

A PROJECT REPORT
(18MBAPR407)
on the Topic
**A STUDY ON “EMPLOYEE ABSENTEEISM” AT PRIME FOCUS
TECHNOLOGIES**

By

Mr. TARANSH A

1CY18MBA51

MBA 4th Semester

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

Under the Guidance of

INTERNAL GUIDE

Prof. Namita P Konnur

Assistant Professor

EXTERNAL GUIDE

Mrs. Martina Thomas

Senior HR Manager,
Prime Focus Technologies



DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

C M R INSTITUTE OF TECHNOLOGY

#132, AECS Layout, ITPL Main Road, Kundalahalli,
BENGALURU-560037

JULY 2020

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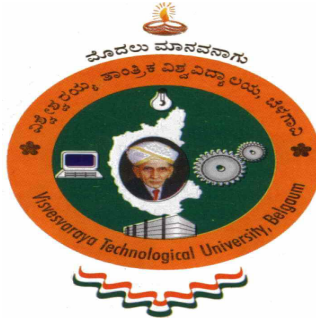
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JULY 2020



BANGALORE
CAPE TOWN
DELHI
JOHANNESBURG
KOLKATA
LONDON
LOS ANGELES
MUMBAI
NEW YORK
TORONTO

15th Feb, 2020

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Taransh A has successfully completed his internship in our People Experience department from 1st Jan 2020 to 15th Feb 2020.

His conduct during the internship was satisfactory. We wish him success in all his future endeavors.

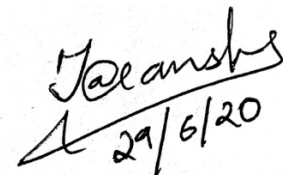
Best Regards,
For Prime Focus Technologies



Martina Veena Thomas
Manager – People Experience

DECLARATION

I, **Mr. TARANSH A** bearing **USN 1CY18MBA51**, hereby declare that the project report entitled “Employee Absenteeism” prepared by me under the guidance of Prof. Namita P Konnur, faculty of M.B.A Department, CMR Institute of Technology, Bengaluru and external assistance by Mrs. Martina Thomas, Senior HR Manager, **Prime Focus Technologies**. I also declare that this report is prepared in 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:

TARANSH A

Date:

USN: 1CY18MBA51

ACKNOWLEDGEMENT

I acknowledge the deep gratitude to all those who have made this project report successful and helped in preparing the report.

I would like to express my sincere thanks to **Dr. Sanjay Jain**, Principal of CMR Institute of Technology, Bengaluru for his valuable support and guidance throughout the course of organization study.

I am grateful to **Prof. Sandeep Kumar, HOD** of the Department of MBA, CMR Institute of Technology, Bengaluru for his constant motivation and inspiration.

I thank my internal guide, **Prof. Namita P Konnur, Assistant Professor** of the Department of MBA of CMR Institute of Technology, Bengaluru for her valuable guidance and untiring support and cooperation in completing the project work and external guide, **Mrs. Martina Thomas, Senior HR Manager, Prime Focus Technologies** for their constant guidance and support throughout the project work.

TARANSH A

1CY18MBA51

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EXECUTIVE SUMMARY

The study is undertaken at Prime Focus Technologies, Bangalore, which provides end-to-end creative services (stereo 3D conversion and animation), technology products & services (Media ERP Suite and Cloud-enabled services), production services (equipment rental) and post-production services (Digital Intermediate and picture post) to the Media and Entertainment industry. The study is all about the organisation's employee's absenteeism rate and the causes of that which not only depict the causes in Prime Focus but also shows the nature of employees in such organisations. Absenteeism could be a serious work drawback and an upscale incidence for each employers and employees apparently unpredictable in nature. Human resource is a crucial a part of any business and managing them is a crucial task.

Moving further Organisation profile, Background, Nature of the business, Vision Mission on Quality policies, product and services, Ownership pattern and it also provides information about their achievements and awards, Organisation structure, Future prospects of growth, Balance sheet. SWOT analysis of this organisation, where the strength of the organisation is unique end-to-end creative services, post-production services, etc opportunities are to see audiences enjoying a lot of immersive experiences, with advances in technologies like virtual reality (VR) and interactive videos, re-defining the standard lean-back expertise. because the explosion of multi-platform continues, automation and centralisation can emerge as key drivers for M&E enterprises to boost efficiencies, increase monetization and lower prices.

As worked in the "PEOPLE EXPERIENCE" department of Prime Focus Technologies and I learnt a lot of concepts about the Human Resource world and with my study in absenteeism I understood all my queries of employees in an organisation .

**CHAPTER 1:
INTRODUCTION**

1.1 INTRODUCTION

PROJECT TITLE :-

A study on "EMPLOYEE ABSENTEEISM" at Prime Focus Technologies, Bangalore.

Absenteeism is the genuine difficulties to Indian industry. Absenteeism causes creation misfortune just as likewise causes decrease of gross national salary, when the gross pay of employees lessens regularly his buying ability moreover diminishes in the event that the individual couldn't manage the fundamental and discretionary needs of convenient and appropriately. The person in question needs to confront issues like poor family concordance, progressively mental and physical weariness which is able to once more prompt absenting from work. "Representative non-appearance is one of the most widely recognized work environment problems confronting organisations in today's work environment. Genuine diseases despite everything represent most of employee unlucky deficiencies, however a few investigations have demonstrated that short of what 33% of nonappearances from the work environment are identified with unexpected weakness. Most managers offer their employees excursion, wiped out leave, took care of time, or many different sorts of paid and unpaid leave". It is the duty of the HRD to convey the involvement strategy unmistakably to the employees. Simultaneously, it needs to create HR strategies to advance the inspiration levels of representatives and diminishing non-attendance because of punishable reasons. The organization must find a method to connect with the sample representatives so they make the most of their work and are missing just for certifiable reasons. The test is to make a technique that help participation and control non-appearance, in such a path as not to make question, expensive managerial strategies and systems evasion. Customary strategies for non-appearance control just utilizing disciplinary strategy have wound up being insufficient. It is practically hard to make a sensible disciplinary strategy, considering the way that even too considerably run disciplinary systems, which treat near exercises with unsurprising repercussions, are for the most part observed as out of line. This acknowledgment is typical, in light of the fact that discipline alone neither recognizes nor addresses the fundamental driver of non-appearance. It will be incapable

and appeared as uncalled for. Conventional disciplinary projects alone can, best case scenario, give the figment of control

1.2 INDUSTRY PROFILE

Service industry

An industry in that bit of the economy that makes benefit as opposed to un-mistakable articles. Financial experts partition all monetary movement into two classifications, products and enterprises. Merchandise delivering businesses are mining, agribusiness, assembling, and development; every one of them makes an unmistakable item. Administration businesses incorporate everything else: banking, intercharges, discount and retail exchange, even expert help, for example, building, PC programming improvement, and medication, non-benefit monetary action, all shopper administrations, and all taxpayer supported organisations, including obstacle and organisation of equity. In less-created nationals a great many people are utilized in crucial exercises, for eg, farming and mining. A supervisions directed economy is normal for formed nations.

MEDIA AND ENTERTAINMENT INDUSTRY

The Indian Media and Entertainment (M&E) industry is a dawn division for the economy and is crafting superb development strides. Demonstrating its flexibility to the world, the Indian M&E industry is on the eusp of a phase of development, supported by rising shopper request and improving publicizing incomes.. Web has nearly become a prevailing press for enjoyment for the majority of the individuals. The company has really been to a great magnitude driven by escalating digitisation and higher web consumption throughout the most recent decade

The Indian publicizing industry is foreseen to be the second speediest creating advancing business sector in Asia after China. At presentday, exposing income speaks to about 0.38 percent of India's absolute national yield.

COMPANY PROFILE



Discussing the foundation or the historical backdrop of Prime Focus Limited. In 1997, It was begun by Namith Manhotra, Merjin Taveria, Prakash Kurupa, Huzeffa Lokandwala in a little garage in Mumbai. Prime Focus Technologies is headquartered at Mumbai.

Prime Focus Technologies (PFT) is the maker of Enterprise Resource Planning (ERP) programming, CLEAR™ for the Media and Entertainment (M&E) industry. It advances supporters, studios, brands and specialist co-ops transformational arrangements that assist them with bringing down their Total Cost of Operations (TCOP) via robotizing business forms around content and dealing with their business of substance enhanced.

PFT works with the major M&E organizations like:-

- Turner
- P B S
- 21 st Century Fox-possessed
- Star T V
- Hearst
- C B S Television Studios
- Century Foxx Television Studios
- Lionsgates
- Starzs Media (a Lionsgates organization)
- Showetime
- A + F Networks
- Complex Networks
- H B O
- I F C Films
- F X Networks
- Miramax
- C N B C Africa
- TERNN
- Novvi Digital
- H O O Q
- Viacom's Voot
- Cricket Australia
- B C C I

PFT is the innovation backup of Prime Focus Limited, the worldwide pioneer in Media & Entertainment industry administrations.

