure meters, Landis +GYR give competition in manufacturing electric meters and have a share of 40 to 45% market value.
- Secure Meters- Secure-To everyone who touches us and to everyone we touch is a promise. Our sense of duty will give people around us confidence that they are genuinely safe to do business with us Secure Meters Pvt Ltd acts as an energy metering company It provides metering solutions, such as multi-feeder, single-phase wireless prepaid, multifunctional prepaid, three-phase and maximum demand controller. And meter grid home, industrial and commercial, and secure meter domestic application controlled 18 per cent of Indian market share.
- Landis + GYR-We are the leading provider of smart metering, energy storage and related services worldwide. Since 1896 we have committed ourselves to better energy management.
- Landis + GYR is the global leader in electricity, gas, heat / cold and water metering solutions for energy measurement for utilities. The group provides a broad range of energy meters and integrated smart metering solutions with a focus on efficiency, reliability and innovation.

- Siemens: Automation system, identification system, process control system, industrial controls and sensor system are the products offered by the company.
- ABB Ltd: The Company offer a complete solution for automation and some of its automation product include substation automation and power automation products. These automation products delivered high performance every time has it uses the best technology.
- Honeywell Automation: Honeywell Automation India Ltd Has a state of the art production plant in Pune. The company of a products for various application like energy management, gas detention, Automatic identification.
- Rockwell automation: Motor control devices, control system.

SWOT Analysis:

SWOT analysis (alternatively SWOT matrix) is an acronym for assets, vulnerabilities, opportunities & risks and it is a comprehensive method of planning that analyses the four elements of an individual, initiative or business plan. A SWOT analysis can be performed for a company, product, place, industry, or person.

Strength:

1. Market leadership offering competitive edge, The Company can take advantage of its strong-brand image and brand reputation to gain competitive advantage and expand into international markets
2. Strong technical expertise reinforces leadership-L&T has established an engineering and project management center in Abu Dhabi to undertake oil and gas similar tasks as well as technology and technical consulting.
3. Diversified sales delivering stability – In FY2017, sector units reported the company's revenues as follows: manufacturing and building, electrical and telecommunications, machinery and automotive goods, financial services, expansion ventures, and others. This helps L&T to reduce its market risk as variations in a single product have less effect on diversified products and provide stability to its sales.
4. Its workforce comprises more than 45,000 employees.

5. It provides construction, heavy machinery, electricity, shipbuilding, financial services and IT services

Weakness:

1. Dependence on domestic revenue generation activities-Domestic (India) operations of the organization contributed more than 80 percent of overall sales in FY2017.
2. That debt affecting financial stability-Raised interest and brokerage expenses by L&T over the span.

Opportunity:

1. Strengthening business strategic jointventures-L&T has formed a strategic partnership with Cyan Holdings plc, an integrated system design company based in the UK. In February 2017 L&T and Cassidian entered into a relationship to become a house for safety and security electronics.
2. Large backlog of projects supports sales production.
3. Rising Indian construction & engineering industry-The Indian construction & engineering market is projected to develop in 2015.

Threat:

1. Growing construction costs will impact profits-The rise in oil prices would raise transportation costs.
2. Land development issues expected to impact industry – the Land Acquisition, Rehabilitation and Resettlement Act, 2011 was passed by the Indian government in 2017. According to the bill, “the price be four times the market value for the proprietors of the acquired land in rural areas and twice in urban areas.

Promoters:

The L&T board of directors consists of Chairman and Executive Directors, 7 full-time directors. External managers are respected professionals in the field of financial strategy and policy. L&T securities are listed under both BSE(Bombay Stock Exchange) code 500510 and NSE(National Stock Exchange) and are listed as foreign depository receipts on the Luxembourg Stock Exchange.

| NAME | DIRECTORS (WHOLE TIME) |
|------------------|--|
| A.M. NAIK | GROUP EXECUTIVE CHAIRMAN |
| S.N.SUBRAHMANYAN | CHIEF EXECUTIVE OFFICER AND MANAGING DIRECTOR |
| R.SHANKAR RAMAN | CHIEFFINACIAL OFFICER |
| SHAILENDRA. ROY | Sr. EXECUTIVE VICE PRESIDENT (POWER, HEAVY ENGG.AND NUCLEAR) |
| D.K SEN | Sr. EXECUTIVE VICEPRESIDENT (INFRASTRUCTURE) |
| M.V.SATISH | Sr. EXECUTIVE PRESIDENT(BUILDING, MINARALS AND METALS.) |
| J.D .PATIL | Sr. EXECUTIVE VICE PRSIDENT(DEFENCE BUSINESS) |

Analysis of Financial Statement:

| P & L ACCOUNT | | |
|--|------------------|------------------|
| LARSEN AND TOUBRO | | |
| | March-19 | March-18 |
| | 12 months | 12 months |
| INCOME / REVENUE | | |
| Income From Operations (Gross) | 86,987.86 | 75,495.49 |
| Less: Tax on excise / service / other | 0 | 149.1 |
| Operating Profits (Net) | 86,987.86 | 73,462.55 |
| Other operating incomes | 0 | 1,116.16 |
| Total (Operating profits) | 86,987.86 | 74,462.55 |
| Some Operating Income | 2,768.84 | 1,884.82 |
| Total Income | 89,756.70 | 76,347.37 |
| EXPENSES | | |
| Price of goods used | 36,932.17 | 8,092.54 |
| Buying Stock at Trade | 1,786.14 | 1,296.62 |
| Operating & Direct costs | 0 | 50,062.36 |
| Adjust FG,WIP & Stock-In Inventories | -1,296.12 | -962.36 |
| Employee Benefit Expenditure | 6,082.49 | 5,713.59 |
| Costs of Finance | 1,641.39 | 1,432.23 |
| Expenses for depreciation and amortization | 1067.95 | 1,049.46 |
| Certain costs | 34,799.44 | 2,836.27 |
| Less: Transfers of funds to capital accounts | 0 | 5.19 |
| Total Expenditure | 81,013.46 | 69,515.52 |
| | Mar-19 | Mar-18 |
| | 12 months | 12 months |

| | | |
|---|----------|----------|
| P/L before exceptional items and taxes | 8,743.24 | 6831.85 |
| Exceptional items | 474.93 | 430.53 |
| Before Tax Profit / loss | 9,218.17 | 7,262.38 |
| Continued tax-related activities | | |
| Current tax | 2,540.47 | 1,974.07 |
| Deferred-Tax | 0 | -98.99 |
| Tax Expenses Total | 2,540.47 | 1,875.08 |
| P/L After Tax & Before Extra Ordinary Items | 6,677.70 | 5,387.30 |
| P/L From Continue Operation | 6,677.70 | 5,387.30 |
| P/L For a Period | 6,677.70 | 5,387.30 |

RATIO ANALYSIS OF LARSEN AND TOUBRO

| RATIOS | YEAR | STANDARD |
|------------------------------|-------------|-----------------|
| LIQUIDITY RATIO | | |
| Current Ratio | 1.18 | 2:1 |
| Quick Ratio | 1.41 | 1:1 |
| LEVERAGE RATIOS | | |
| Equity debt Ratio | 0.19 | 2:1 |
| Proprietary Ratio | - | 0.5:1 |
| ACTIVITY RATIO | | |
| Stock turnover Ratio | 27.01 Times | |
| FA turnover Ratio | 10.96 Times | |
| CA turnover Ratio | 1.43 Times | |
| Total (asset turnover Ratio) | 1.39 Times | |
| PROFITABILITY RATIO | | |
| Gross profit Ratio | 8.75 % | |
| Net profit Ratio | 7.67 % | |
| Return on equity Ratio | 61.91 % | |

**LARSEN AND TOUBRO
BALANCE SHEET**

| | Mar-19 | Mar-18 |
|---|-------------|-------------|
| | 12 mths | 12 mths |
| EQUITIES CAPITAL AND LIABILITIES | | |
| FUNDS SHAREHOLDER,S | | |
| Equity share | 280.55 | 280.27 |
| Total Share Capital | 280.55 | 280.27 |
| Revaluation Reserves | 0 | 0 |
| Surplus & Reserves | 52,270.17 | 48,737.22 |
| Total Reserves & Surplus | 52,270.17 | 48,737.22 |
| Total Shareholders' Funds | 52,550.72 | 49,017.49 |
| Equity Share (Application Money) | 0 | 3.56 |
| Hybrid /Debt & Other securities | 0 | 153.2 |
| NON-CURRENT LIABILITIES | | |
| LT Borrowings | 2,391.87 | 5,495.16 |
| Deferred tax Liabilities [net] | 0 | 0 |
| Other Long-term Liabilities | 54.33 | 109.91 |
| Long-Term (Provisions) | 497.62 | 472.87 |
| Total (Non – current Liabilities) | 2,943.82 | 6,077.94 |
| CURRENT LIABILITIES | | |
| ST borrowings | 7,799.70 | 5,065.84 |
| Trade payments | 36,278.22 | 31,097.11 |
| Other Current liabilities | 24,729.40 | 23,092.66 |
| Short-Term (Provisions) | 1,423.83 | 1,102.22 |
| Total Current liabilities | 70,231.15 | 60,357.83 |
| Total Capital And Liabilities | 1,25,725.69 | 1,15,610.02 |
| ASSETS NON-CURRENT ASSETS | | |
| Assets Tangible | 7,934.32 | 6,272.46 |
| Intangible Assets | 0 | 193.09 |
| Work-In Progress Capital | 0 | 452.1 |
| Intangible Assets (Under Development) | 0 | 200.77 |
| Other Assets | 0 | 474.98 |
| Fixed-Assets | 7,934.32 | 7,593.40 |
| Investments Non-Current | 20139.47 | 22,994.26 |
| Tax Assets Deferred | 841.86 | 400.62 |
| Advances & Long Term Loans | 1,732.65 | 1,684.13 |
| Other Non current Assets | 3,924.25 | 3,367.54 |
| Total Non Current Assets | 34,572.55 | 36,039.95 |
| CURRENT ASSETS | | |
| Current Investments | 4,694.98 | 4,344.98 |
| Inventories/stock | 3,220.44 | 2,500.04 |
| Trade Receivable | 28,216.82 | 24,454.24 |

| | | |
|---|-------------|-----------|
| Cash In Cash Equivalents | 7,599.49 | 4,317.87 |
| Advances & Shorts Term Loans | 1,293.86 | 992.34 |
| Other Current Assets | 46,127.55 | 42,960.60 |
| Total Current Assets | 91,153.14 | 79,570.07 |
| Complete Assets | 1,25,725.69 | 115,61.02 |
| OTHER ADDITIONAL DATA CONTINGENT LIABILITIES, COMMITMENTS | | |
| Contingent | | 46,004.0 |
| Liabilities | 0 | 4 |
| CIF VALUES OF IMPORTS | | |
| Raw goods | 0 | 0 |
| Stores, Spares And Loose equipments | 0 | 0 |
| Capital products | 0 | 0 |
| FOREIGN EXCHANGE EXPENDITURE | | |
| Foreign Expenditure | | 17,699.2 |
| Currencies | 0 | 8 |
| FOREIGN CURRENCES FOR DIVIDENDS (REMITTANCES) | | |
| Dividend Remittance In Foreign Currency | - | - |
| EARNINGS IN EXCHANGE | | |
| Goods FOB Value | - | - |
| Other incomes | - | 16,350.80 |
| DETAILS OF BONUS | | |
| Bonus Equity | | |
| Share Capital | - | 244.94 |
| NON CURRENT INVESTMENTS | | |
| Non Current Investments | | |
| Quoted Market Value | - | 50,537.78 |
| Non-current Investments | | |
| Unquoted Book Value | - | 18,397.23 |
| CURRENT INVESTMENTS | | |
| Current Investments Quoted Market Value | - | 3,274.18 |
| Current Investments Unquoted Market Value | - | 1,070.80 |

CHAPTER-2

CONCEPTUAL BACKGROUND AND LITERATURE REVIEW

Introduction:

Management's key principle is to get the people to do the job by leading them from the right viewpoint. This means that subordinates should be guided towards the common objective that human beings are the most precious part of humanity and that part should be established effectively to allow them to take responsibility for their creation and for the organization. Organization in fact compete with their representatives rather than with their goods. Leader gives life to the enterprise. Which creates the selling products and the innovations. Developing a more effective organization, better or more effective leaders.

Absenteeism is one of India's biggest labor problems. A little over 80 million Man days were lost in the manufacturing industry in 1968 because of absenteeism and 173 million because of strikes and lock-outs (against 55.1 million Man days worked). This means that in any calendar month, our factories work for sixteen days and close for fourteen days (Sundays included). The average rate of absenteeism for all industries in India works out at 14.6 per cent. In some industries and regions the rate is much higher (for Bombay textiles and engineering 22.2 per cent and 18.2 per cent respectively in 1968, for cement in Bihar 18.5 per cent in December 1969; for plantations in Mysore 22.1 per cent in 1968). These rates compare very unfavorably with those in other countries.

Definition of Absenteeism:

Absenteeism is related to herein as workers refusing to appear for work as expected to operate. This does not cover workers who are away from work on accepted holidays, vacations authorized leaves of absence, or leaves of absence provided under the terms of the collective agreement.

Operational definitions “absenteeism may be defined as when a worker fails to report for duty when he is expected to report, he may regarded as absent”.

