

A PROJECT REPORT
ON



**“A STUDY OF LABOUR ABSENTEEISM AND
LABOUR LAW’S.”**

SUBMITTED BY

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UNDER THE GUIDANCE OF

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SUBMITTED TO

VIVEKANAND COLLEGE, KOLHAPUR

(AUTONOMOUS)



SUBMITTED IN PARTIAL FULFILMENT OF
BACHELOR OF BUSINESS ADMINISTRATION

VIVEKANAND COLLEGE, KOLHAPUR

(2019-2022)



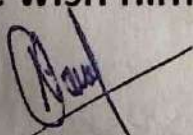
SAI SERVICE

MARUTI  SUZUKI

Certificate

This is to certify that, **Miss. Shweta Rajendra Patil**. A student studying Bachelor of Business Administration (B.B.A) at Vivekanand College (Autonomous), Kolhapur was allowed to take visit at our office. During the visit he was found studious and keen to acquire new knowledge.

We wish him bright success in future.


Thanking You!



DECLARATION

To
The Director,
BBA UNIT
Dept. Of Commerce and Management,
Shivaji University, Kolhapur

Respected Sir,

I, the undersigned hereby declare that the project entitled "**A STUDY OF LABOUR ABSENTEEISM AND LABOUR LAWS**" with special reference to **SAI SERVICE PRIVATE LIMITED, KOLHAPUR** is an original work developed and submitted by me under the guide of **MR. MOHASIN MUJAWAR**. The finding in this report are based on the data collected by me while preparing this report and have not been copied from any report.

I understand that any such copying is liable to be punished in any way the university authorities deem fit.

Date: 2-7-2022

Place: Kolhapur



Spatil
Patil Shweta Patil.

Pall
PRINCIPAL
Vivekanand College
Kolhapur (Autonomous)

ACKNOWLEDGEMENT

Career is the biggest opportunity in every person's life, especially a student. Because through career only an individual can achieve his personal and professional goals.

I would like to mention that this summer project itself immensely helpful in my academic career. It was an opportunity which helped to me to experience the actual working culture in corporate world and this opportunity was posted to me SAI SERVICE PRIVATE LIMITED, KOLHAPUR. I am very thankful to them for giving his precious time to us from busy schedule to provide his exclusive guidance for project.

I would also like to express gratitude towards my project guide Mr. MOHASIN MUJAWAR sir to him vital suggestion and instructions regarding the project.

I would also like to express gratitude towards my industry project guide Mr.C. C. NAIK. And Mr.Kulkarni. For his vital suggestions and instructions regarding the project.

This project is the contribution of each and every who helped me directly and indirectly to complete during two months spent in SAI SERVICE PRIVATE LIMITED, KOLHAPUR. Finally, I am very much thankful to the almighty, my parents for being co-operative and supportive to me. It was encouragement only, which made to make this project possible.

Date: 02/07/2022

Place: Kolhapur

Yours faithfully,

Patil
Patil Shweta Rajendra



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1.1 INTRODUCTION

Every organization want to work they business but the organization face the problems, this problem have big and impact on the overall functioning of the organization is one of our problem as it is directly related with activity production, services in the market on the long run productivity and services so that the subject has improved importance for them the point of view of HRD. SAI SERVICE faces the several problems of absenteeism from last several years, object of this research is to analyse and find out why workers are absent.

Employee absenteeism is one of the most common workplace problem facing employees in today's workplace. Legitimate illnesses still account for the majority of the employee's absences, but the some studies have shown that less than one-third of absences from the workplace are related to poor health. Most employees offer their workers vacation, sick leave, paid time off, or other kind of paid and unpaid leave.

Absenteeism is a universal problem in the industry and is not peculiar to Indian industries. But the rate of absenteeism is relatively higher in Indian industries. The extent of absenteeism may differ from industry to industry, place to place, and occupation to occupation.

CHAPTER - 1

INTRODUCTION TO STUDY

Why they are taking the an authorized leave when the subsequent lives are per starting orders are granted to them this is also the attention of the researcher to know about direct and indirect factors responsible to motivate and demotivate them their working.