We were fused as a Private Limited Company on June 25, 1998. From there on, the word 'Private' was erased from our name under the arrangements of Section 43a (1). According to this, our Company was changed over into an open constrained Company, vide a crisp Certificate of Incorporation dated April 25, 2000, gave by the ROC. The Company follows its underlying foundations to the exclusive worries of its Directors - 'Video Works' of Mr. Naresh Manhotra and 'Video Workshop' of Mr. Namith Manhotra which were converged to shape Prime Focus Private Limited.

The advertisers had anticipated the significance of accomplishing minimum amount in the developing Entertainment Industry and recognized the need to give the whole range of administrations engaged with highlight movies and promotion films industry. Our Promoters have three many years of involvement with the film business, which is commended by a group of imaginative work force and ability in the most recent pertinent innovation in after creation.

They started as restrictive concerns began by our authors - Both the organizations were converged in 1997, to frame Prime Focus as a solidified substance developed of trend setting innovation and possessed by specific local ability. From that point forward, we have developed to get one of the pioneers of Asia in after creation and special visualizations administrations with areas and accomplices over the world. With our imagination and client support, we have set up ourselves similar to a looked for after goal in the nation for after creation benefits in include films, enhanced visualizations, computerized middle of the road, advertisement films, music recordings, communicate plan and TV appears.

We have been a pioneer in the utilization of computerized advancements in after creation for as far back as decade and keep on coming out on top.

MARKETS AND CLIENTS

Prime Focus India is the country's biggest imaginative administrations (sound system 3D change and movement), creation (gear rental and line creation) and after creation (Digital Intermediate/shading evaluating and picture post) administrations supplier to the Film, Advertising ventures and Broadcast.

Prime Focus India is a piece of Prime Focus Limited, the world's biggest autonomous and coordinated media administrations powerhouse utilizing more than 8,000 experts in 15 urban communities across 4 landmasses and 6 time zones.

In 2014, Prime Focus and Reliance MediaWorks blended their film and media administrations organizations, upgrading the organizations' business initiative in India and over the globe.

VISION:

"Prime Focus Technologies is focused on providing the clients with results-oriented media contents, public relations, and marvelous customer support & service. We are focused on just giving items and administrations that advantage to our clients. We will preserve a growth-oriented company which is financially strong, for the security of our employees and clients."

MISSION:

The mission of Prime Focus Technologies is to offer results-oriented media development, public relations, deployment schemes and marketing designed to meet our client's intentions by providing robust marketing conceptions and excelling at customer service. We seek to become a strategic extension of clients marketing objectives and exceed their bottom-line results.

QUALITY POLICY

In our quality arrangement, customers are at the focal point of our responsibility, as we look for their fulfillment through adjustment of our procedures. In this way, it is required for us to know the customer and its needs: it is basic to concentrate to the nature of the administrations gave, that should be fitting and advance as per an evolving situation.

Goals:

Reinforce associations with private and open organizations as potential clients and advertisers of the our administrations and items;

Assurance culmination and rightness of the data gave to the client so as to help dynamic procedure;

Improvement of customer's picture and notoriety available, with a reliable increment in the quantity of clients and turnover;

Increment inspiration inside the group through constant preparing, move of skill and adjustment of hardware and innovations

Improving specialized nature of execution through ceaseless observing and inside and outer review;

Diagram dynamic and employable procedures planned for making the various exercises powerful and monetarily serious

Acquire the most elevated level of consumer loyalty while regarding the legally binding terms and the common specialized and monetary desire;

PRODUCT PROFILE

Prime Focus Technologies is the maker of Enterprise Resource Planning (ERP) programming, CLEAR™ for the Media and Entertainment (M&E) industry. It poses telecasters, studios, brands and specialist organizations transformational arrangements that assist them with bringing down their Total Cost of Operations (TCOP) via mechanizing business forms around content and dealing with their business of substance better.

- Cloud MAAM
- Operation Cloud
- Broadcaster Cloud
- DAXX Productions Cloud
- CLEAR VISIONN Cloud

Service Profile:

Prime Focus Ltd is a holding organization. Prime Focus is a media and media outlet administrations organization. The Company gives start to finish inventive administrations, for example, enhanced visualizations, sound system three dimensional (3D) transformation and movement; innovation items and administrations, for example, Media Enterprise Resource Planning (ERP) Suite & Cloud-empowered media administrations; creation administrations, for example, gear rental, and after creation administrations, for example, Digital Intermediate & picture post to studios, communicate and publicizing businesses. The Company's advances incorporate CLEAR (Hybrid Cloud innovation empowered Media ERP Suite), DAXX Digital Dailies and View (stereoscopic 2-dimensional 2D to 3D change process).

- Cloud Media Service
- Digital Media Service
- Localization Service
- Data Analytics
- Creative Service

Competitors Information

The top 10 competitors of Prime Focus Technologies competitive set are:-

UFO Moviez,
Eros International,
Real Image,
Trendy Beat Network,
Speed Records India,
Legend 3D,
Hybride Technologies,
PVR,
Spuul and
FilmDoo.

Together they have raised over 318.1M between their estimated 14.9K employees.

SWOT ANALYSIS:



STRENGTHS:

STRENGTH is an asset, aptitudes, or different favorable circumstances identifying with contenders. It is unmistakable ability that gives the association a relative preferred position in the commercial center. Market authority, open picture, understanding, money related and human asset, association system and unions are case of hierarchical quality.

Organization's benefits - Technology, Skilled Employees and Good foundation.

Solid Key - Personal association with various degree of representatives by more significant position authority.

- Access to customer with lesser expense.
- Company has a decent promoting picture.

- Professionally oversaw association.
- Worldwide.

OPPORTUNITIES:

A chance (outer) is a significant positive circumstance in the association's condition. A case of chance could be new market, higher financial development rate, new customers, new ott stages, new undertakings and innovative changes.

- Continuous increment popular for outsider herring.
- Increase popular for OTT stages which thusly expands the tasks for PFT.
- Internet time of watching motion pictures and television programs at home on OTT stages.
- Increase in new business thoughts.

WEAKNESSES:

- Highly secret information.
- Higher publicizing spending prerequisite.
- Tough rivalry in administration industry.
- Data break

THREATS:

A danger (outer) is a significant un-ideal circumstance in the association condition. The passage of another contender, expanded dealing intensity of outside and interior gatherings, significant changes in innovation and govt. guidelines & loan costs, slow market development are barely any instances of hierarchical danger.

- Raising work cost.
- Slower advertise development.
- Change in financial components.
- Increase in residential rivalry.
- Potential for dominate.
- Data leak.

We can perform these processes because of our standalone product CLEAR Vision which hasn't been found by our competitors once the technological alternative is found it may get available to the competitors and we may lose our clients.

FUTURE GROWTH AND PROSPECTS



PFT continually attempts to expand its arrangement of transformational arrangements and administrations to concentrate on the requirements of the energetic M&E showcase. We have more than 300 exceptionally talented R&D engineers working nonstop to manufacture item abilities, and guarantee that our contributions are future-prepared. We additionally set up committed development labs with key customers to seek after joint activities that drive our customers' business needs. These endeavors go far in helping us carry industry first contributions to the market. For example, we as of late propelled an AI-drove custom model for sports, which suggests programmed metadata extraction through multi-pass inferencing and patent pending innovation for activity following. It auto creates bundles and client configurable features, permitting clients to auto distribute live to VoD.

The business is unquestionably directing towards a more brilliant, more digitalised future! Personalisation will lead the way, and substance makers will be centered around giving individuals precisely what they need, at whatever point they need. The future will likewise observe crowds getting a charge out of increasingly vivid encounters, with progresses in innovations like Virtual Reality (VR) and intuitive recordings, re-characterizing the ordinary recline understanding. As the blast of multi-stage proceeds, computerization and centralisation will rise as key drivers for M&E endeavors to improve efficiencies, increment monetisation and lower costs. Computer based intelligence will before long move from the pilot stage to the early reception stage too.