Absenteeism refers to a workers' tendency to obtain from their scheduled work. This could threaten the organization's smooth running.

According to Labor Bureau Simla. " Absenteeism is the overall guy shifts that were skipped because of the inadequate amount of broad shifts scheduled at work".

According to Edwin B. Flippo, "Absenteeism is the term given to a situation that occurs because a individual does not function appropriately planned for function According to the American Association of Management, an absentee is "any employee who does not phone in to inform the supervisor why he is absent."

A. ABSENCE RATE:

Person not working because of authorization

$$= \frac{\text{Leave} + \text{UN Authorized absence}}{\text{Man shifts actually worked}} * 100$$

Man shifts actually worked

B. ATTENDANCE RATE:

$$= \frac{\text{No. of days actually work}}{\text{No. of scheduled days to work}}$$

No. of scheduled days to work

THE LOSSES OF ABSENTEEISM

It is of course impossible to measure accurately or perhaps even approximately the loss which absenteeism entails. Nor should it be thought that all absenteeism is a net loss. For example, a perfect attendance record would mean no vacations, which would cause a decrease in the net productivity of the workers, for a certain amount of absence from industry is undoubtedly necessary in order to obtain the highest Efficiency. We do not know how large a percentage this should be, but what does seem perfectly clear is that the amount of absenteeism which now exists is far in excess of that which is necessary to maintain the worker in the highest efficiency. It is this Unnecessary absenteeism that brings with it a loss to the consumer, to the employer and to the employee as well. The consumer of course loses the goods which might have been produced had the worker been on the job. The cost to the employer may be classified as follows:

a) Machinery or equipment rendered less efficient by the absence of the worker.

The absence of a man on the pay-roll means either that the equipment and machinery provided for him to work with must go unmanned or that another worker, probably less competent, must assume his job. Since absences can rarely be foretold, it follows almost invariably that some of the equipment and machinery is unmanned. When this occurs the employer has an overhead expense with absolutely no return. When a less competent worker takes the absentee's place, a lessened output results, with greater danger of damage both to the output and to the machinery itself. If the more highly skilled the worker, the greater will be the loss. Absences, for example, are more costly to the cotton manufacturers than to the street-paving contractor.

b) Extra administrative and clerical force required.

The absentees as well as those at work require the services of a clerical force to account for them and to maintain the pay-roll. Indeed they require more because the recording and handling of absence in itself necessitates more attention from the clerical force than do other types of work.

c) Lessened productivity of the absentee's associates.

Where work is done by gangs men are seldom, if ever, completely in- exchangeable, and the absence of one man often decreases the efficiency of those who are working with him.

d) Loss of profit upon the labor of the workman himself.

Whatever may be the theoretical truth of the claim that labor gets what it produces, in the actual conduct of industry it is clear that from lack of actual bargaining strength or otherwise, the laborer often does not receive the marginal production of his class but instead loses a part of it to his employer. The workman's loss is also great. The absentee loses his pay for the period of absence, and this is a large item. The approximately 2,600,000 working days that were lost because of absenteeism in the shipyards during the months of June, July and August, 1918, meant easily an average loss in wages of man per day or a total probable loss of 13,000,000. This for a year would have amounted to 52,000,000. The prospects are that the loss would have been even greater since there is less absenteeism in the spring and summer than in the autumn and winter. The

annual loss of wages per shipbuilder, caused by absenteeism, apparently ranged therefore from 175 to 200. If, therefore, we estimate the average amount of absenteeism at 6 per cent. Or 18 days per year, it appears that, on the basis of 30,000,000 workers, the annual loss is 540,000,000 working days.

The Absenteeism Causes:

The absenteeism causes, like those of any social phenomenon, are manifold and not susceptible of precise measurement. They are rarely separated but are rather so closely interwoven that the absentee himself can seldom tell which freedom in ant is. There has been sufficient investigation, however, to disclose some of the more important causes, which may be listed as follows:

➤ **Sickness and ill health.**

For the two English factories where the records of time-keeping were extremely precise, Professor Love day found that 54 per cent of illness accounted for in one. Time-keeping records of the Scotch shell factory in eight selected weeks in 1917, which Professor Kirkland secured, showed that the disease caused 62.7 per cent of all absences and in there, for 46 per cent. Of the total time lost.² Professor Love day notes that in situations where time records are not kept correctly, the amount due to disease appears to be underestimated.

➤ **Accidents.**

In the Scottish shell factory which Kirkaldy mentions, accidents caused 5.1 per cent of the time lost.⁵ this, of course, does not cover the time lost by workmen being compelled to leave their positions because of accidents. In this country, although no definite statistics are available, the Hun- Love day, dreads of thousands of injuries which occur annually must bring with them the loss of millions of days.'

➤ **Long hours.**

The English investigations have served to show that long hours result not only in the decreased efficiency of the worker while at work but also tend to increase the

amount of absenteeism. The experience of 83 English ship- building firms is illustrative of this fact. The approximate number of hours lost by each worker during the week ending March 17, 1916, through avoidable causes only, excluding sickness, accidents, loss by absence etc. was 4.24 hours or 60.1 per cent. Of the average number of hours worked overtime. The male employees in 789 engineering establishments for the week ending March 16, 1917, lost 2.9 hours or approximately 50 per cent. Of the overtime that they worked, while for the women, the loss through absenteeism was 1.8 hours or 75 per cent. Of the overtime worked.³ Statistics for 654 plants for the week ending March 30 of the same year show that the men lost 45 per cent. of the work gained in working overtime and the women 80 per cent. These statistics should not be interpreted to mean that all this loss was due to overtime work.

➤ **Women in industry.**

As the figures cited demonstrate, women have a almost consistently higher rate of absenteeism than men. It is caused not only by their increased vulnerability to illness, but also by the strain of home relations that often compel them to be absent or late at work. Of course this is especially true for married women.

➤ **Nature of the employment.**

Heat, dust or excessive noise all increase absenteeism. Monotony is also an important factor. One need not be an implicit believer in the "instinct of workmanship" or the "creative impulse in industry " or the other terms used by the exponents of the behaviorist school, to recognize that anything which makes a task unpleasant serves to make men shun it at every possible opportunity.

➤ **Prevalence of other work.**

If work is plentiful and men hear of other jobs which seem to promise more money, they will take time off to investigate them. This was a very common practice in all industries during the war.

➤ **Payment of over time bonus.**

Overtime work and work on Sundays were provided for at special rates under the standard eight hour day work. During the war, it was a common practice for shipyard

workers to work double-time on Sunday and then "lay off" on a weekday. Therefore they will collect the salary for six days' work for seven days and have their holiday.

➤ **Lack of materials.**

A considerable amount of absenteeism is caused by lack of materials with which the workman can work. This may cause either a general tie-up of the plant as a whole or merely of a specific department. The freight congestion in the winter of 1917 caused a shut-down in many industries and therefore increased absenteeism. This was an example merely of what often happens upon a smaller scale in consequence either of faulty planning or of the lack of coordination in different branches of work.

➤ **Climatic conditions.**

To generate absenteeism, too much cold or heat, humidity, snow and rain work well. It is particularly true of weather-exposed industries.

➤ **Housing conditions**

Absenteeism is more frequent when the worker is compelled to live at a distance from his place of employment. The barrier of distance between him and his work may be sufficient to turn the scale many times in favor of staying at home. Bad housing accompanied by increasing illness will also, of course, affect absenteeism.

➤ **Inadequate transportation facilities.**

When transportation is poor, tardiness is unavoidable. When this is combined with distance of residence the loss through lateness becomes all the greater.

➤ **Liquor.**

No precise calculation of the effect of liquor in causing absenteeism. However, the majority of employment managers state that drinking men are far more frequently absent from their observation than abstainers. It's also true that shipyards have somewhat better attendance records in dry states than those in wet states. While the whole problem is one on which no absolute guarantee can be made, it seems fairly clear that all other things being equal would bring with it a significant increase in the attendance at work.

➤ **Wage compensation that is greater than living standards.**

If a worker earns more money than he needs to spend or save, he will cease to work and therefore carry his profits down to his living standards. "Fatigue" is to be explained by this fact because it is not physiological. The Southern Negro is a frequent absentee from work because his wants are few and easily satisfied. After he has his "bacon, pipe and water- melon" he prefers leisure to the satisfaction of additional material wants. The only difference between the negro and the average white in this matter is that the latter's higher standard of living requires him to work harder and absent himself less often from work in order to gratify his wants. Consequently, if real incomes increase faster than living standards, then absenteeism inevitably results

➤ **Separation of interests between workman and employer.**

The modern employer and employee are separated from each other to such a degree that neither appreciates the other's functions or tasks. The workman who seldom sees his managers and for whom the stockholders are but shadows can scarcely be expected to take much interest in the welfare of the business. When in addition owners and managers receive rewards which to the workman, at least, seem exorbitant, for contributions which to him are intangible or non-existent, the estrangement is increased.

Methods of Reducing Absenteeism:

➤ **Establishment of an efficient employment department.**

Such a department is necessary to measure the extent of absenteeism in the various departments as well as in the plant as a whole. Statistical information such as it would collect is not only necessary to show the real state of affairs but would furnish valuable data for interdepartmental comparison and for questions of promotion and discharge. An employment department is needed also to discover the causes of absenteeism and to act as a central agency in applying remedies. For the effective performance of these two latter functions, however, a broader conception of the subject is requisite than the present group of employment managers on the whole possess.' At present the majority of employment managers are little but glorified timekeepers who have no voice in determining the fundamental labor policies of their concerns, without which no real settlement of labor problems can be effective.

➤ **Investigation of absences.**

Many plants have systems whereby absentees are visited. This method is likely to arouse antagonism unless carefully safeguarded. In some plants the visit is made by either a nurse or a doctor in order that suspicion may not be excited.

The Hood Rubber Company and the Ford Company use this method very effectively and find that the situation is made much easier by the assumption that absences are caused by illness.' Medical attention can be given by this method to those who need it and complaints against the firm heard and presented for settlement. This method, however, must be delicately applied or it will be resented.

➤ **Imposition of fines for tardiness and absence.**

These fines may be either deductions of pay for time lost or Deductions of more than this. In the latter case the resentment of the worker is quite generally aroused, particularly when the fines are, as so often happens, excessive in amount. This resentment is heightened when the employers themselves receive the fines. Moreover, many workers are absent or late on justifiable grounds and should not be fined, but it is almost impossible to draw the line between justifiable and unjustifiable "lost time" and attempts to do so invariably cause bitterness. Employees are absent or late without good cause, of course, properly be discharged, but while employed, it is probably better not to impose fines or penalties.

➤ **Bonuses for attendance.**

A better plan than the system of fines is that of paying bonuses for good attendance. Professor Davis R. Dewey, formerly, of the Information and Education Service of the Department of Labor, has issued bulletins which summarize the plans in operation in fourteen establishments.' These bonuses are of various kinds and are aimed to reduce tardiness as well as absenteeism. They are generally payable weekly or at most monthly and usually vary from 5 to 10 per cent. of the wage. One firm gives a flat bonus of twenty-five cents a day to those who have had a perfect attendance record. In several cases a cumulative bonus is given if another period goes by without absence. To this bonus for attendance is often added another bonus to lessen turn-over, whereby a man is re-warded if he stays with the firm for a given period, which is generally six months or a year. While the bonus plan is, on the whole, probably effective, it presents

certain very decided difficulties. In the first place, as in the case of fines, the settlement of exemption is provocative of discontent. Many excuses are just, but judgment is not easy, and men whose excuses have been denied are likely to become dissatisfied at the loss of the bonus, although not to so great a degree as if they had been fined. To avoid the adjudication of excuses some firms have adopted hard-and-fast rules whereby a man who is even a few seconds late automatically loses the bonus

➤ **Competitive devices to stimulate interest.**

Another method is to have attendance contests between the departments or plants, with a prize or bonus for the winner. This has the advantage of arousing group enthusiasm and of being easy to administer, and with proper publicity it can be somewhat effective.

➤ **A shorter working day with the omission of the overtime bonus.**

The remedies previously proposed are such as could be introduced without any changes in the method of conducting industry. They are extrinsic to the "labor problem" as such and, while important, are not sufficient to cope fully with the problem. More fundamental readjustments are necessary if absenteeism is to be reduced to a minimum. As one of the steps in this program, there can be little question that the working day in most industries should be reduced.

➤ **Improvement of working conditions.**

Shop sanitation and accident prevention will produce a more constant as well as a more efficient working force. The reduction to a minimum of noise, heat, dust and fumes together with the introduction of properly spaced rest periods are necessary steps in reducing absenteeism. The problem of decreasing monotony is far more difficult and still seems insoluble.

➤ **Prohibition.**

The prevention of the sale and use of intoxicating liquors, resulting from the Prohibition Amendment, will probably have among other results the effect of decreasing absenteeism and insuring a more dependable labor force.

➤ **The cultivation of the cooperative spirit between employers and workmen.**

The more or less conscious hostility which workmen cherish toward their employers cannot be removed by statements that the interests of the two parties are identical. The confidence and cooperation of the workers can be secured only by sharing with them control over the conditions of labor and by acquainting them with the problems of management. The institution of shop committees charged with the direction of matters that affect labor would be justified if, as seems probable, it released the withheld effort and interest of the worker.