During period of 15 days in plant training, the researcher has visited different department and try out the find out the direct and indirect causes responsible for creating the problem. He also get opportunity to observe closely different practices of enterprise should be deal with such type of problems.

The issues of problems and real time related to problem is presented in the analysis and observation. The suggestions related to problem are given in the last section.



1.1 INTRODUCTION

Every organization want to excel their business but the organization face the problems, this problem have long term impact on its overall functioning of the organization is care of such problems as it is directly related with actually production, services in his impact on the long run productivity and services so that the subject has improved important for from the point of view of HRD. SAI SERVICE faces the several problems of absenteeism from last several years, object of this research is to analyse and find out why workers are absent.

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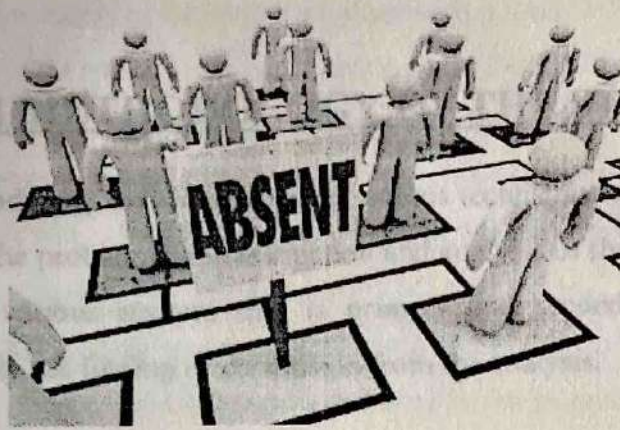
Absenteeism is a universal problem in the industry and is not peculiar to Indian industries. But the rate of absenteeism has been relatively higher in Indian industries. The extend of absenteeism may different from industry to industry, place to place, and occupation to occupation. It may also different according to the makeup or workforce.

Why they are ruling the an authorised leave when the adequate lives are per standing orders are granted to them this is also the intention of the researcher to know about direct and indirect factors responsible to motivate and demotivate them from working .

During period of 15 days in planet training the researcher has visited different department and try out the find out the direct and indirect causes responsible for creating this problem. He also gets opportunity to observe closely different practices in corporate world to deal with such type of problems.

The nature of problems and real facts related to problem is summarized in the analysis and observation. The suggestions related to problem are given in the last section.





1.2 PURPOSE OF THE STUDY

Researcher wants to understand absenteeism of office employee and workers.

1.3 OBJECTIVES OF STUDY

To get in depth knowledge about working of SAI SERVICE, KOLHAPUR.

- 1) To study labour absenteeism nature in the organization.
- 2) To identify the causes and consequences of absenteeism.
- 3) To understand the rate of absenteeism of workers.
- 4) To suggest measures for reducing labour absenteeism.
- 5) To study labour laws of SAI SERVICE.

1.4 HYPOTHESIS OF THE STUDY

Loss of labour absenteeism is depend upon the environment and hygiene factors provided by the company, minor illness, Social and religious ceremonies.



1.5 RESEARCH METHODOLOGY OF THE STUDY

Research methodology involves adopting various techniques which are best suited for research and study of the problem for investigation and analysis of the problem. It starts with data collection from various sources that is primary and secondary data analysis and interpretation and finally the finding or conclusion from the analysis.

➤ DATA COLLECTION

Data collection is been done is two way,

A) Primary Data

Primary data was collected by questionnaire is survey. The workman selected for the interview purpose where the one which were absent and previous day of interview and observation.

B) Secondary Data

Secondary data was collected from,

- 1) Monthly absenteeism data
- 2) Leave record of office employees.
- 3) Internet

1.6 SCOPE OF THE STUDY

Labour absenteeism is a universal problem. Excessive absenteeism is harmful to both employees and employers in any organization. It will seriously affect the profitability of the concern. As a result it will increase the work pressure on the employees who are present.



The study tries to analyze the extent of absenteeism in SAI SERVICE Pvt. Ltd. Also aims to identify the reasons for the absenteeism. On the basis of above mentioned reasons, suggestions for reducing absenteeism is also identified.

The study is limited only **SAI SERVICE, KOLHAPUR**. And the research is focusing on workers absenteeism in period of the year and 3 months only.