FINANCIAL STATEMENT

BALANCE SHEET FOR THE YEAR ENDED 31.03.2018 (Table no. 1.1)

		₹ Crores	
	Notes	As at March 31, 2018	As at March 31, 2017
Assets			
Non-current assets			
(a) Property, plant and equipment	4	350.49	368.52
(b) Capital work in progress		1.51	0.87
(c) Goodwill and other intangible assets	5	2.45	3.08
(d) Financial assets			
(i) Investments	6	939.69	944.28
(ii) Other financial assets	8	64.95	5.69
(e) Deferred tax assets (net)	25 d	25.48	44.58
(f) Income tax assets (net)		49.96	39.21
(g) Other non-current assets	9	2.77	2.86
Total non-current assets		1,476.30	1,429.09
Current assets			
(a) Financial assets			
(i) Trade receivables	10	49.09	54.03
(ii) Cash and cash equivalents	11	1.00	0.78
(iii) Bank balances other than (i) & (ii) above	11	3.29	10.41
(iv) Loans	7	59.59	220.72
(v) Other financial assets	12	27.49	66.14
(b) Other current assets	9	4.68	13.32
Total current assets		189.13	366.20
Total assets		1,665.43	1,795.29
Equity and liabilities			
Equity			
(a) Equity share capital	13	20.92	20.89
(b) Share warrants	13 b	82.50	-
(c) Other equity	14	1,004.63	1,066.03
Total equity		1,107.05	1,086.92
Liabilities			
Non-current liabilities			
(a) Financial liabilities			
(i) Borrowings	15	183.75	267.12
(ii) Other financial liabilities	20	75.09	69.50
(b) Provisions	16	2.43	2.19
(c) Other non-current liabilities	17	1.15	-
Total non-current liabilities		262.42	338.81

	Notes	As at March 31, 2018	As at March 31, 2017
Current liabilities			
(a) Financial liabilities			
(i) Borrowings	18	21.74	42.59
(ii) Trade payables	19	19.59	26.72
(iii) Other financial liabilities	20	222.58	277.47
(b) Provisions	16	0.29	0.07
(c) Current tax liabilities (net)		2.50	3.26
(d) Other current liabilities	17	11.03	9.55
Total current liabilities		279.01	359.76
Total liabilities		548.38	698.57
Total equity and liabilities		1,665.43	1,795.29

The main purpose of a balance sheet interpretation is to determine if the company has financial strength & economic efficiency. As per the above table, the data is analysed with the comparison of 2016 & 2017- year common size balance sheet to understand the performance of the company from the past two years.

- In the above table, it is shown that there is a growth net worth.
- It also shows that the non-current assets have raised from 1429 to 1476 crs, whereas the current assets have decreased from 366 to 189 crs which results in the total assets to drop from 1795 to 1665 crs
- It shows the equity has gone up from 1096 to 1117 crs
- The Total non-current liabilities have reduced from 338 to 269 crs which is a
- good sign.
- The Total equity and liabilities have reduced from 1795 to 1665 crs in one financial year.

CHAPTER 2:
CONCEPTUAL BACKGROUND AND LITERATURE
REVIEW

2.1 THEORETICAL BACKGROUND

BRANCH OF HUMAN RESOURCE MANAGEMENT

It is known as the People Experience Team in Prime Focus Technologies Mrs. Martina Thomas, Senior HR supervisor controls the HR division. The staff of HR Dept. incorporate the HR administrators, a government assistance official, a medical attendant, a creche in control, .house keeping staff.

H R VISION

"HR gives authority in forming an impartial and comprehensive culture that drives decent variety, greatness, and development by supporting ability, commitment, and the representative work understanding."

Functions performed by the HR Department

- Induction
- Recruitment
- Training And Development
- Managing Employee Relations
- Performance Management
- Maintaining Good Working Conditions
- Operations

Recruitment and selection procedure:



In Prime Focus Technologies enrollment technique is as per the following. In the first place, Department Heads will do the labor arranging. In the wake of recognizing the labor need they send report according to capability & required no. of competitors, to Human Resoucre Department? From that point the issue would be examined with the administration & on the off chance that it is truly required, at that point the HR office will make appropriate strides for enlistment.

After that, they will make legitimate strides like advisement are put in papers, moving toward consultancies for enlistment and furthermore enroll employce throug referrals. Enlistment is an incorporated procedure in Prime Focus Technologies both external^ inner wellsprings of enrollment are done on to enlist candidates. The administration will lead a clinical test, in order to know whether they are apt to work. Preparing is given to chosen competitors.

Induction

The enlistment program will be led for recently named up-and-comers. The chose up-and-comers are acquainted with their partners, their working environment and so on. They assessed to the idea of obligations, leave bcenefits, pay, positon in chain of command and so on.

Training



Identification Of The Training Needs

Preparing needs might be new preparing needs or retraining needs.. These distinguished once in a year. Division heads distinguish the preparation desires of their representative through examination framework. New employce is appointed a new position and is prepared for the equivalent.

Training nessecity are viewed as 3 levels:-

1. Individual level
2. Department level
3. Organisation level

Kinds of training provided:

On-the-job training

In-house Training

Every year Training Department readies its own preparation schedule. It additionally gets ready month to month preparing planned all the representatives are given the necessary preparing.

Wages and salary administration

Salary administration is automated and it is determined based on participation. .If there should be an occurrence of unpaid salary and compensation compromise is made. When a employee leaves, full and last settlement of his record is made.

EMPLOYEE WELFARE FACILITIES

Prime Focus Technologies gives many work offices some of them are as referenced below

Canteen

The Canteen in the company is all around kept up is under legally binding premise. Representatives are given sponsored nourishment during their working hours. The goal of this office is to give spotless, clean & nutritious nourishment to the employees at less expensive expense, giving perfect sterile spot to employees to devour nourishment. Flask gives a gathering spot to the employees.

First Aid facility

Emergency treatment boxes in the cabinets well furnished with the recommended medication are given in all the floors and teams. Each case is accountable for duty of the individual who holds an endorsement in the emergency treatment. Rescue vehicle room administration is additionally given during the strolling hour. A rescue vehicle van is kept up in the organization to take employee to the clinic if there should be an occurrence of mishap

Maternity advantage

Maternity advantage is payable for a limit of 12 weeks in the event of imprisonment & least of about a month and a half.

Disablement advantage

In the event that there were any brief disablement because of work injury, at that point if' the individual were guaranteed he would be remunerated with about 70% of every day normal wage. On the off chance that disablement is changeless, at that point periodical installment is paip for the individual who is guaranteed / to the ward of the harmed individual.

Reward for best service

Each representative is compensated for extraordinary execution an ihe factory. Money prise & different advantages are given. This infers to woifcmen to the evaluation up to the lesser supervisors..

LEAVE ADMINISTRATION

Creche:

The production line has an uncommon office for the representatives of the association .The creche cares for the offspring of the employes during the working hours. Youngsters from the age gathering of 1 to 10 years will be taken in. Each youngsters bday will be commended by cutting a cake and the child would be presented a small birthday present from the organization.

Employee welfare:

The government assistance official will take care of representative government assistance. They will have numerous significant duties to be dealt with. Government assistance official is in control for the enlistment of the new representatives. He/she need to direct the employees by teaching them regarding the government assistance benefits, as PF, Insurance, and so on.

He/she orchestrates normal workshops, demos, addresses, classes, and so forth for the representative. For instance

- Monthly mindfulness program for fresher employees.
- Safety measures instructed to the employees
- Personnal cleanliness
- Extinguishing fire
- Women's day festivity and so forth...

DIFFERENT COMMITTEES

- Canteen advisory group
- Health and Safety panel
- Works panel

Canteen committee:

This panel takes care of the bottle issues in the production line. The advisory group comprises of 5 individuals. They sort out a gathering toward the month's end and examine different issues about the container offices. They likewise gather inputs from the employees with respect to the nourishment gave. Cleanliness, one among needs proposal if any given are exercise.

Advisory group against inappropriate behavior

As 70% of the representatives in the plant are ladies. A board of trustees is set up to deal with the unobtrusive issues spinning around the ladies employes. Any practices which would prompt humiliation of the ladies employes,, would be observed. Any individual who attempts to act mischievously with the ladies laborers would be taken from a work. Such circumstance would be managed all things considered respect. Also, such sort of issues would be kept as secret as could reasonably be expected.

Health & Safety committee:

A gathering of employees structure a panel to take care of the wellbeing of the associates. For example, the insurance contraptions gave are acceptable or not. While working the employee may face problems or difficulties with his health which may

decrease his efficiency. What are the additional measures to be taken for the wellbeing of employees? And so on are managed in detail.

Working hours:

Working time is the time span that an individual spends at paid work. Unpaid work, for instance, singular housework or contemplating children or pets isn't seen as a component of the working week.

Participation:

1. Every employee will enroll his participation by Bio-Metric finger punch
2. ID Card - once before starting work every day and once by the day's end
3. Day (close of work hours).
4. This office doesn't implement on representatives who have not finished 18 years of age youngster work is carefully restricted.
6. Every representative will subsequently initiate his/her work at his/her relegate end place and at the time fixed for beginning of work as per the advised work hours.
7. The beginning and shutting of the work time frame in the beginning and shutting of Interim period will be advised every once in a while and will be motioned by the sound of an alarm.
8. Employes in consummation of workking/move hours leave the industrial facility premises promptly within 15 min from the end of move hours.

Entry, exit and search:

All employes will enterr or leave industrial facility primises by the entryway or doors determined for the reason.