➤ **Improvement of certain social conditions.**

But absenteeism cannot be reduced to a minimum solely by measures within a given plant. Basic social conditions must be improved. Illness is undoubtedly the chief cause of absenteeism and is, itself, chiefly caused perhaps by low wages, poor housing and inadequate sanitation.

The economic argument for a decent wage, for health insurance, for good housing and for public health measures finds an added support in the disclosure of the extent and losses of absenteeism. It is important that American employers should investigate carefully the amount of absenteeism in their industries and should try to determine its basic cause.

Review of Literature:

Alice P.Gaudine & Alan M. Saks (2001)

To check the effect of an Absenteeism Input Intervention (AFI) on employee absenteeism. Three hundred and seventy-one staff employed in 14 study and 13 control classes in a medium-sized hospital engaged in the project. In particular, there was a reduction in sick days and incidents during the previous year for workers with higher than normal absenteeism but who were not serious offenders. AFI's findings and practical consequences for raising the absenteeism of workers are discussed.

Hackett and Guion (1985)

We also defined volunteering and voluntary absenteeism in a more detailed way. Voluntary absences are governed by the staff, and they are usually short-term, casual and unlawful. The choice to take a voluntary leave will be focused on a worker's ability to undertake the job. Involuntary absences are outside of the worker's control and appear to be longer-term, are often assumed to result from illness or family commitments, and may depend on the worker 's willingness to attend work. Hackett and Guion (1985) concluded that the differentiation between voluntary and involuntary absenteeism constructs is accepted by several absence interventions based on the findings of exploratory factor analysis of the inter-relationships.

K. N. Vaid (1970)

Absenteeism is one of India's greatest labor issues. A little over 80 million man days were lost in the manufacturing industry in 1968 due to absenteeism and 17.3 million due to strikes and lockouts (against 55.1 million man days worked). This means that in any calendar month, our factories work for sixteen days and close for fourteen days (Sundays included). The average rate of absenteeism for all industries in India works out at 14.6 per cent. In some industries and regions the rate is much higher (for Bombay textiles and engineering 22.2 per cent and 18.2 per cent respectively in 1968, for cement in Bihar 18.5 per cent in December 1969; for plantations in Mysore 22.1 per cent in 1968). These rates compare very unfavorably with those in other countries.

Ananthraman (1962)

In his study titled “ Absenteeism in carbon factory” indicates the absenteeism is caused by religious and social engagements, distance from the factory, transportation difficulties, joint family systems, sickness, family duties, lack of promotion, lack of recreation, etc. majority of them celebrated at least 5 festivals, met friends and relatives in the city, needed recreation, lived in poor and unhygienic living conditions 3-10 miles away from the factory and were the only earning members in the family.

Subramanian (1963)

In his study titled “absenteeism in a public undertaking” indicates that the general causes could be attributed to inadequate induction, job discontent, inconvenient shift system, imperfect interpersonal relationships at the work spot, insufficient wages and incentives, dissatisfying personnel etc.

Caren B. Goldberg (1997)

This research deals with how work satisfaction mediates the interaction between absenteeism predictors clarified different absenteeism indicators using a survey of hospital workers. The findings indicate that work satisfaction is not a mediator and the independent variables explain more variation in records – related time lost than the frequency of self-reported absence lost or self-reported. Implications are discussed with respect to the use of a job satisfaction mediator as well as the efficacy of potential approaches in the absenteeism.

Aidanam, Steven G and Peronk, Nicolass. P (2001)

This literature review shows that employees ' health threats and inability to participate in exercise and health promotion practices have to do with higher rates of absenteeism. When determining how to deal with absenteeism, employees should carefully consider the impact on absenteeism levels and other employees that health promotion practices may have.

.H.L. Kumar (2004)

In his book law relating to leave holiday and absenteeism in industry has given 26 reason for the absent of workers duo to various reasons.

C.B. Memoria (2006)

In his book personnel management writes about absenteeism, magnitude of absenteeism in Indian industry, peculiar

A.K. Banerjee, R.K. Nair, V.K. Agarwa

Personnel management and labor relations note that workplace absenteeism indicates the organization's efficiency. It provides information on the absenteeism in the Indian industry and causes of absenteeism, and regulates the absenteeism process.

D.K. Lal Das

In his article written in Indian journal of social work mentions factors effecting absenteeism reasons for chronic absenteeism how social attributes influence towards the job, how the external factors like trade union and interpersonal relations have significant effects on the workers.

Vyas (1966)

In a study titled “ absenteeism in an engineering unit” , shows that on considering workers who remained absent for work without permission on addition to taking leave more than that accrued to them, considering 25 chronic absentees and 25 regular workers, That in April, May, October, November, the rate of absenteeism was higher.

D’Cunha (1968)

Indicates in his study titled “absenteeism in a oil refinery” after interviewing 20 chronic absentees and their wives separately, that education had a direct bearing on absenteeism. Festivals and dislike for works also had a bearing on the rate of absenteeism. Indebtedness continues to be a vital factor that contributes the absenteeism.

Emil Frankel (1921)

It is evident from the foregoing that just as in the case of labor mobility, any consistent description of the relative degree of absenteeism in various institutions or sectors necessitates a standardized usage of words and a standardized measuring method.

Arnold Feldman (1960)

Many social scientists regard high absenteeism and high turnover as inevitable symptoms of low commitment to industrial labor on the part of workers in developing countries

Charles Myers (1958)

The notion of commitment has been summarized and Charles Myers in his classic study of Indian labor can be said to have developed a committed industrial labour-power when workers no longer regard their industrial employment as temporary.

P K Nair (1966)

The long weekend is as well known in India as it is in UK or Germany an analysis of the causes of absenteeism suggest that the India worker is very much an economic man it is true that there is a certain amount of chronic absenteeism among those who are old sick or committed to large families

Chandramouli and Sandhyarani (2013)

Absenteeism has often been one of the big issues in industry, absenteeism is generally viewed differently by various individuals but is commonly understood as an employee or a group of employees who are either chronically absent from work for a long period of time or frequently for short periods of time. The research was carried out to understand the causes of the company's absenteeism amongst the staff. Low wages, workload, festival celebration, lack of permitted leave etc. are noticed. Shape your studies.

Chakrapani (1965)

He inferred from his study of a textile factory that workers with longer service appeared to be away for a longer period of time (absence with permission), whereas those with shorter service were more often absent (absence without permission and noticed that both unskilled and Semi-skilled employees seemed to be away longer than qualified employees.

British institute of management survey (1956)

Found that over all absence rates for women was 6.5% while that for men was 4.1%. Further another study conducted by Behr end (1948) in her study revealed that the overall absence rates for men and women were 3.9% and 6.5% respectively.

CHAPTER-3

RESEARCH DESIGN

The researcher has followed the concept of the descriptive study to examine the characteristics of the thematic issues. The research seeks to explain the causes of the absenteeism and propose effective steps for raising the absenteeism among employees.

Universe and Sampling: The total number of the company's employees is only about 1800. The researcher has collected data from 30 respondents among 1800 employees through convenient sampling.

Study place: The study was performed by the researcher at Larsen and Toubro ltd, Mysore

Statement of the Problem:

Absenteeism is a symptom of industrial upset. "Absence is the unavailability of an employee for work while there is work for the employee" Absenteeism is nothing but staying away by the worker from the work, which has been given to him by his higher authorities. To identify the cause for absenteeism & how to control the absenteeism in industries

Need and Importance of Research:

The goal of the study is to identify the factors that cause employee absenteeism in L&T's production department, so understanding the factors that cause employee absenteeism would help management improve some of the framework and concentrate on that productivity, as well as understanding the steps taken by L&T to monitor absenteeism for efficient productivity.

Study Aim:

The goal is to research the causes of absenteeism in Mysore, Larsen and Toubro ltd.

Scope of the Research Study:

The research study is to identify the factors that cause absenteeism at L&T's production department and also to know the L&T's steps to manage absenteeism.

Objective of the Study:

1. For studying workplace profiles.
2. To research the absenteeism level that prevails in the Business.
3. To research the Company's explanations for absenteeism.
4. Studying workers' reactions to absenteeism
5. Recommend effective steps to minimize workplace absenteeism.

Research Methodology:

Research Study is a systematic approach to solving problems. Essentially, there is an audit. A description of and an interpretation of the information gained. According to the chiffered "Woody research involves problem definition and redefinition, formulating hypotheses or proposed solutions, collecting, organizing and evaluating information, drawing conclusions, testing conclusions to determine whether they fit the hypothesis formulated". This chapter offers a detailed overview of the adopted methodological technique for the analysis and analyzes the absenteeism of the workers in industry. The methodology includes study significance, problem statement, study intent, study goals, research design, universe and sampling, place of study , data collection and data collection methods , data analysis, major findings and research ethics & chapter wise scheme

Tools of Data Collection:

The researcher has used interview schedule to collect the respondents' data. Person interview was conducted for the employee to collect primary data from the respondents. Secondary sources from books, Journals and sources from internet also utilized by the researcher as sources of secondary data.

Analysis of Data:

- ✓ In use the Social Sciences Statistical Package (SPSS) for the information table in this study researcher.
- ✓ This study researcher use the Microsoft Office Excel for Graphical Presentation.

Hypothesis:

Hypothesis perhaps described as a proposition or a fixed of proposition set forth as an explanation for the incidence of a few distinctive organization or phenomena both asserted simply as a provisional conjecture to manual a few investigation or accepted as pretty likely within the mild of installed information.

Its main function is to indicate new observations. It is an insignificant assumption or a few supposition to be proved or disproved. Quite frequently a research hypothesis is a predictive assertion, capable of being tested by means of scientific methods, that relates an impartial variable to a few structured variables.

Chi - square test:

Chi - square distribution is used to obtain confidence interval estimate of unknown population variance. It is one of the effective non-parametric tests used for a randomly selected data to compare more than two variables.

The distinguish of dependability of suitable test, a statement takes the additional form

H_0 = Null Hypothesis

H_1 = Alternative Hypothesis

Significance Level

When the null hypothesis is right in the statistical test then there is chance of rejecting the null hypothesis. The significance level values are 0.1, 0.05 And 0.1, the value should be from 0 to 1.

Hypothesis Calculation

Null Hypothesis (H_0): there is no positive relation in the employee absenteeism practice in L&T limited.

Alternative Hypothesis (H_1): there is a positive relation in the employee absenteeism practices in L&T limited.

| Scale | Yes | No | Row total |
|-------------------|-----|----|-----------|
| Strongly agree | 17 | 11 | 28 |
| Agree | 34 | 22 | 56 |
| Disagree | 4 | 4 | 8 |
| Neutral | 4 | 3 | 7 |
| Strongly disagree | 1 | 0 | 1 |
| Column total | 60 | 40 | 100 |

Degree of freedom @5% level of significance
= $n-1$
= $5-1$
= 4

Tabulated Value = 9.488

Formula: $x^2 = \frac{(O-E)^2}{E}$

Whereas, O = observed value

E= estimated value

$$E = \frac{\text{Row Total} * \text{Column Total}}{\text{Total}}$$

Hypothesis testing using Chi-Square:

| O | E | O - E | (O - E) ² | X ² |
|----|------|-------|----------------------|----------------|
| 17 | 16.8 | 0.2 | 0.04 | 0.002381 |
| 34 | 33.6 | 0.4 | 0.16 | 0.004762 |
| 4 | 4.8 | -0.8 | 0.64 | 0.133333 |
| 4 | 4.2 | -0.2 | 0.04 | 0.009524 |
| 1 | 0.6 | 0.4 | 0.16 | 0.266667 |
| 11 | 11.2 | -0.2 | 0.04 | 0.003571 |
| 22 | 22.4 | -0.4 | 0.16 | 0.007143 |
| 4 | 3.2 | 0.8 | 0.64 | 0.200000 |
| 3 | 2.8 | 0.2 | 0.04 | 0.014286 |
| 0 | 0.4 | -0.4 | 0.16 | 0.400000 |

Calculated value = 1.041667

So, the calculated value is < tabulated value

Therefore, null hypothesis IS REJECTED

CHAPTER-4

DATA ANALYSIS AND INTERPRETATION

Table No: 1 Age group of employees

| SL. No | Age (In Years) | No. of Respondents | Percentage |
|--------|----------------|--------------------|------------|
| 1 | 18-30 | 08 | 26.7 |
| 2 | 31-40 | 11 | 36.7 |
| 3 | 41-50 | 09 | 30.0 |
| 4 | 51-58 | 02 | 6.7 |
| | Total | 30 | 100 |

The above table show that age group of employees, 11(36.7%) of respondents are 31 to 40age group, Nine of employees (30%) are 41 to 50age group, Eight of employees(26.7%) are 18 to 30 age group, 2 respondents are(6.7%) 51 to 58 age group, majority of employees are 31 to 40 age group.