- ❖ The scope of study includes job roles of CRE and CRM.
- ❖ It includes the study of process of customer relationship management and its tool.
- ❖ Study will help management know their exact roles in sales process.
- ❖ Study will help management to know if there is scope of improvement.

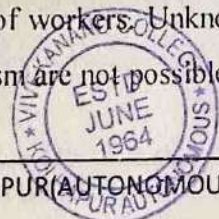
1.7 SIGNIFICANCE OF THE STUDY

The employees of SAI SERVICE Pvt.Ltd consist of managers, office staff, workers, and marketing and distribution staff. Delay in transaction or absenteeism of any level of employees may affect the smooth running and flow of the business. It may cause financial losses. An analysis of the absenteeism rate and causes of that helps the management in implementing better labour welfare facilities. The inner feeling of the employee regarding leave, salary, workload, etc. The study is to cover theoretical works of labour absenteeism and practical analysis of employee's behaviour.

- 1) This study helps to identify the employee's behaviour.
- 2) Organization can get lot of knowledge about current situation of employee's retention.
- 3) It provides the satisfaction to employee of the organization.
- 4) Employee interest increased towards the job.
- 5) Motivate the employees of the company.

1.7 LIMITATIONS OF THE STUDY

- 1) As a Research mainly related with the attitude and motivation of workers. Unknown factors which are psychological in nature affecting the absenteeism are not possible.



- 2) The observation and the finding in the research are based on the available data at the time.
- 3) Some workers is not cooperative.
- 4) The time limit also a constraint while conducting the study.
- 5) A sampling method was followed and the result cannot be considered 100% accurate.

CHAPTER-2

INTRODUCTION TO ORGANISATION



SAI SERVICE Pvt. Ltd. KOLHAPUR

INTRODUCTION

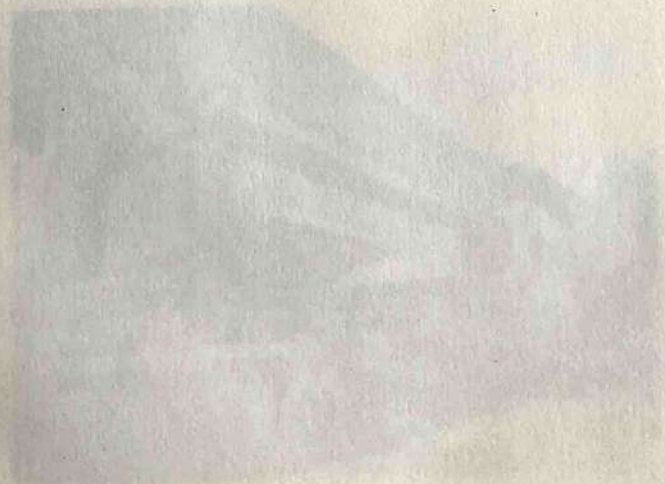
The SAI SERVICE group started its journey in 31 December 1985 and has completed 25 years in the market till now. They also dealers for Bajaj Auto and KTM in Maharashtra and Andhra Pradesh. And has its registered office in the state of Maharashtra, India. Company's corporate identification number (CIN) is U00210GP0185PTC031190 and registration number is 031190. Currently company is involved in the business activities of retail trading. There are three retail branch stores in Kolhapur. The group's main aim is to be a customer oriented dealer who will bring the latest and best value to service, repair, maintenance, accessories etc. They are present in 4 cities across 4 states.

The SAI SERVICE group is an unincorporated group company authorized to sell various types of vehicles, with its extensive network of service centers and retail service centers in Mumbai, Pune, Kolhapur, Goa, Hyderabad.

CHAPTER- 2

INTRODUCTION TO ORGANISATION

The organization has been segmented as an individual dealer for Bajaj Auto, KTM, Honda in Maharashtra, Pune, Kolhapur, Goa, Hyderabad and Bangalore and also retail trading in Mumbai, Pune and Kolhapur.