No employees will enter the built up industrial facility premises aside from when on the job, without the consent of the security or some other official approved by the Management right now.

No employee will tolerate him, inside the corporate site, any external individual/companion/relative without the authorization of the of deride approved for benefit.

The whole employees will be looked at the production line principle entryway or such other indicated doorways by the safety crew on the job or by others designated by the supervisor for the reason.

Any employee, who is will off the clock, has to allowed or has surrendered or isn't working under any circumstances, will quickly leave the manufacturing plant primises and will not enter any dish to it aside from with consent official approved right now.

No employees will leave manufacturing plant premises during obligation hours aside from subsequent to acquiring composed authorization of the approved official and with a door pass. In the event that employe wants to leavc the industrial facility primises during the long periods of work told for him her,, he/she will get the earlier assent of & a door go from the supervisor, and without administrator, from thc in control chief or some other official approved right now.

2.2 LITERATURE REVIEW

Human Resource Management is about enlisting, inspiring and keeping up individuals in an association. It centers around individuals in associations. Human Resource looks at entities as a significant foundation or advantage to be consumed to help associations, representatives and the general public. It is rising as an unmistakable way of thinking of the executives focusing on strategies that progress commonality - shared objectives, common regards, common prizes and shared duties. The verdict is that approaches of commonality will evoke duty which thusly will generate both better financial execution and more remarkable human asset improvement.

1). Marijose Romiro and Yong Suon Lii has written a research paper A National Portrait of Chronic absenteeism within the Early Grades. during this thesis he centered on the subsequent points:

- (i) however well-known is that the drawback of Early Absenteeism?
- (ii) will Family Incomes Impact Early Absenteeism?
- (iii) what's the Effect of Early absence on educational Achievement?

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CHAPTER 3:
RESEARCH DESIGN

3.1 STATEMENT OF THE PROBLEM

A study on "EMPLOYEES ABSENTEEISM" at Prime Focus Technologies, Bangalore

3.2 NEED FOR THE STUDY

Absenteeism suggests that being absent from work. staff might take a leave or not report back to work for a range of reasons. a number of these is also uncontrollable factors like illness, emergency, accidents etc”.

“Though, employees may take leave once they are proficient to attend work. this could result out of low enthusiasm levels and discontentedness with one’ s work. unexpected leaves offended an organization the foremost. absence presents a large value to the corporate and therefore ought to be monitored thoroughly”.

It is the obligation of the Human Resource Department to speak the attending policy evidently to the worker and policies to boost the motivation levels of staff and reduce absence thanks to censurable reasons. the corporate ought to take Phases to interact the staff in order that they get pleasure from their work and area unit absent just for real motives.

It is very essential to study this topic and find solutions to this particular problem because every company has different types of employees and different reasons for absence. If this is not taken seriously the employer faces a lot of difficulty. Some of the consequences for employers include:

- Reduced efficiency levels.
- High organization prices.
- Increased work prices within the event that you just use substitution impermanent laborers.
- Understaffing that may prompt poor consumer support.

- Poor resolve among associates. this may be particularly pervasive if staff frequently got to fill sure missing employees and within the event that they do not understand any requitals for group action.

3.3 OBJECTIVES OF THE STUDY:-

T0 identify the reasons for Absenteism.

T0 measure the level of Employees Absenteism.

T0 identify the process required to diminish the Absenteism level.

T0 study the employes working conditon.

T0 find the component that persuades the Employee which limit Abscnteeism.

3.4 SCOPE OF THE STUDY

The improvement of any association relies upon the consistency of employees. The investigation is led to know the different levels and purposes behind absence of employees in an association. By looking at it one can receive restorative ways to diminish abnormalities in the association prompts organisational development.

3.5 RESEARCH METHODOLOGY

The III types of Research are :-

- Explorative
- Descriptive
- Experimental

In the present study Descriptive methodology is used.

3.6 DATA SOURCES

- Primary Data:

The Primary information was gathered from the respondents by controlling an organized survey and furthermore through perceptions, interviews and conversation with Management group.

- Secondary Data

Aside from Primary information. The optional information is being gathered through Text books, records of Prime Focus Technologies. Journals from Library, Internet and Academic Reports are utilized for this investigation.

Sample: Sample Population

There are complete 120 employees working in the organization

Sample Size:

Out of the complete populace, the example taken among respondents from the Content localization is 100.

Sample Area:

The exploration was led at Content localization of Prime Focus Technologies, Bangalore.

Sample Method:

The exploration was made by the overview in agreement to the accommodation of the employees. Convenience sampling is the sample type.

3.7 LIMITATIONS OF THE STUDY

Significant qualities of Indian specialists are that, they are prone to refrain from work contrasted with laborers of different nations. The pace of Absenteeism ranges from 4.4% to 45.6%. It additionally changes with seasons in the year, the most elevated being in the months of May, June. The principle purposes behind non-attendance are disorder, mishaps or maternity. These variables represented about 1.2 to 6.7%. Social and religions origins as high as 1.9% to 15.3 %. Other bases like visiting towns for going to suit, rest and amusement represent 0.2% to 16.4 % of all out non-appearance. Non-appearance is legitimately impacts on the advancement of the nation and all things considered the organizations are confronting a descending pattern because of downturn and all that are engaged with the procedure are to be investigated. So I have chosen this work at Prime Focus Technologies., to distinguish the degree of absenteeism and to encourage the organization to move right now locate some dynamic outcomes. Normally association needs to glance in to these perspectives and need to discover appropriate therapeutic measures with the goal that subjective and quantitative advancement can be accomplished. Right now Employees Absenteeism is examined inside and out.

3.8 CHAPTER SCHEME

Employee's presence at work place throughout the programmed time is incredibly essential for the graceful functioning of the economical production method specially & also the organisation generally. In spite of the hugeness of their quality, representatives at some purpose neglect to report at the work place throughout the set-aside time. Non-appearance alludes to the frustration with relevancy sample to answer to figure but they're set-aside to figure. As such, unapproved nonappearances comprise absence.

Absenteeism prices money to the association, apart from reflective representative disappointment with the organization. Like turnover; there's avertable and inescapable non-

attendance. nonattendance is inescapable once the representative oneself fell drained, their reliance reception out of obscurity become unwell or there's a mishap within the plant. inescapable absence is acknowledged by supervisors and is even supported by work laws. Enemy incidence, one days* leave with compensation for like mechanism of administration is allowable by the commercial facilities Act 1948.

Unnecessary nonattendance emerges seeable of night shifts, open doors for operating 2 jobs and winning extra wage, obligation, absence of skilled stability, work disappointment and threatening oversight. This wants mediation by the administration.

Types of Absenteeism:

Absenteeism is of IV types:-

Authorized Absenteeism :- Approved absenteeism alludes to nonappearance endorsed by somebody with authorization to do so for example a representative's director. Nonappearance usually approved incorporates yearly leave, a break in lieu, maternity, paternity and sensible wiped out leave. In any case, these events can frame unapproved unlucky deficiencies if the partner doesn't concur the nonappearance was legitimized or met certain conditions, for example, occasion being concurred in accordance with the organization's arrangements.

Unauthorized Absenteeism:- Unapproved absenteeism happens when the worker isn't given authorization for nonappearance, or isn't given consent after it has happened, and can incorporate long haul wiped out leave without sensible supporting proof and tireless delay.

Wilful absenteeism: This truancy is called Deliberate Absenteeism

if the employee is unshakably absent from the duty.

Absenteeism induced by circumstances beyond control: if such an employee does not have an duty due to situations outside his control such as involvement in mishaps or s

udden pain, this absenteeism is considered absenteeism induced by situations outside his reach.

Features of Absenteeism:

Work explores adopted by various designers reveal corresponding non-attendance highlights.

The rate of truancy on pay day is the most minimal; it rises significantly after salary and benefit intervals.

Nonattendance among the staff under the age of 25 and those over the age of 40 for the most part high.

The rate of non-attendance within an organization fluctuates from branch to office. Through and wide, the separation of highway is under way.

Non-attendance is rarely in nature in traditional businesses.

Reasons for Absenteeism

- Illness
- Unsatisfactory lodging conditions at the work place
- Industrial weakness. The modern weakness urges laborers to stay outside the work.
- Low Workplace Morale
- Poor Welfare Facilities
- Alcoholism

- Child or Elder Care Issues
- Mal-alteration with the activity requests
- Depression
- Stress
- Inferior level of Wages.

Categories of Absenteeism

K.N.Vaid arranges ceaseless non-attendants in to five classes.

1. Entrepreneurs
2. Family oriented
3. Epicureans
4. Status searchers
5. Sick and the old

Entrepreneurs:

This community of truants finds that their work is exceedingly limited in terms of utter mystery and individual goals. Among other financial activities and at some stage social tasks, they pull together themselves to fulfill their ambitions.