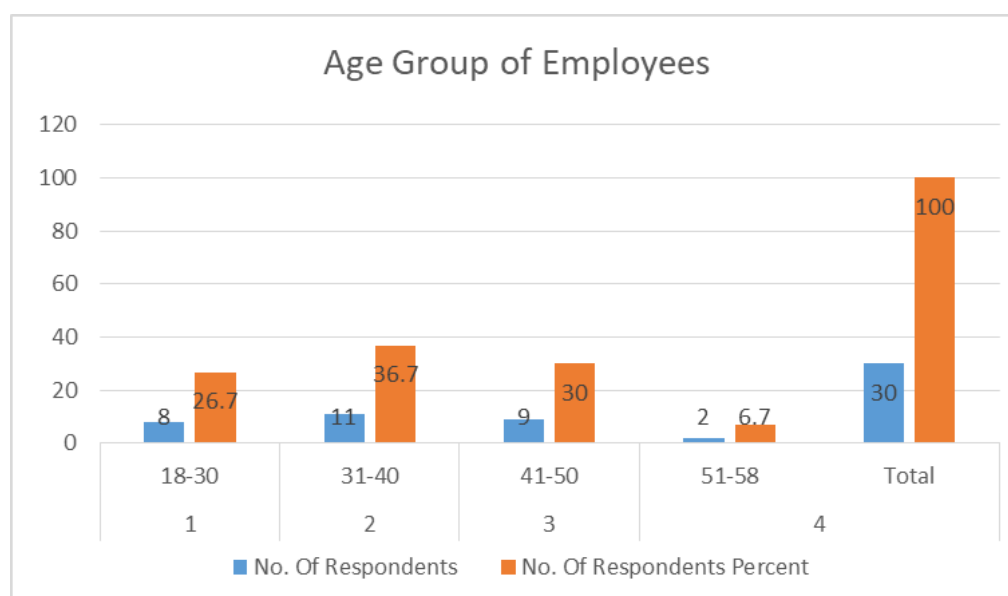


Table No: 2 Education Level of employees

| Sl. no | Education level | No. Of Respondents | Percent |
|--------|-------------------|--------------------|---------|
| 1 | Illiterate | 07 | 23.3 |
| 2 | 1st std - 7th std | 07 | 23.3 |
| 3 | 8th std- 10th | 03 | 10.0 |
| 4 | ITI | 04 | 13.3 |
| 5 | Diploma | 01 | 3.3 |
| 6 | PUC | 08 | 26.7 |
| | Total | 30 | 100 |

The above table show that education level of employees, seven respondents are (23.3%) illiterate, seven respondents are (23.3%) 1st std to 7th std, Eight respondents are (26.7%) PUC, three respondents are (10%) 8th std to 10th std, Four respondents are (13.3%) ITI, one (3.3%) has studied up to diploma, here most of employees are illiterate and have studied up to primary education only.

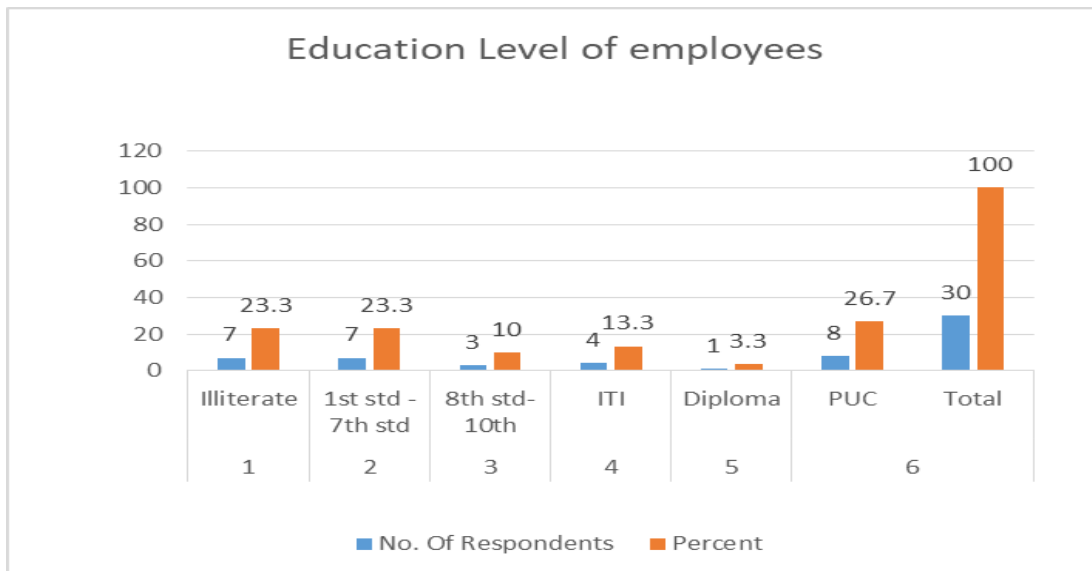


Table No: 3 Marital Status of Employees

| Sl. no | Marital status | No. of respondents | Percent |
|--------|----------------|--------------------|---------|
| 1 | Married | 21 | 70.0 |
| 2 | Unmarried | 09 | 30.0 |
| | Total | 30 | 100 |

The above table shows that marital status of employees, 21(70%) of employees married rest of Nine respondents are (30%) unmarried, it is show that majority of the respondents fall in the married category.

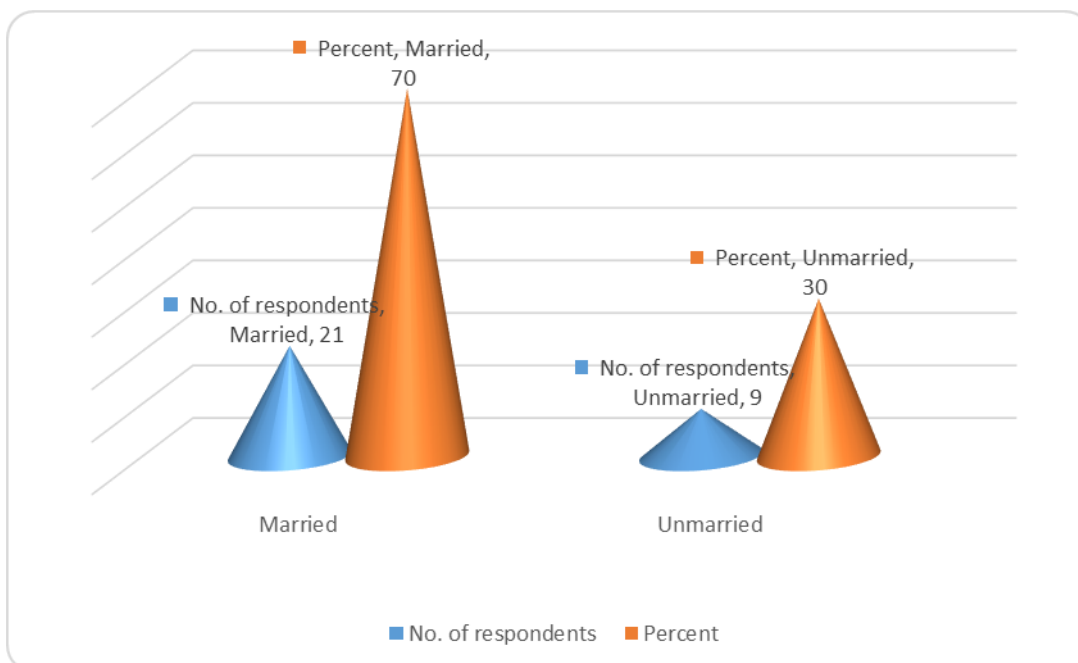


Table No:4 Nature of Job

| Sl. no | Nature of job | No. of respondents | Percent |
|--------|---------------|--------------------|---------|
| 1 | Permanent | 24 | 80.0 |
| 2 | Temporary | 06 | 20.0 |
| | Total | 30 | 100 |

The above table clearly show that Nature of the job. Here, majority of the employees i. e., 24(80%) are permanent, whereas, only Six respondents (20%) are working as temporary employees. Here most of employees are working in the permanent category.

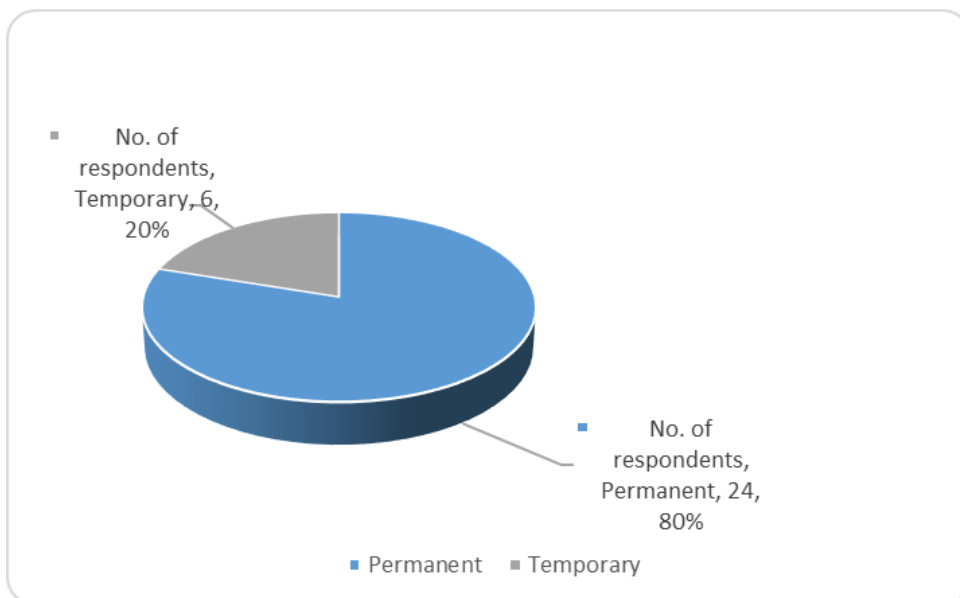


Table No : 5 Year of Experience

| Sl. no | Years of Experience | No. of respondents | Percent |
|--------|---------------------|--------------------|---------|
| 1 | 1 year | 03 | 10.0 |
| 2 | 1 to 5 years | 10 | 33.3 |
| 3 | 5 to 10 years | 06 | 20.0 |
| 4 | Above 10 years | 11 | 36.7 |
| | Total | 30 | 100 |

The above table clearly show that service years of employees, Three of respondents (10%) working in the industry in below 1 year, 10(33.3%) respondents working in the industry in 1year to 5 years, Six respondents are (20%) working in the industry in 5 years to 10 years, 11(36.7%) respondents working in the industry in 10 years above.

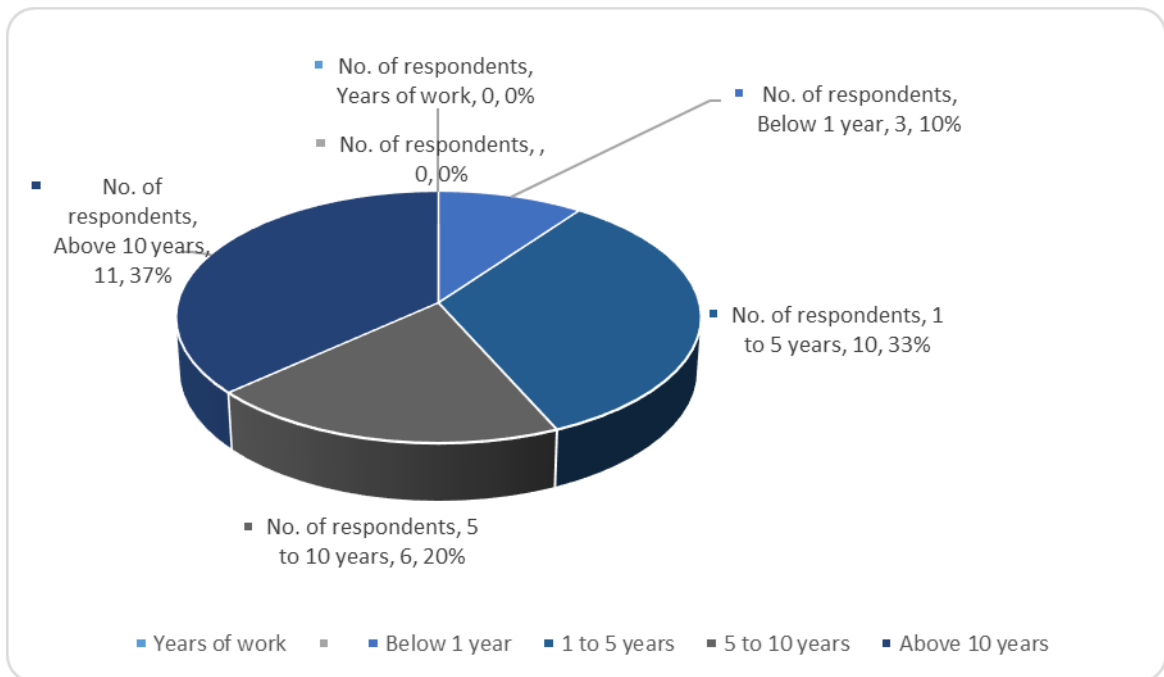


Table No: 6 Likeness to shift system

| Sl. no | Response's | No. of respondents | Percent |
|--------|------------|--------------------|---------|
| 1 | Yes | 24 | 80.0 |
| 2 | | | |
| | No | 06 | 20.0 |
| | Total | 30 | 100 |

Table No 6: clearly show that likeness of shift system, 24(80%) of respondents are responses like a shift system, Six of respondents (20%) are response not like a shift system, Majority of response have likeness to shift system.