The Epicureans:

This class of truants don't prefer to take up the employments which request activity and obligations, control and distress. They hope to have cash, force, and status yet are reluctant to effort for their accomplishments.

Status Seekers:

These groups of nonattendants admire or see a higher societal status assigned, and are enthusiastic about looking after it.

Family oriented :

This sort of truants are frequently related to the family exercises

Sick and the old:

These classes of truants are for the most part undesirable with seven days constitution or elderly folks individuals.

Calculation of the Rate of Absenteeism in an Organisation.

Absenteeism is reported and recorded as far as the rates are concerned.

Absenteeism can be calculated with the aid of the quadratic formula.

$$\text{Absenteeism Rate} = (\text{No. Person's Days Lost} / \text{No. Person's Days Booked to Work}) \times 100$$

Absenteeism Rate can be calculated by different workers and over different time spans such as month and year.

The rate of recurrence represents the extent of noncompliance which is usually expressed as the amount of individual nonappearance over a given time, regardless of the duration of the unfortunate deficiencies. The rate of recurrence is the average amount of unfortunate defects per worker in a given time.

$$\text{Frequency rate} = (\text{all out of the number of times the leave was profited} / \text{all out of the number of Man Days book}) * 100$$

Severity Rate: seriousness is the normal timeframe lost per nonappearance and is determined by utilizing the equation.

$$\text{Severity rate} = (\text{Total no. of missing during a period} / \text{Total no. of times missing during that period}) \times 100$$

A high seriousness rate shows that the employee is missing for longer spans each time. High recurrence and seriousness rates demonstrate that the representative is

missing all the more much of the time and for longer spans each time bringing about high non-attendance even in total terms.

Recent Trends:

Ongoing investigations have uncovered that employees interface with the town as a reason for insecurity in the labor power has become pretty much a matter of history. Now the laborers do have their connection with the town; however they don't go there for any financial interest. They go for the most part for unwinding or going to social services and spending extended vacations. As seen by the examination board of trustees The assembly line laborers held their contacts with the towns more for rest and recovery than for taking care of development. The laborers have nearly lost their monetary enthusiasm for land and have clung to their lifestyle or occupation they have picked.

The accurate study led by the Committee has demonstrated that more noteworthy grouping of the common laborers in modern territories has prompted the ascent of a mechanical low class in many urban communities. It has alluded to the way that there is a more prominent solidness in the work power in those focuses where the businesses have taken care of their laborers by paying them a nice living compensation, giving great lodging convenience and making arrangement for benefits for what's to come. The board was off the understanding that the "town needs need not to be empowered as a large portion of the laborers are landless employees and have no stake in land.. The joint family & the rank are consistently falling apart and monetary supporters of the laborers. At this current point, the laborers are in a transitional stage wherein they are bit by bit dropping the help of the town & have not had the option to make sure about a firm balance in modern territories. Taking into account this, to return to some time in the past and either to keep the laborer from going to the town or to compel him back to the town would be a stage off course. The board of trustees further watched"

"Laborers were set up to adhere to the town to a more noteworthy degree than previously, to battle for their real rights and to look for work in urban as opposed to country regions. The adjustment of the work power in mechanical towns involved impulse as opposed to decision. The panel, accordingly underlined that the "solidness of work can be realized by progress in working & living settings, for the most part in

ventures where such specialists are called upon to work and to give proportions of government managed savings to the laborers.

The national Commission further sees as "Industry extended incorporate a wide assortment of talented and incompetent occupations, mechanical work stopped to be the syndication, of transients from towns. Youthful people in the urban families, generally disinclined to tolerating manufacturing plant condition have been looking for work there. Other than when managers started offering motivating forces for normality and profitability even country transients diminished the recurrence a length of their visits to towns. As measures for giving least offices and government disability started to be embraced, laborers were progressively pulled in by them and absence of duty turned into a less significant issue.

Studies in Mumbai, NewDelhi and Jamshdpur show that the prior transients have still an inclination to return to the town; yet the last ones demonstrate expanding promise to urban life and plant work .The period of specialist is additionally a factor for urban fascination works all the more unequivocally on the youthful.

The commision finish up most by far of the laborers in urban communities are focused on industrial facility occupations. In different ventures a second or even a third era of laborers has developed. A self - creating common laborers with its underlying foundations in modern condition in which a specialist is brought up is developing in strength.

Measure to minimize absenteeism:

Non-appearance influences the association from numerous points. It seriously influences the creation practice & the business procedure. The impact of unapproved Absenteeism is more contrasted with additional kind of Absenteeism. Anyway it is hard to totally maintain a strategic distance from Absenteeism. Chiefs should find a way to expel reasons for truancy. On the positive side chiefs must make workplace which will cause the representatives to understand that it sounds good to the work in the production line instead of remaining at home and burn through their time.

The accompanying events are helpful in regulatory or limiting non-attendance:

- Selecting the representative by testing altogether with respect to their yearnings, esteem frameworks, duty and affectability.
- Adopting L L humanistic methodology in managing the individual problems of representatives
- Following a very proactive methodology in distinguishing and changing representative complaints.
- Providing sterile working condition
- Providing government assistance measures and incidental advantages, adjusting the need of the representatives and capacity of the association.
- Delivering high wages and stipends dependent on the authoritative money related position.
- Refining correspondence organize .
- Offering leave office dependent on the requirements of the employees as per hierarchical benchmarks.

- Providing wellbeing and wellbeing methods
- Delivering heartfelt human experience and modern affairs
- Educating the laborers in regards to wellbeing and cleanliness.
- Granting leaves and budgetary help generously if there should be an occurrence of disorder of representative and his/her relatives.
- Regularity to be supported through motivating forces.
- Providing broad preparing. Consolation through extraordinary remittances in real money for innovative progression

CHAPTER 4:
DATA ANALYSIS AND INTERPRETATION

Tools used for the Analysis

Instrument:

The structured questionnaire is used and the form of sample is targeted.

Method:

The review was performed using interaction methods via the Questionnaire. Meetings and comments. The data was obtained, as it were, from the members of the agency.

DATA ANALYSIS TECHNIQUES

The information is broke down with * 1 Simple investigation system". The information instrument is rate strategy.

Rate strategy is utilised in making correlation between at least 2 criteria.. This technique is utilized to depict relationship.

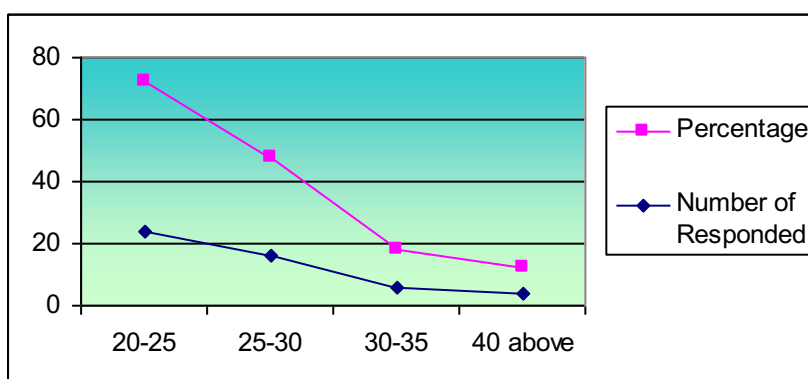
Level of Respondents = Number of Respondents / Total number of Respondents X 100

ANALYSIS AND INTERPRETATION

Total number of respondents 50

Table showing Employee's age (No 4.1)

Age in (Years)	N0. of Response	Percentage%
20-25	27	47
25-30	18	33
30-35	7	13
40 abv	4	7



ANALYSIS:

Greater part of the workers are of the age between 20-25 (47%). The workers between 25-30 and 30-35 are 33% & 13% individually). The representatives over 40 (7%) First classification of representatives contributes significant bit of work.

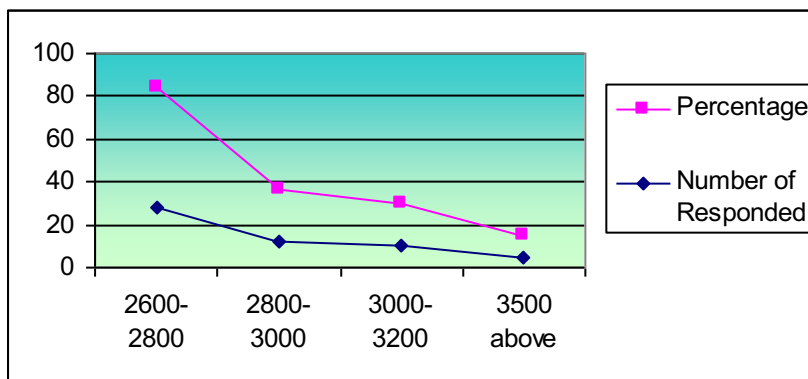
INTERPRETATION:

Since 47% of representatives are of the age between 20-25. The pattern plainly shows that these are the age bunch who are utilized the most by

business in light of the fact that these workers are youthful and lively..

Table showing Employee's Monthly Income (No 4.2)

Monthly Income	NO. of Response	Percentage%
2600-2800	29	57
2800-3000	11	23
3000-3200	9	21
3500 above	6	9



ANALYSIS:

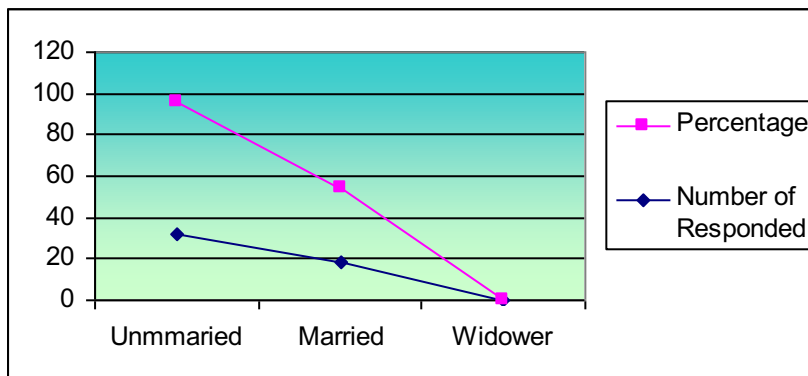
Greater part of the representatives month to month salary is between Rs2600-2800 (57%), 23% are between Rs. 2800-3000, 21% are between 3000-3200 and 9% are over 3500 in the association.

INTERPRETATION:

Here the Graph obviously shows that the compensation btw 2600-2800 are high in rate.

Table showing employe's marital status (No 4.3)

Marital Status	NO. of Respondence	Percentage%
Unmarried	33	65
Married	17	35
Widower	0	0



ANALYSIS:

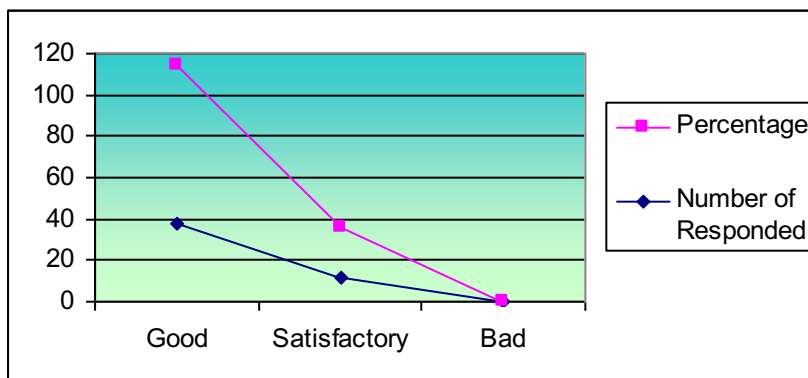
The above table shows the conjugal status of the workers in the association. Unmarried workers are 65%, Married representatives are 35% & the level of single man is 0% in the association.

INTERPRETATION:

In spite of the fact that youthful representatives are on the higher side;, there are sizable amounts of wedded workers are likewise joining the modern stream.

Table showing environment satisfaction of employee's (No 4.4)

Work Environment	No. of Responce	Percentage%
Good	37	75
Satisfactory	14	25
Bad	0	0



ANALYSIS::

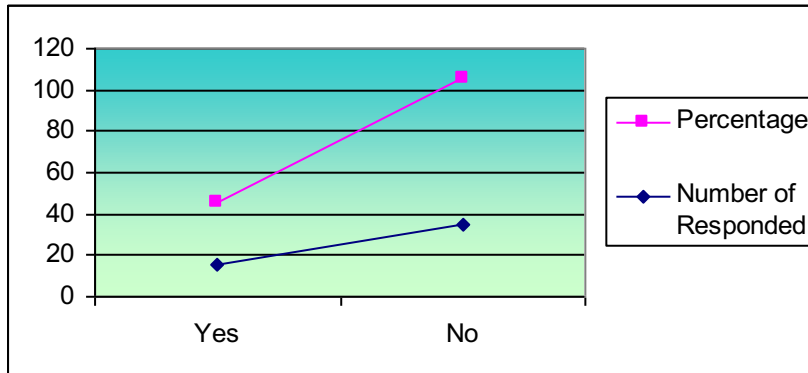
The above table shows workplace of representatives. 75% of the representatives workplace is acceptable, 25% of the workers felt its agreeable and none felt that nature is awful.

INTERPRETATION::

Larger part of the representatives are happy with nature given by the enterprises.

Table showing work – overtime (No 4.5)

Work Overtime	NO. of Respondence	Percentage%
YES	14	31
NO	36	69



ANALYSIS:

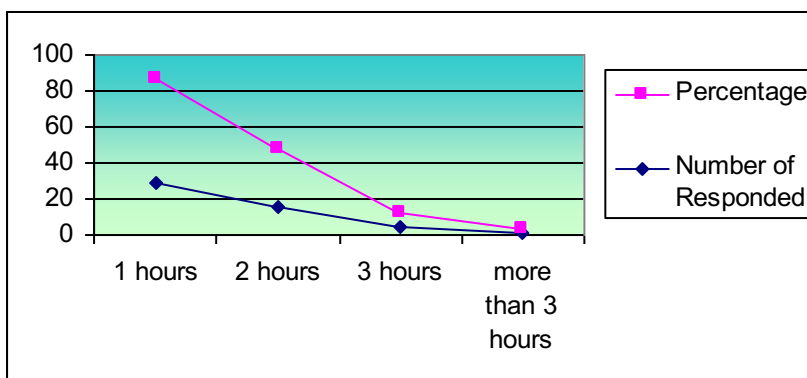
Table shows representatives needs to work after some time. 31% of the representatives consent to work after some time that implies ye5 and 69% of the representatives not consent to work over the long haul that implies no.

INTERPRETATION:

Majority of the representatives (69%) doesn't consent to work after some time in the working environment

Table showing employee's average work over time (No 4.6)

Avg work over time	NO. of Responce	Percentage%
1hours	28	57
2hours	17	33
3hours	3	7
4 hours & abv	2	3



ANALYSIS:

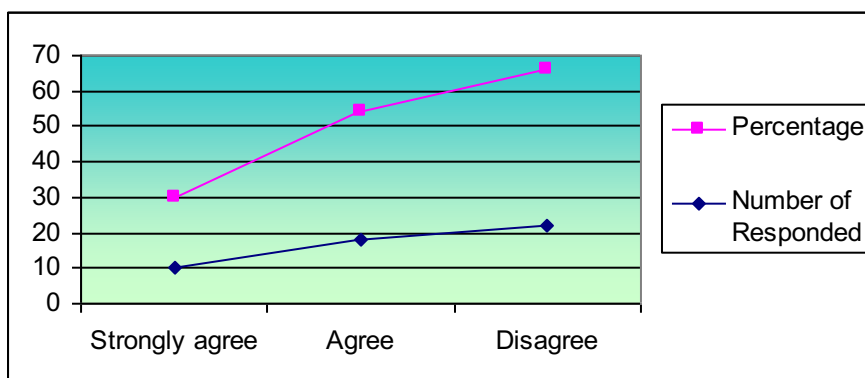
Table shows representatives normal work after some time. 57% of representatives are fulfilled to work after some time for I hour. 33% of representatives are fulfilled to work after some time for 3 hous. 7% of representatives are fulfilled to stay at work past 40 hours for 3 hours and just 2% of representatives are fulfilled to work after some time for 4 and more hours.

INTERPRETATION:

The rest of the delegates are not willing to work for at least 3 or 3 hours at any time. 57 per cent of the delegates are able to work for one hour for a while. Employees are not able to work full time for 3 or more hours. 57% of staff are able to work for one hour each time. The rest of the delegates are not willing to work for at least 3 or 3 hours at any time. Employees are not able to work full time for 3 or more hours.

Table showing Adequately welfare facilities provided (No 4.7)

Adequately welfare facilities provided	No. of Responce	Percentage%
Stromgly agree	11	21
Agree	17	33
Disagree	23	46



ANALYSIS:

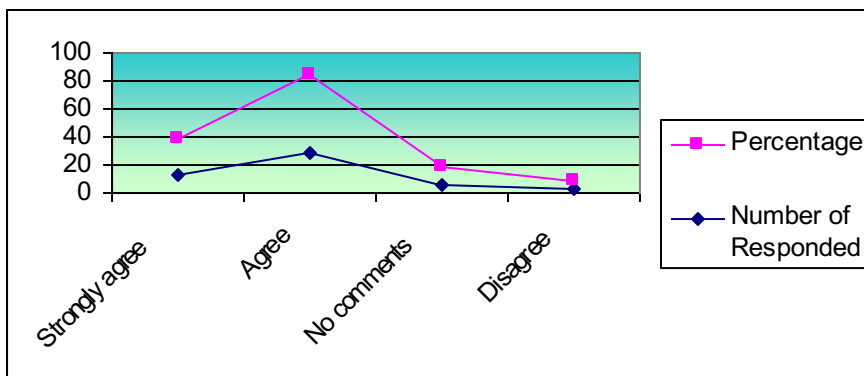
The abvtable shows sufficient government assistance offices gave to workers here. 21% of the representatives unequivocally concur, 33% of the workers concurs and 46% of the representatives have disappointment about the offices gave by the association.