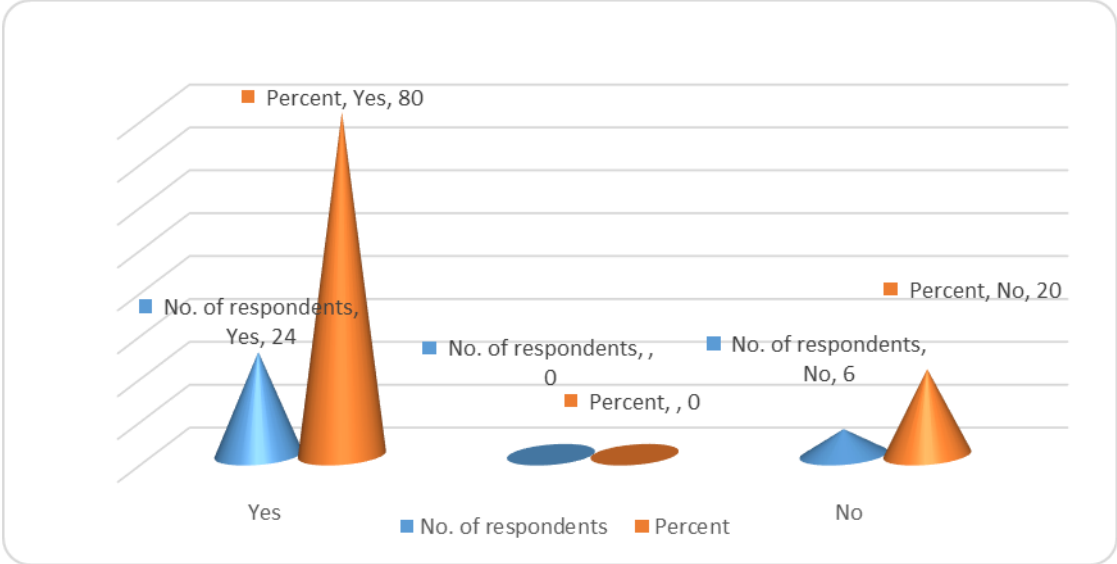


Table No: 7 Frequency of shift work

| Sl. no | Response | No. of respondents | Percent |
|--------|---------------|--------------------|---------|
| 1 | First shift | 09 | 30.0 |
| 2 | Second shift | 07 | 23.3 |
| 3 | General shift | 14 | 46.7 |
| | Total | 30 | 100 |

Table No 7: clearly show that which shift convenient work, Nine of respondents (30%) first shift convenient to work, Seven of respondents (23%) second shift convenient to work, 14(47%) of respondents general shift convenient to work, no one of respondents does not convenient to the night shift, majority of employees like the general shift.

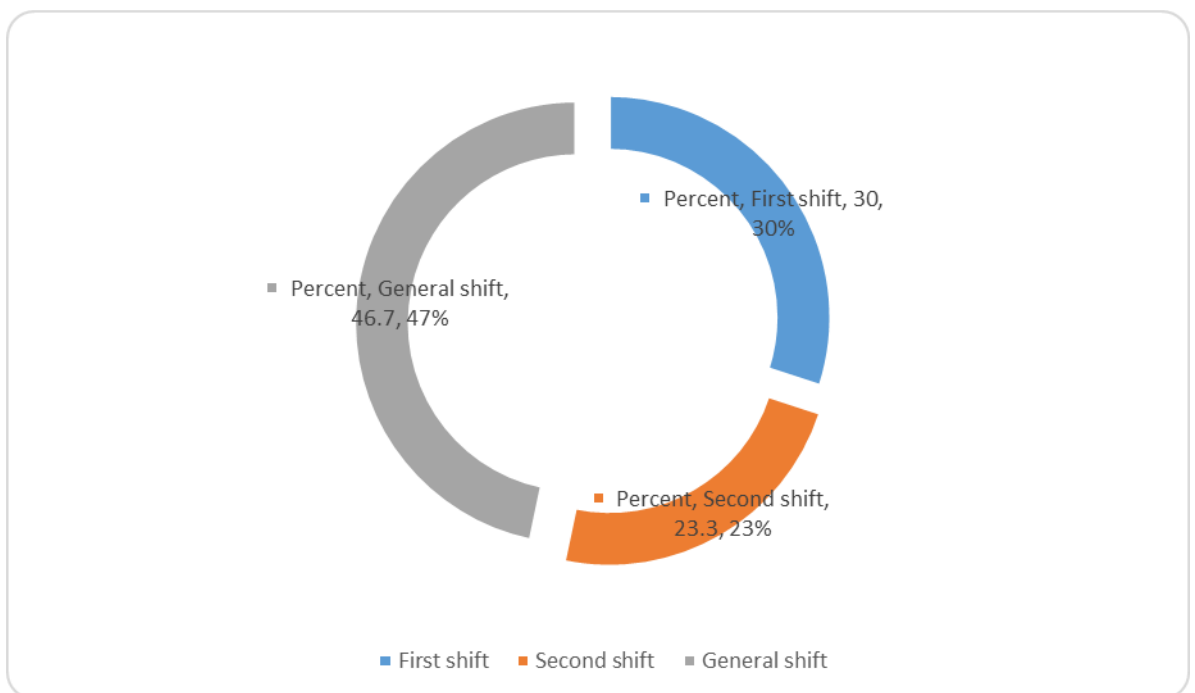


Table No : 8 Absent due to ill health

| Sl. no | Response | No. of respondents | Percent |
|--------|----------|--------------------|---------|
| 1 | Yes | 20 | 66.7 |
| 2 | No | 10 | 33.3 |
| | Total | 30 | 100 |

Table No 8: clearly show that absent yourself because of ill health, 20(67%) of respondents absent from the ill health in yourself, 10(33%) of respondents does not absent yourself because of ill health, majority of employees response absent of our self because of ill health.

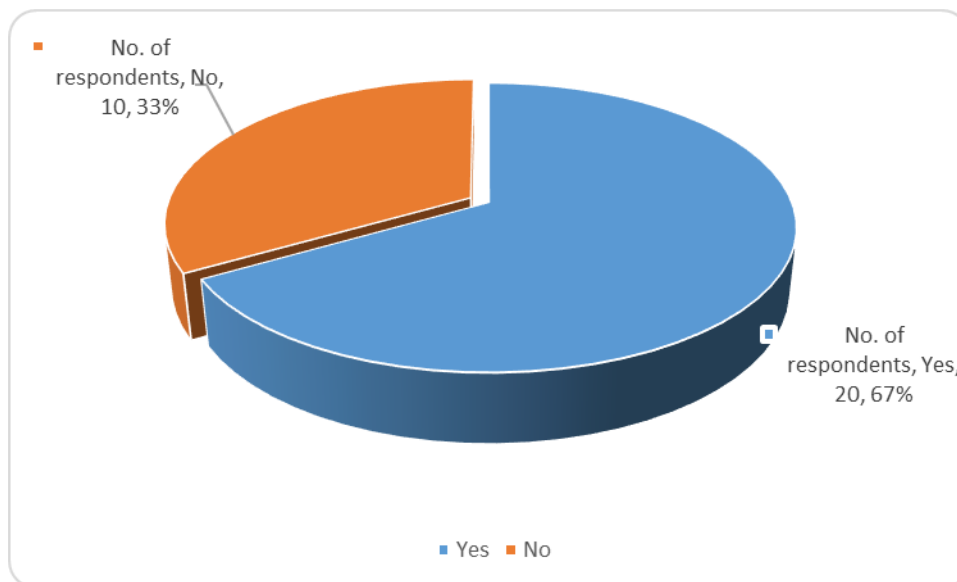


Table NO: 9 working place clean and hygienic

| Sl. no | Response | No. of respondents | Percent |
|--------|----------|--------------------|---------|
| 1 | YES | 21 | 70.0 |
| 2 | NO | 09 | 30.0 |
| | TOTAL | 30 | 100 |

The above table clearly shows that working place clean and hygienic, 21 [70 per cent] of respondents are clean and hygienic in the workplace. The majority of the respondents who are 09 [30 percent] were of the opinion that the workplace is not safe and hygienic, and most workers are answering as clean and hygienic workplaces.

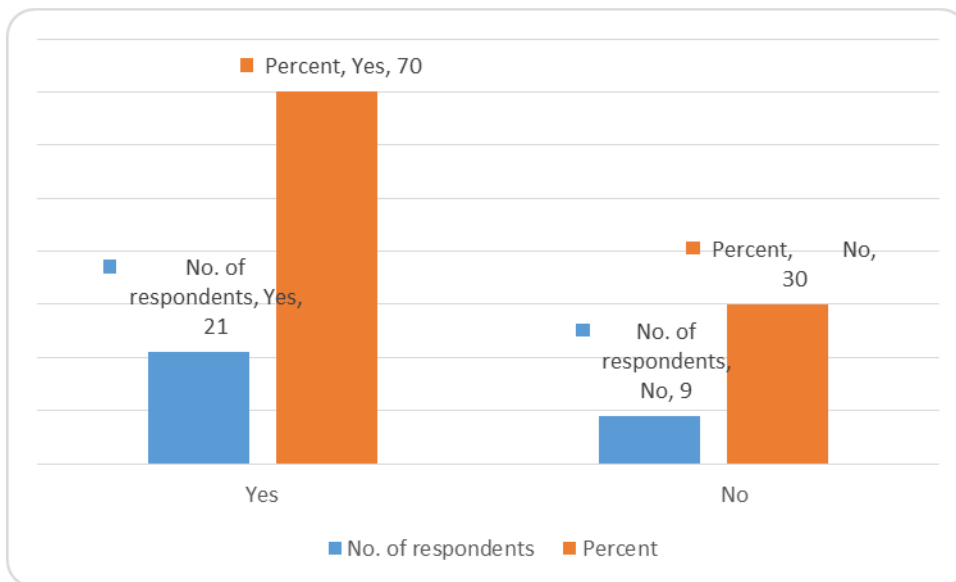


Table No: 10 Machines is good condition

| Sl. no | Response | No. of respondents | Percent |
|--------|----------|--------------------|---------|
| 1 | Yes | 15 | 50.0 |
| 2 | No | 15 | 50.0 |
| | TOTAL | 30 | 100 |

The above table clearly shows that machine good condition, 15 [50%] of the respondents are response as the machines good condition to work. Rest of the respondents that is 15 [50%] are opined is machines bad condition to work.

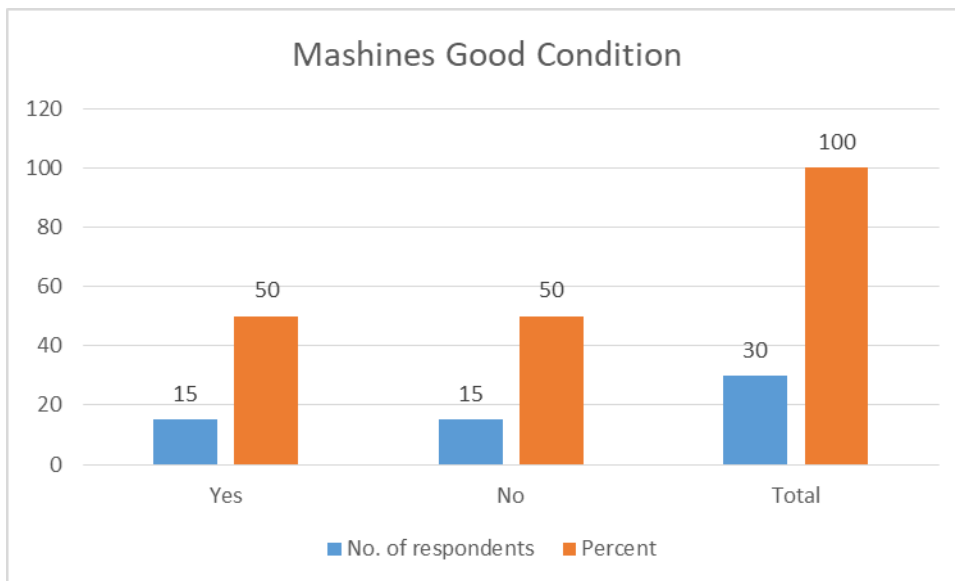


Table No : 11 Provided with necessary safety equipments

| Sl. no | Response | No. of respondents | Percent |
|--------|----------|--------------------|---------|
| 1 | YES | 18 | 60.0 |
| 2 | | | |
| | NO | 12 | 40.0 |
| | TOTAL | 30 | 100 |

The above table clearly shows that company provide the necessary safety equipments, 18 [60%] of the respondents are response as the company provide with necessary safety equipments to the workers. The rest of the respondents who are 12 [40%] are of the view that the organization does not supply the staff with the requisite safety gear, the remainder of the employees are the Response Team.

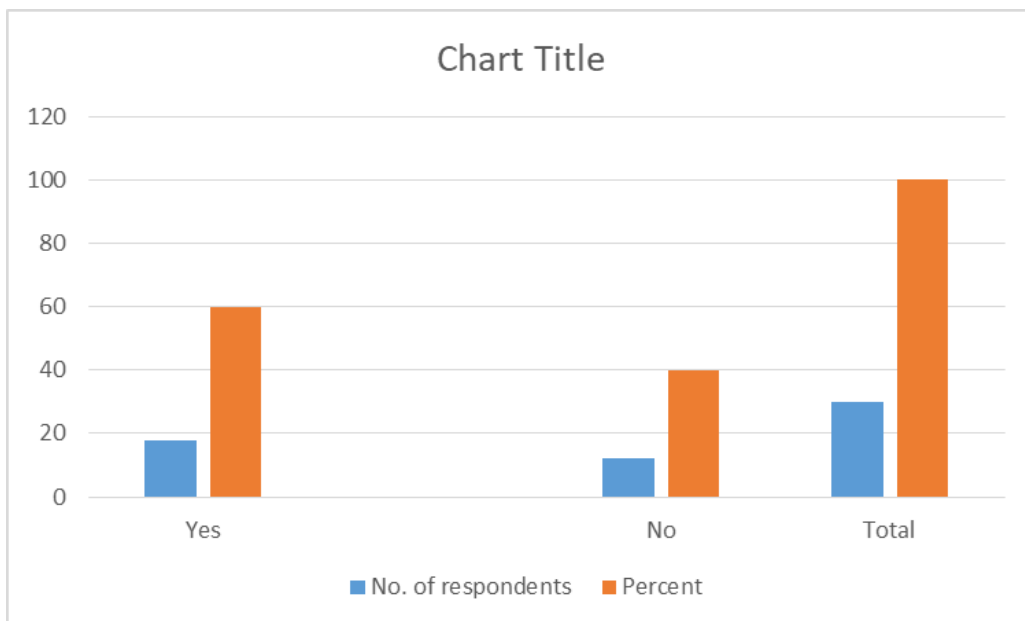


Table No: 12 Likeness your section / department

| Sl. no | Response | No. of respondents | Percent |
|--------|----------|--------------------|---------|
| 1 | YES | 26 | 86.7 |
| 2 | | | |
| | NO | 04 | 13.3 |
| | TOTAL | 30 | 100 |

The above table clearly shows that like your section or department, 26 [86.7%] of the respondents are response as like the section or department. Rest of the respondents that is 04[13.3%] are opined is not like the section or department, majority of employees response like our section or department.

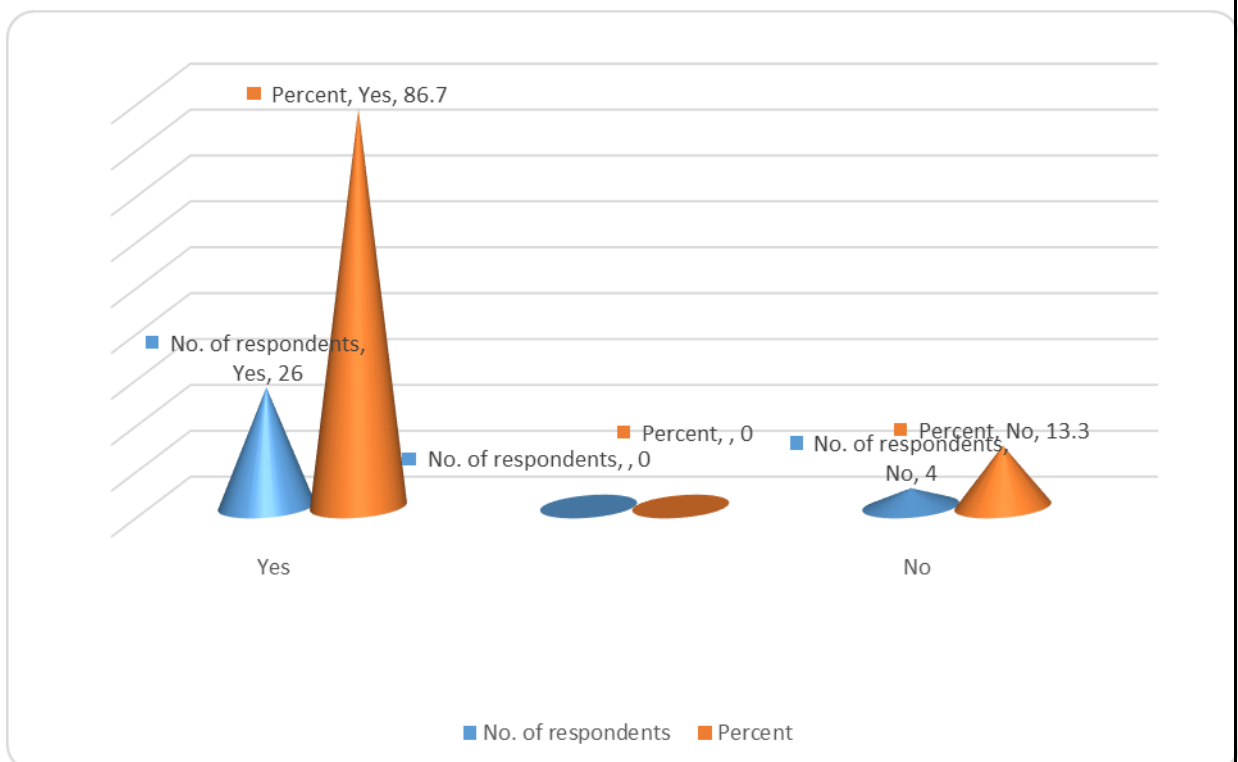


Table No: 13 Afraid of coming to job

| Sl. no | Response | No. of respondents | Percent |
|--------|----------|--------------------|---------|
| 1 | Yes | 06 | 20.0 |
| 2 | No | 24 | 80.0 |
| | TOTAL | 30 | 100 |

The above table clearly shows that afraid to coming to job, 24 [80%] of the respondents are response as no afraid to coming to job. Rest of the respondents that is Six [20%] are opined that they are afraid to coming to job and reason, the majority of employees are response not afraid to coming to job.

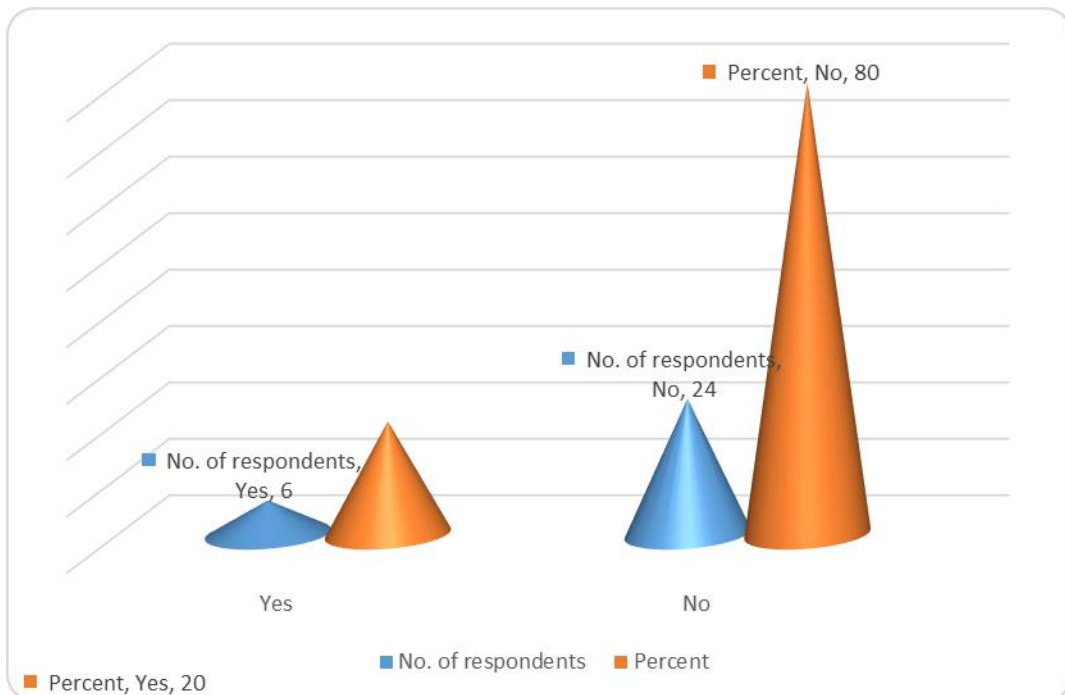


Table No: 14 Reasons for absenteeism(Afraid)

| Sl. no | Response | No. of respondents | Percent |
|--------|--------------------|--------------------|---------|
| 1 | Personal problems | 03 | 10.0 |
| 2 | Stress | 01 | 3.3 |
| 3 | Working conditions | 01 | 3.3 |
| 4 | Any other | 01 | 3.3 |
| 5 | Not applicable | 24 | 80.0 |
| | TOTAL | 30 | 100 |

The above table shows that reason for absent, three of respondents (10%) are response reason for absent because of personal problems, one of respondents (3.3%) are response reason for absent because of stress, one of respondents (3.3%) are response reason for absent because of working condition, one of respondents (3.3%) are response for absent because of any other, 24(80%) of respondents are response no absent for a month.

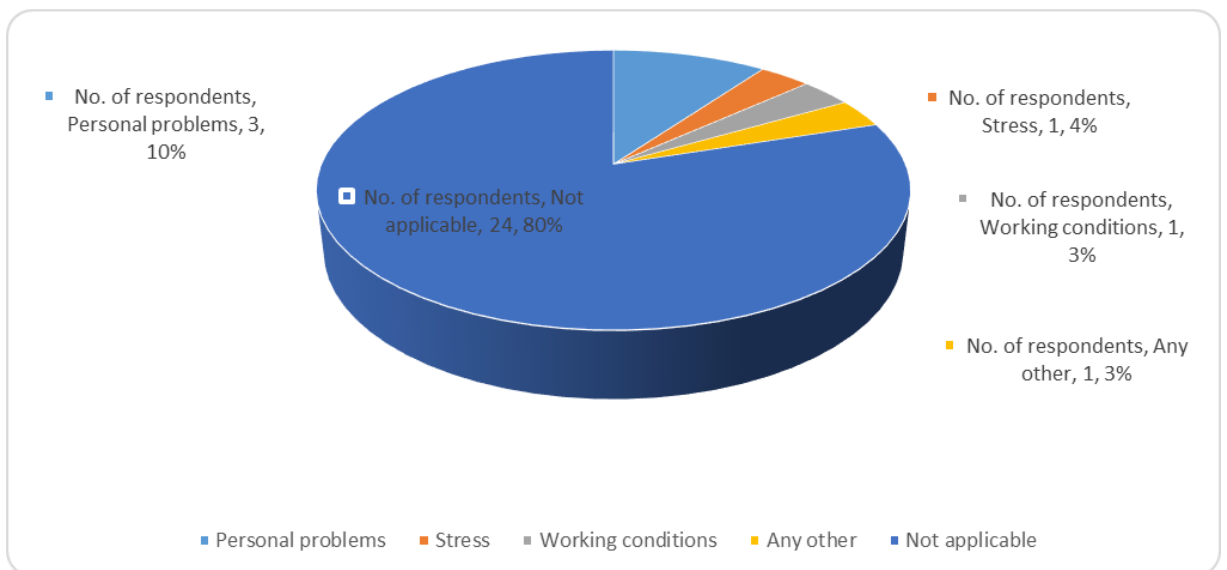


Table No: 15 No, of days being absent in a month

| Sl. no | Response | No. of respondents | Percent |
|--------|------------------|--------------------|---------|
| 1 | Not at all | 9 | 30.0 |
| 2 | 1 to 2days | 14 | 46.7 |
| 3 | 3 to 5days | 4 | 13.3 |
| 4 | More than 5 days | 3 | 10.0 |
| | TOTAL | 30 | 100 |

The above table shows that how many days absent in a month, 14(46.7%) of respondents are response absent in month 1 to 2days, four of respondents (13.3) are response absent in month 3 to 5days, three of respondents (10%) are response more than 5days absent in a month, Nine of respondents (30%) are response no absent for a month, the majority of employees are response 1 to 2days absent in a month.

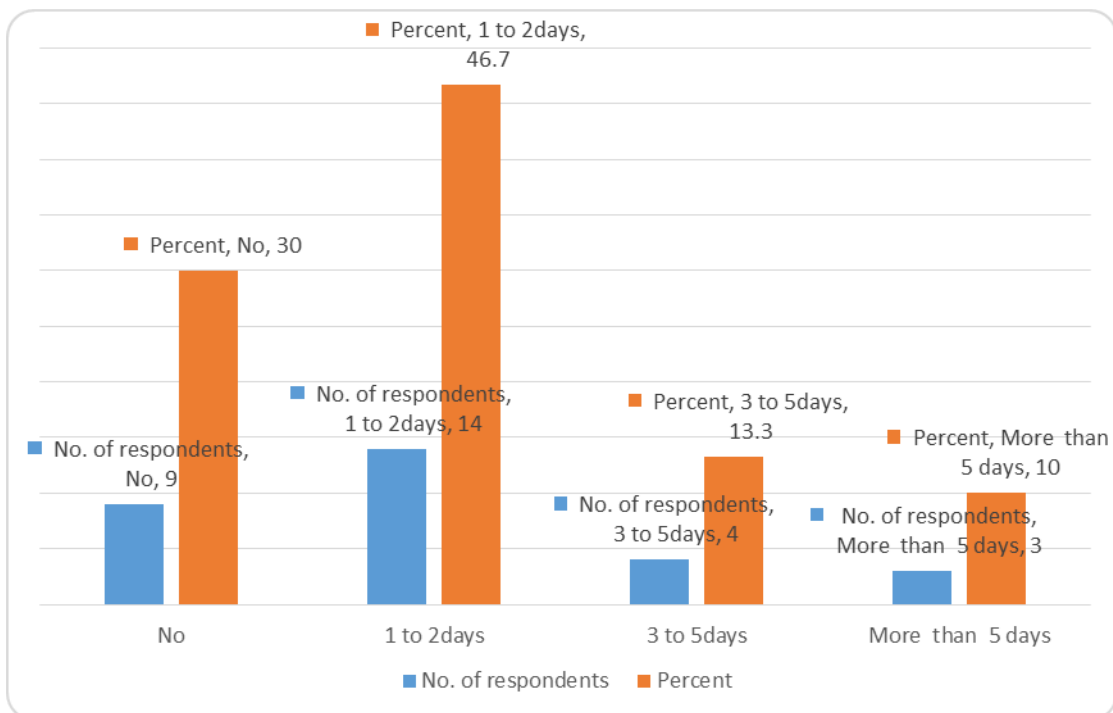


Table No: 16 Reason for Absenteeism

| Sl. no | Response | No. of respondents | Percent |
|--------|----------------------|--------------------|---------|
| 1 | Health problem | 13 | 43.3 |
| 2 | working environment | 06 | 20.0 |
| 3 | Stress | 06 | 20.0 |
| 4 | Work dissatisfaction | 02 | 6.7 |
| 5 | Any other | 03 | 10.0 |
| | TOTAL | 30 | 100 |

The above table shows that main reason for absent, 13(43.3%) of respondents are response reason for absent in health problems , Six of respondents(20%) are response reason for absent in working environment, Six of respondents (20%) are response reason for absent in stress, Two of respondents (6.7%) are response reason for absent in work dissatisfaction, Three of respondents (10%) are response no specific reason for absent , the majority of employees are response reason for absent health problems.