INTERPRETATION:

Larger part of the representatives concurs that there is no satisfactory government assistance offices gave in the association

The pay offered company is competitive (No 4.8)

Opinion	Number of Response	Percentage
Strongly agree	14	27
Agree	27	55
Null	5	11
Disagree	4	7



ANALYSIS:

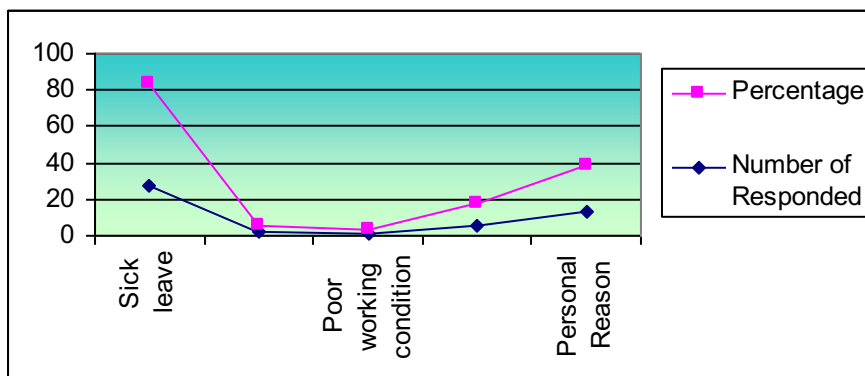
Gut of 50 respondents 27% individuals emphatically concur that the compensation offered for them is serious. 55% concur that the compensation is sensibly serious. 11 individuals kept their remarks held by picking invalid. 7% of representative can't help contradicting this.

INTERPRETATION:

50% of the representatives feel they are getting a competitive pay.

Table employee's Reason for absence (No 4.9)

Reason to take leave	Number of Response	Percentage
Sick leave	27	55
Lack of interest in job	3	5
Poor working condition	2	3
Long working hour	5	11
Personal Reason	12	25



ANALYSIS:

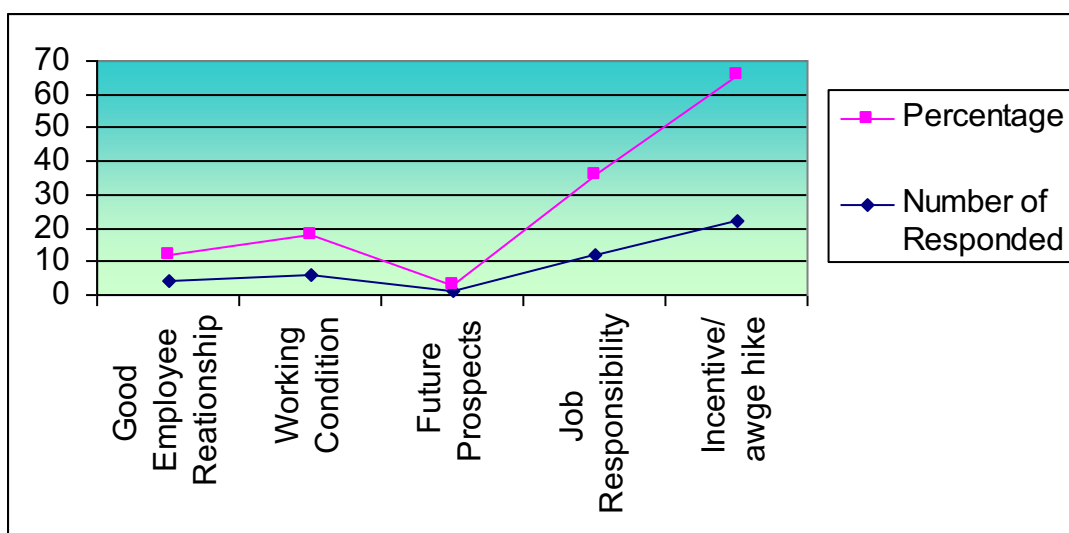
The above diagram demonstrates the motivations to withdraw. 55% of the representatives take wiped out leave, 5% of the workers disappear for absence of enthusiasm for work, just 3% of the representatives withdraw for poor working conditions , 11% of the representatives withdraw for long working hours and 25% of the representatives are withdraw for their own reasons.

INTERPRETATION:

Larger part of the employes take sickk leave

Table showing employee's motivation factor (No 4.10)

Motivate Factor	Number of Responded	Percentage
Good Workplace Partnership	3	7
Working Environment	7	13
Career Opportunities	2	3
Job Obligation	11	23
Incentive / wage rise	23	45



ANALYSTS:

7 percent (3. No.) of respondents agree that a clear representation partnership is moving employees forward.

2. 13 per cent (7 nos.) of the respondent say that the working environment is the aspect that can inspire them.

3. Recognition of the research envisaged by the delegates shall be 23% (11 Nos.)

4. Incentives / wage rise, the response was as high as 44 percent (23 No.)

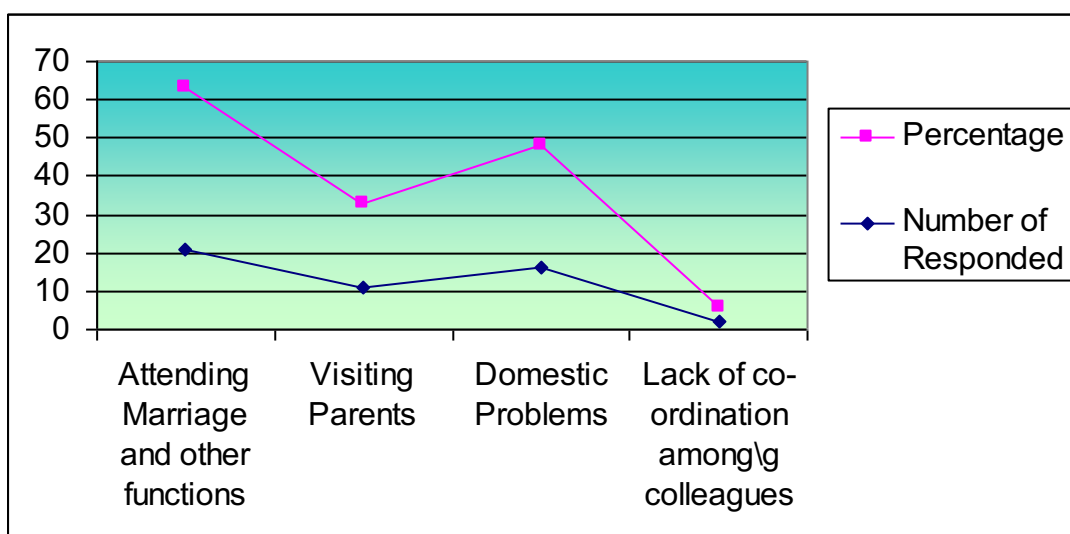
5. 2% of the respondents believe the potential prospects are persuading the leaders.

INTERPRETATION:

Most of the delegates predict performance-based motivators / wage hikes, indicates the need for money-related support.

Table showing employees absence on personal reason (No 4.11)

Reason for Leave	No. of Responded	Percentage%
Attending Weddings and other functions	20	41
Visiiting Paremts	12	23
Domstic Problems	15	31
Lack of coordination amongst colleages	3	5



ANALYSIS:

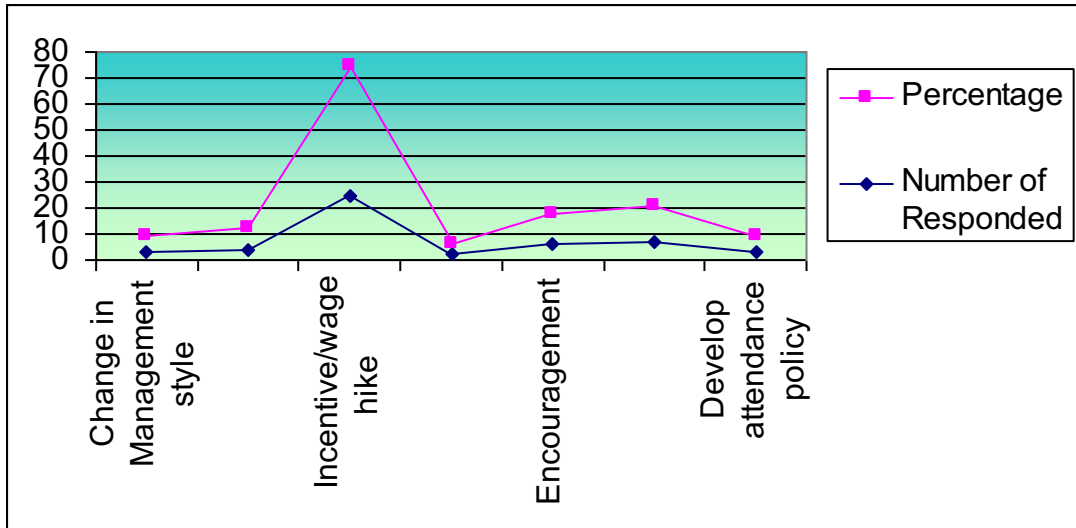
Taking leave for particular reasons is as high as 41% (20 No.). First, there are social problems affecting 31 per cent (15 Nos.) of staff who quit. Visiting guardians for individual jobs 23 per cent (12 Nos.)

INTERPRETATION:

For individual purposes leaving is as high as 20 per cent (41 per cent.). Next, there are local problems, which include 31 per cent (15 Nos.) of the members who withdraw. Visiting guardians for person jobs 23 per cent (12 No)

Table showing method of control absenteeism (No 4.12)

Reason for Leave	No. of Response	Percentage%
Shift in organizational style	4	7
Improvement in workplace practices	3	7
Incentive / wage hike	24	49
Transit center	3	5
Encouragement	5	11
Personal interest	8	15
Build attendance policies	4	7



ANALYSIS:

Providing incentive for acknowledgment of job ratings that are the best in the race, up to 49 percent (24 No). Help other than testing benefits is now at a rate of 15% (8 No.) . Problem of transport can require consideration 5 No, this is 3%.

INTERPRETATION:

Much of the delegates requires monetary support, decent transport services, a reasonable job to monitor their anomalies.

CHAPTER 5:
FINDINGS, CONCLUSION AND SUGGESTIONS

5.1 FINDINGS

1. Most number of representatives of the age are btw 20-25 years. It implies a large portion of representatives of these ages are pulled in regarding work, contrasted with the age amongst 25-35.
2. Many of the wedded representatives are focused on
3. All the representatives are under the pay extending from 2600-2800.
4. Many of the representatives feel that company workplace provided are good and acceptable.
5. Many of the representatives disappear on unwellbeing grounds, poor transportation offices and absence of time the executives additionally establish sensible part of employees leave.
6. Employees apply leave for individual reasons like societal exercises & staying parents comprise significant bit of their leave.
7. Greater part of the representatives are having fairly acceptable association with their bosses. Any endeavor to improve this, improves the nature of creation execution.
8. Welfares are constantly important, need the board consideration.
9. Great coordination praises better work environment. Need to guarantee it.
10. Developmental movement suggests to both manager and representatives, should be reinforced.
11. Salary & compensation assume urgent job in execution.
12. Attentiveness about absence and leave organization will assist the employees with planning their absence & leave appropriately.

13. Health and security actions are critical while assessing Absenteeism.

14. Greater part of the representatives are looking for either wage climb / impetuses as rousing element.

15. Salary & compensation are highlighting as significant criteria should be considered on need premise.

5.3 SUGGESTIONS

Output of an affiliation rest on the individuals who to work for the unit. "How to make individuals work more or even more improved? is a million dollar question that needs a perception of what rouses individuals to work. Consequently it may be possible to get individuals to work additional in higher sophisticated degrees with unimportant augmentation in giving government help procedures. Such need have been researched and perceived through this assessment. It will be beneficial for the relationship to grasp for beter human well-spoken, gave the administrators at the same time hold high talented workers to accomplish affiliation suitability. This could benefit in the process of monitoring ABSENTEEISM.

Right now recommendations may help:

1. Organization can attempt to expand the degree of laborers investment in dynamic
2. Increase the quantity of execution related honors
3. More regard for be given for over all advancement of representatives government assistance offices.
4. Organization can inspire people through appropriate directing and direction.
5. Organisation may think for orchestrating transport offices.
7. Individuall insightfulfulness with respect to agents concerning prosperity affairs may be
8. Considered on need premise. Improved correspondence may yielld some more results.
9. Supervisours may be considred for the boand getting ready

5.2 CONCLUSION

The representatives of Prime Focus Technologies are considering leaves for different individual & family reasons. They know about the effect of their nonappearance on the creation. A large portion of the representatives concede that they are attempting to keep away from leaves, yet numerous multiple times things are outside their ability to control. A portion of the employees feel that the administration ought to give occasion excursion or family get together as amusement with the goal that they will be loose after the chaotic activity plan. They additionally include that they are benefiting all the government assistance offices gave by the organization. One will always remember to state that little of compassion regarding representatives will produce improved mechanical associations & limit Absenteeism.

The word truancy applies to the failure to go to work. It is one and only one of the Foremost challenges facing organisations across the globe today. Unscheduled non-attendance is severely counterproductive to the development of the company, resulting in a great deal of loss of productivity, increased spending on the employment of extra employees and a low degree of commitment among members.

The investigation presumed that giving positive motivators to laborers as those inspirational components that ostensibly impact laborers to be missing is superior to forcing punishments for demoralizing truancy. The best prize for laborers with lower non-attendance is to concede extra downtime for individual issues. Laborers are impacted to a minor degree by impediments, loss of pay and advantages and loss of advancement openings besides release, forced for visit non-attendance. At last a mix of impetuses (extra downtime) and punishments (loss of advantages or employment) with the essential accentuation on inspirational motivating forces is the best way to deal with lessening non-appe

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- [//www.primefocuslimited.com//](http://www.primefocuslimited.com//)
- [//www.businesswire.com//](http://www.businesswire.com//)
- [//www.vault.com//](http://www.vault.com//)
- [//www.itnews.com//](http://www.itnews.com//)

Reference Books : -

- Human Resource Management
- “A Study of Absenteeism in a Manufacturing Company”

Mr. Soumik Chowdhury

ANNEXURES

Questionnaire

Below is that the questionnaire format to search out out the explanations of absence of workers at Prime Focus Technologies.

Personal data

1) Name (Optional).....

2) Age.....

3) Sex.....

4) How many years are you' operating with Prime Focus Technologies ?

(a) 0-1 time period

(b) 1-2 time period

(c) 2-5 time period

(d) < five time period

5) How regularly you remain absent during a month?

(a) Null

(b) Once

(c) Twice

(d) < Twice

6) In line, with you what's the main motive for workers to take leave ?

(a) ill health / domestic reasons

(b) Stresss

(c) Work discontent

(d) operating surroundings

(e) Others... (Do Specify).....

7) Your views concerning this absenteeism Policy of Prime Focus Technologies ?

(a) Great

(b) Good

(c) Fair

(d) Don't know

8) Are you fully aware regarding your work / job responsibilities?

(a) Fully aware

(b) In between

(c) Fairly aware

(d) Don't know

9) Are you happy with your work?

- | | |
|------------------|---------------|
| (a) Well Content | (b) Good |
| (c) Fair | (d) Not happy |

10) Your views concerning the operating surroundings of Prime Focus Technologies & workplace?

- | | |
|---------------|--------------|
| (a) Wonderful | (b) Sensible |
| (c) Fair | (d) Poor |

11) However are your relationships with your superiors / co-workers?

- | | |
|--------------|----------|
| (a) Glorious | (b) Good |
| (c) Fair | (d) Bad |

12) Do your superiors / co-workers assist you together with your work ?

- | | |
|---------|--------|
| (a) Yes | (b) No |
|---------|--------|

13) Your superior's behaviour towards your problems?

- | | |
|-----------------|----------|
| (a) Wonderful | (b) Good |
| (c) No comments | (d) Bad |

14) Your views concerning the infrastructures provided to you Prime Focus Technologies?

- | | |
|---------------|--------------|
| (a) Wonderful | (b) Sensible |
| (c) Fair | (d) Poor |

15) Employees opinion regarding job enrichment creates decline in absenteeism of workers

- | | |
|-------------------|--------------|
| (a) Totally agree | (b) Agree |
| (c) Neutral | (d) Disagree |

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 [Date from 1st January 2020 to 8 th January 2020]
2	Activity-2	Discussion with the guide for finalization of research design and instrument and presenting the same to the guide.	Week-2 [Date from 10 th January 2020 to 16 th January 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 [Date from 20 th January 2020 to 28 th January 2020]
4	Activity-4	Analysis and finalization of report and making presentation to the guide	Week-4 [Date from 1 st February 2020 to 8 th February]
5	Activity-5	Submission of final Report to the University before one week of the commencement of theory examination	Week-5 [Date from 9 th February to 15 th February]

Jaeansh
29/6/20

Name and Signature of the Student