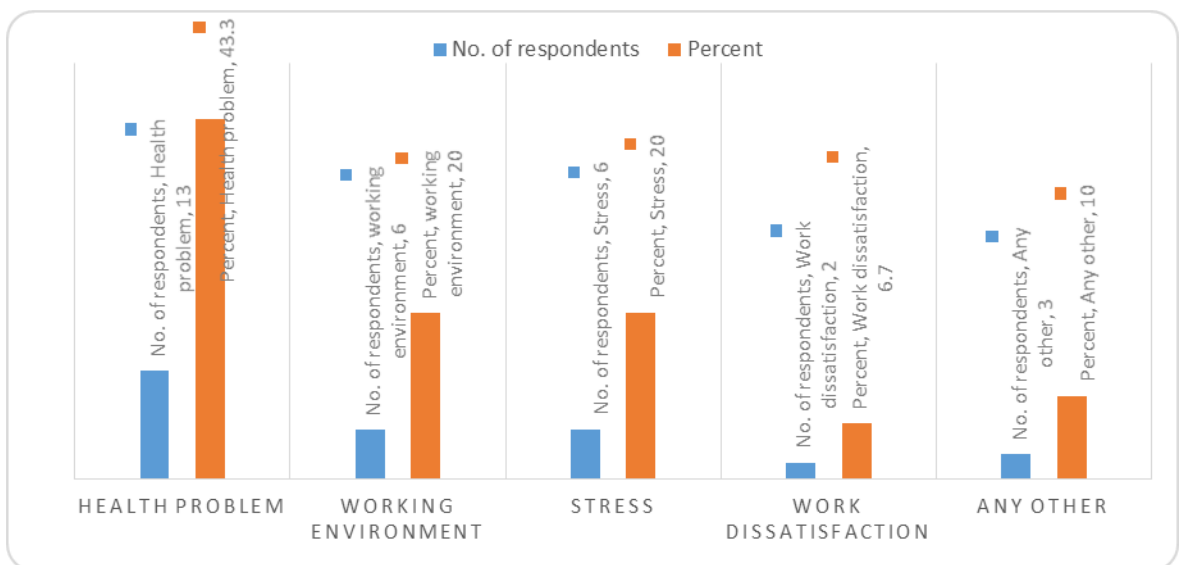


Table No: 17 Relationship with co-worker

| Sl. no | Response | No. of respondents | Percent |
|--------|-----------|--------------------|---------|
| 1 | Excellent | 10 | 33.3 |
| 2 | Good | 17 | 56.7 |
| 3 | Poor | 03 | 10.0 |
| | TOTAL | 30 | 100 |

The above table given that relationship with co-worker, 17(56.7%) of respondents are response good relationship with co-worker, 10(33.3%) of respondents are response excellent relationship with co-worker, Three of respondents (10%) are response poor relationship with co-worker, majority of employees good relationship among the co-worker.

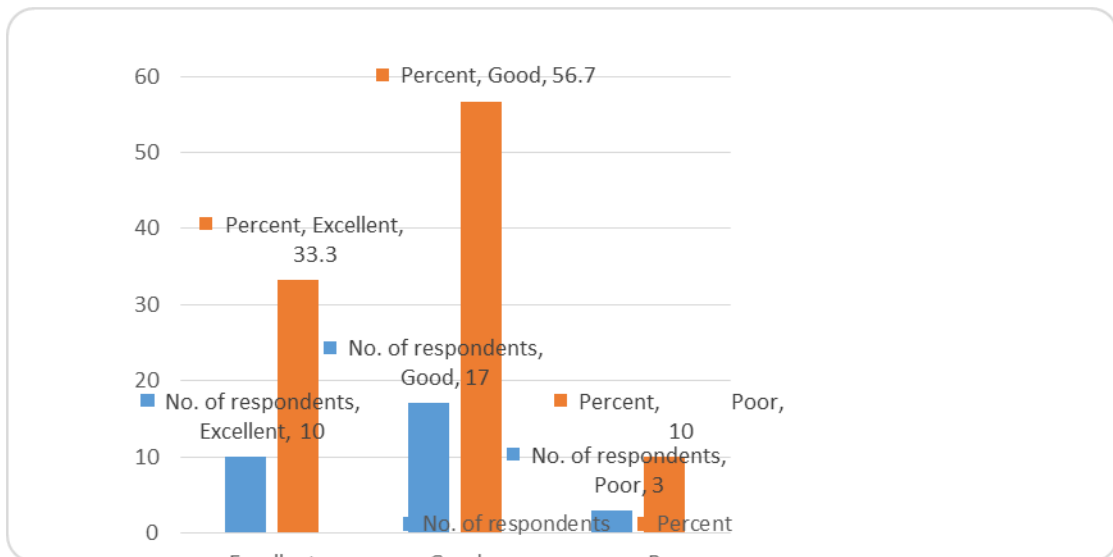


Table No: 18 Relationship with management

| Sl. no | Response | No. of respondents | Percent |
|--------|-----------|--------------------|---------|
| 1 | Excellent | 04 | 13.3 |
| 2 | Good | 21 | 70.0 |
| 3 | Poor | 05 | 16.7 |
| | Total | 30 | 100 |

The above table provides that relationship with management, 21(70%) of respondents are response good relationship with management, Five of respondents (16.7%) are response poor relationship with management, Four of respondents (13.3%) are response excellent relationship with management, majority of employees good relationship among the management.

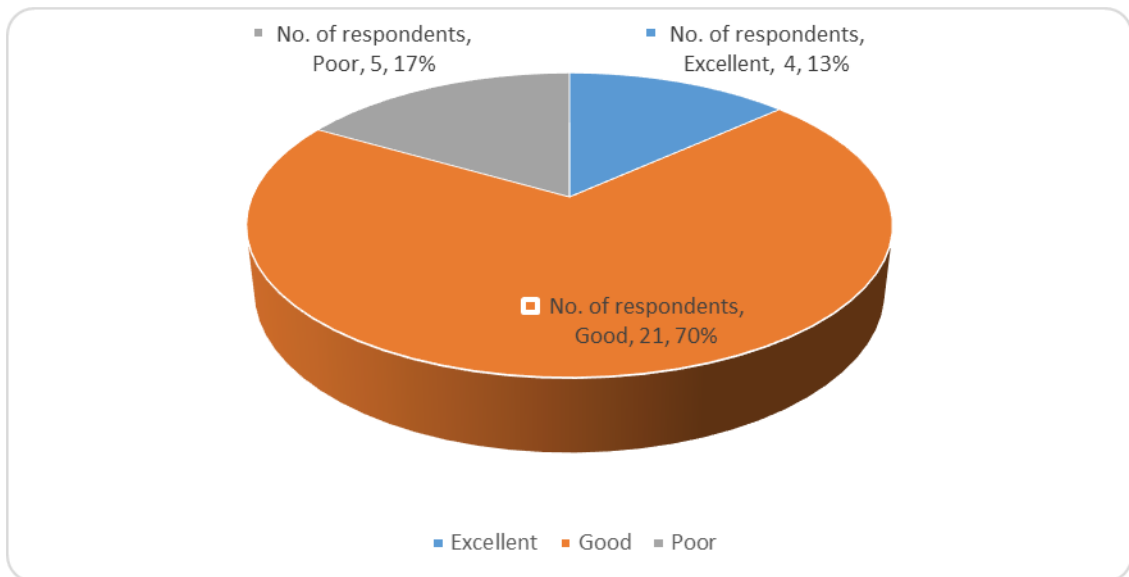


Table No: 19 Satisfaction with wages

| Sl. no | Response | No. of respondents | Percent |
|--------|---------------|--------------------|---------|
| 1 | Satisfied | 06 | 20.0 |
| 2 | Not satisfied | 24 | 80.0 |
| | Total | 30 | 100 |

The above table clearly shows that satisfied with your wages , 24 [80%] of the respondents are response as not satisfied with our wages, Rest of the Six respondents[20%] that is are opined satisfied with our wages, majority of employees are response not satisfied with our wages.

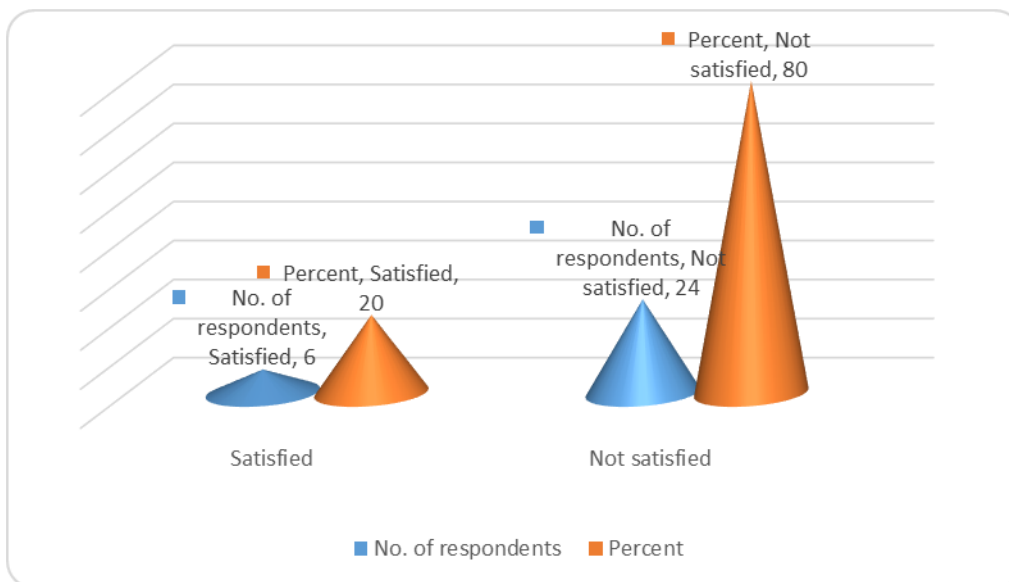


Table No: 20 Satisfied with environment at work place

| Sl. no | Response | No. of respondents | Percent |
|--------|---------------|--------------------|---------|
| 1 | Satisfied | 15 | 50.0 |
| 2 | Not satisfied | 15 | 50.0 |
| | Total | 30 | 100 |

The table clearly shows that satisfied environment in work place, 15 [50%] of the respondents are response as satisfied environment in work place, 15[50%] are opined is not satisfied environment in work place, the employees equally response to this question.

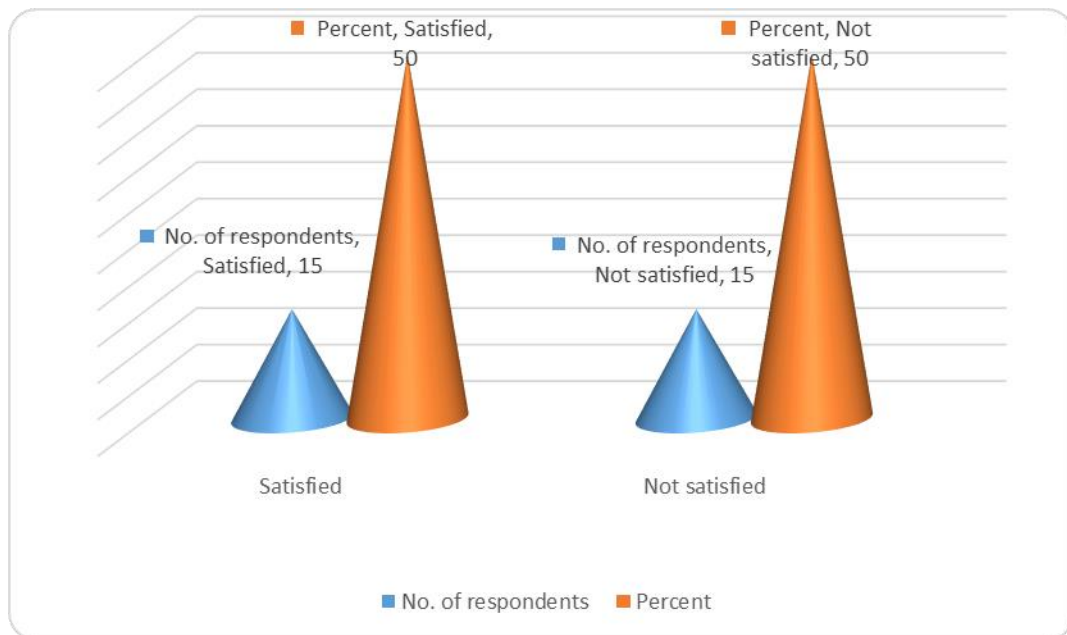


Table No: 21 Remain absent frequently

| Sl. no | Response | No. of respondents | Percent |
|--------|-------------------------|--------------------|---------|
| 1 | Festival | 06 | 20.0 |
| 2 | Lack of proper planning | 05 | 16.7 |
| 3 | Family problems | 09 | 30.0 |
| 4 | Working condition | 05 | 16.7 |
| 5 | Any other | 05 | 16.7 |
| | Total | 30 | 100 |

The table shows that main remain absent frequently, Nine of respondents(30%) are response absent for frequently because of family problems , Six of respondents (20%) are response absent for frequently because of festival, Five of respondents (16.7%) are response for frequently because of lack of proper planning ,Five of respondents (16.7) are response absent for frequently because of working condition, Five of respondents (16.7%) are response absent for frequently no specific reason , the majority of employees are response reason for absent frequently because of family problems

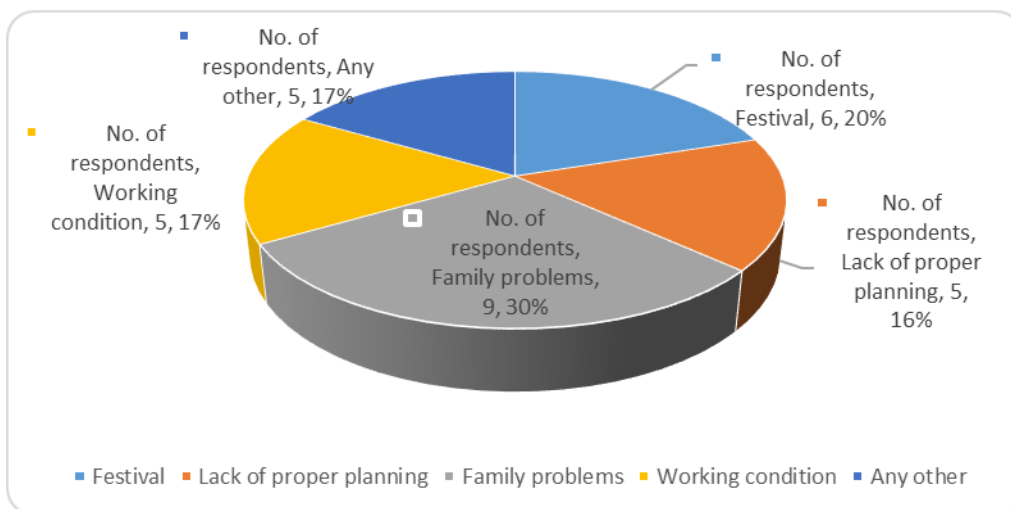
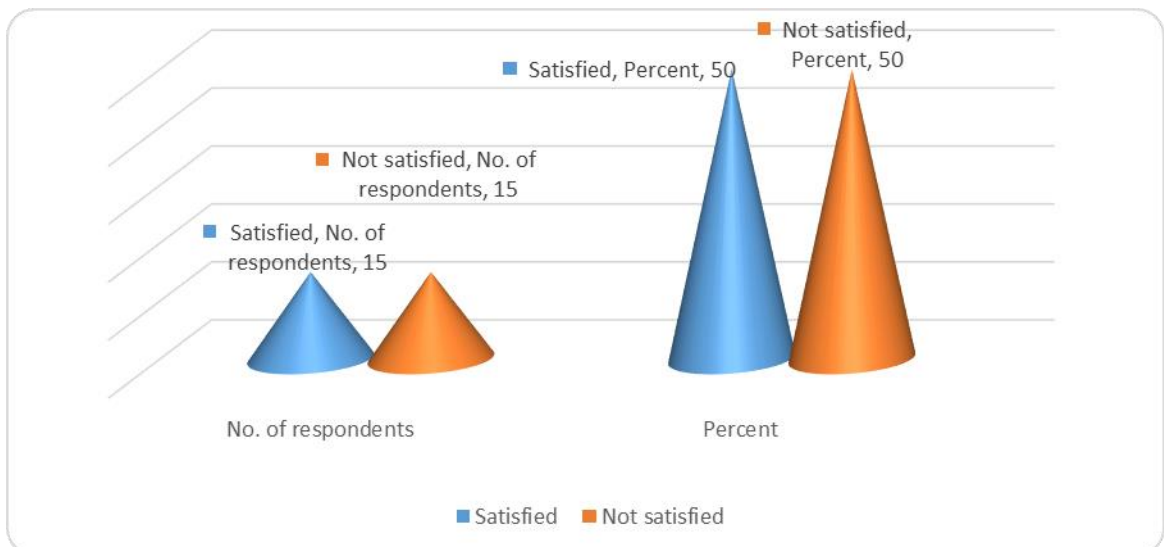


Table No: 22 Satisfied with leave facility provided by the company

| Sl. no | Response | No. of respondents | Percent |
|--------|---------------|--------------------|---------|
| 1 | Satisfied | 15 | 50.0 |
| 2 | Not satisfied | 15 | 50.0 |
| | Total | 30 | 100 |

This table clearly shows that satisfied with leave facility providing the company, 15 [50%] of the respondents are response as satisfied with leave facility providing company, 15[50%] are opined is not satisfied with leave facility providing the company, the employees equally response to this question.



CHAPTER-5

FINDINGS, CONCLUSION AND SUGGESTIONS

Findings of the Study

- ✓ The study found that 11(36.7%) of respondents belong to the 31-40 year age group, which indicates that the majority of workers are young people.
- ✓ The study has found that, 23.3 percent of respondents have illiterate
- ✓ The study has revealed that, majority of respondents 70 percent are married.
- ✓ The study also found that, most of respondents 24(80%) are permanent workers. It show that majority of the respondents are permanent workers of the company.
- ✓ The study also found that, most of respondents 11(36.7%) have work experience more then10 years,
- ✓ The study also identified that, majority of the respondents 24(80%) are like shift system, this show that majority of employees have positive attitude to words work in shift system.
- ✓ The study also found that, all of the respondents felt inconvenient to work in the night shift, 14(46.7%) respondents have convenient to general shift, this show that all respondents felt inconvenient to work in night shift.
- ✓ The study has explored that, 20(66.7%) respondents have remain absent themselves without inform to concert department due to ill health, it show that ill health problem is the major causes for absent.
- ✓ The study also identified that, 21(70%) respondents have opined that working place is in clean and hygienic condition, remaining Nine (30%) of respondents have opined that working place is not in clean and hygienic condition.
- ✓ The study has explored that, 15(50%) of respondents have opined that the machines are in bad conditions, it show that, majority of respondents afraid to work in these machines.
- ✓ The study has found that, 12(40%) respondents opined that the company has not provided with necessary safety equipments to employees.

- ✓ The study identified that, 14(46%) of respondents have remain absent for one to two days in a month, surprisingly 9(30%) of respondents have expressed that they will not absent any day in a month.
- ✓ The study has found that, 17(56.7%) of respondents have opined that the relation with co-worker is good.
- ✓ The study has found that, 21(70%) of respondents have opined that the relation with management is good.
- ✓ The study also revealed that, 24(80%) of respondents are not satisfied with wages.
- ✓ The study also revealed that, 15(50%) of respondents are unsatisfied with work environment
- ✓ This study has also found that, 15(50%) of respondents are not happy with the company's offering leave service.

Suggestions

- ✓ Most of the workers age is between 18-30 years who have served for long period on the same job and there is a need for job rotation to them.
- ✓ Employees are less educated the management should give emphasis to improve the literacy and education level of employees so that they can also plan to introduce workers education programs.
- ✓ Create good working environment to the night shift and provide the extra allowances of employees for those who work in night shifts.
- ✓ Provide guidelines to employees who absent themselves without informing to concerned department.
- ✓ Create a good environment in the working place and keep it clean & hygienic.
- ✓ Ensure that all machines are in good condition to work
- ✓ Provide with necessary safety equipments to employees.
- ✓ The main reason for absent is health problems, hence management can provide good health facilities to the employees. Arrange for counseling programs to the employees those who are remaining absent regularly due to stress or personal problems.

- ✓ Management should maintain the good relationship with workers and makes sure that no any misunderstanding between the workers.
- ✓ Try to increase the salary amount, and also introduce the attendance bonus scheme to workers.
- ✓ If possible provide family counseling programs to the workers family member when it is regularly absent.
- ✓ Try to make certain changes in leave system to the workers.

Conclusion

The research study outcome and finding exemplified the fact that an in-depth analysis was undertaken, and all the goals set for this research work were completely realized.

The research was performed to understand amongst the workers the causes of the company's absenteeism. Nearly every country in the world is facing the problem of the absenteeism in industry. Its size in India is much greater than that of Western countries. Absenteeism is commonly recognized by various people in different ways.

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- ✓ ABSENTEESIM (JOSSEY BASS BUSINESS AND MANGEMENT SERIES
- ✓ REDUCING EMPLOYEE ABSENTEEISM THOUGH SELF-MANAGEMENT TRAINING- COLETTE A.FRAYNE

WEBSITES:

- ✓ <https://www.shrm.com>
- ✓ <https://www.l&t.com>
- ✓ <https://www.wheniwork/>
- ✓ <https://www.absence.com>

Annexure:

A questionnaire is on “**A STUDY ON EMPLOYEE ABSENTEEISM**”

Dear sir/madam

I, Skliva Buthello being a student of CMRIT Management Studies Bangalore pursuing 2nd year MBA. As a part of my academic requirement I have taken up a project on “A Study on Employee Absenteeism”.

This study questionnaire is purely for academic purpose; hence I kindly request you to co-operate with the regard through filling questionnaires. The information provided by you will be kept confidential.

PERSONAL DETAILS

- Gender
 - Male
 - Female
- Which age group do you belong to?
 - 18-30
 - 31-40
 - 41-50
 - 51-58

QUESTIONERS

- What is education qualification?
 - Illiterate
 - 1st std – 7th std
 - 8th std – 10th std

- ITI
- Diploma
- PUC

- What is your marital status?
 - Married
 - Unmarried

- What is your Nature of Job?
 - Permanent
 - Temporary

- What is your Year of Experience?
 - 1 year
 - 1 to 5 years
 - 5 to 10 years
 - Above 10 years

- Likeness to shift system?
 - Yes
 - No

- Frequency of work shift?
 - First shift
 - Second shift
 - General shift

- Is your absent due to ill health?
 - Yes
 - No

- Is your work place clean and hygienic?
 - Yes
 - No

- Is the machines is in good condition?
 - Yes
 - No

- Does the company provided with necessary safety equipment?
 - Yes
 - No

- Likeness your section/department?
 - Yes
 - No

- Are you afraid of coming to job?
 - Yes
 - No

- What is the reasons for absenteeism (afraid)?
 - Personal problems
 - Stress
 - Work Conditions
 - Any other
 - Not applicable

- How many days were you been absent in a month?
 - Not at all
 - 1 to 2 days
 - 3 to 5 days
 - More than 5 days

- What are the main reasons for absenteeism?
 - Health problem
 - Working environment
 - Stress
 - Work dissatisfaction
 - Any other

- What is your relationship with co-worker?
 - Excellent
 - Good
 - Poor

- How is your relationship with management?
 - Excellent
 - Good
 - Poor

- Are you satisfied with your wages?
 - Satisfied
 - Not satisfied

- Are you satisfied with environment at work place?
 - Satisfied
 - Not satisfied

- Remain absent frequently?
 - Festival
 - Lack of proper planning
 - Family problems
 - Working condition

- Satisfied with leave facility provided by the company?
 - Satisfied
 - Not satisfied

ACTIVITY CHART

| Sl. No. | Activity | Activity Details | Duration |
|---------|-------------------|---|---|
| 1 | Activity-1 | Understanding Structure, Culture and functions of the organization/identification of business problem from the Industry from the literature study | Week-1 [02/01/2020 To 08/01/2020] |
| 2 | Activity-2 | Discussion with the guide for finalization of research design and instrument and presenting the same to the guide. | Week-2 [09/01/2020 To 15/01/2020] |
| 3 | Activity-3 | Collection of data, editing of the collected data, coding, tabulating and presenting to the guide for suggestions for analysis. | Week-3 [16/01/2020 To 22/01/2020] |
| 4 | Activity-4 | Analysis and finalization of report and making presentation to the guide | Week-4 [23/01/2020 To 29/01/2020] |
| 5 | Activity-5 | Submission of final Report to the University before one week of the commencement of theory examination | Week-5 [30/01/2020 To 05/02/2020] |

Name and Signature of the Student

(SKLIVA BUTHELLO)