2.1 SAI SERVICE Pvt. Ltd. KOLHAPUR

INTRODUCTION

The SAI SERVICE group started its journey in 31 December 1985 and has completed 37 years in the market till now. They also dealers for Bajaj Auto and KTM in Mumbai and Pune. And has its registered office in the state of Maharashtra, India. Company's corporate identification number (CIN) is U60210PN1985PTC037099 and registration number is 037099 currently company is involved in the business activities of retail trending. There are three Maruti Suzuki showroom in Kolhapur. The group's main aim is to be a non-stop customer solution right from car buying and after sales to service, repair, maintenance, insurance and more. They are present in 6 cities across 4 states.

The SAI SERVICE group is an automobile group company authorised to sell Maruti Suzuki vehicles, with an extensive network of car showroom and service center's in Mumbai, Pune, Kolhapur, Goa, Hyderabad, and Kerala.

SAI SERVICE group specialized in selling new Maruti Suzuki cars, pre-owned cars, Genuine Maruti spares and offers state of art service facilities. At SAI SERVICE group they guaranteed their customers absolute peace of mind.

The organization has been appointed as an authorised dealer for Maruti Suzuki India Limited in Mumbai, Pune, Kolhapur, Goa, Cochin and Hyderabad and Bajaj auto limited in Mumbai, Pune and Kolhapur.



2.2 HISTORY

Let's know about SAI SERVICE Private Limited Kolhapur.

The SAI SERVICE group started its journey in 1985 and has completed 37 years in the market till now. Bloomberg TV India Auto car 2013 has conferred "SAI SERVICE" with "DEALER OF THE YEAR" award.

The prestigious honour "dealer of the year" was awarded by a distinguish panel comprising of some of the respected names in the automobile world like Narain Karthikeyan – a racing map, Manvendra singh-recognized worldwide as India's leading automobile historian and restorer and Hormazd sorabjee- Editor Auto car and on the jury. We dedicate this award to our customers, Employees, vendors and Associates for their contribution in their success.

SAI SERVICE station become a deemed Public Limited company by a special resolution and fresh certificate consequent on the conversation of the company as a public Limited company was obtained from Register of companies, Maharashtra, Bombay on 8th September, 1994. SAI SERVICE got the dealership of Maruti in 1985 and Bajaj Auto in 1986. In 1987, the company opened the Bombay dealership of Maruti and now controls 32% of the Maruti Market in Bombay. SAI SERVICE is a professionally managed, Multiproduct, Multilocational Company with a sound financial base.

It is a well-established dealer of Maruti udyog limited and Bajaj Auto limited with sales and service centres in Bombay, Pune, Kolhapur and Goa.

3.6 VISION AND MISSION OF THE COMPANY

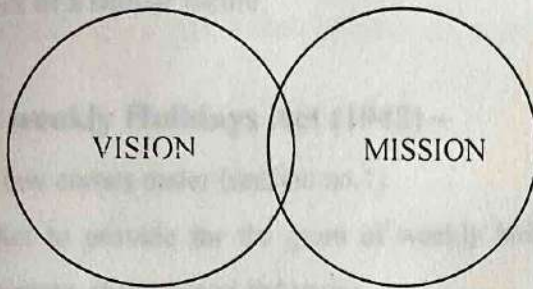
➤ VISION –

To emerge as a globally recognized and most preferred automotive solution provider to OE and after-market segments in India and Overseas.

➤ MISSION –



To create an organization that incubates and promotes innovation for offering a broad range of quality products and services in the market. Providing solution with quality services in HR domain in all the hierarchy.



LABOUR LAW'-

Labour law also known as employment law is the body of laws, administrative rulings, and precedents which address the legal rights of, and restrictions on, working people and their organizations. As such, it mediates many aspects of the relationship between trade unions, employers and employees. In other words, Labour law defines the rights and obligations as workers,

Union members and employers in the workplace. Generally, labour law covers:

➤ Industrial relations –

Certification of unions, labour-management relations, collective

Bargaining and unfair labour practices;

➤ Workplace health and safety-

Employment standards, including general holidays, annual leave, working hours, unfair

Dismissals, minimum wage, layoff procedures and severance pay.

There are two broad categories of labour law. First, collective labour law relates to the tripartite

Relationship between employee, employer and union. Second, individual labour law concerns

Employees' rights at work and through the contract for work.



1) The Equal Remuneration Act (1976) –

- This law comes under (section no. 4)
- Duty of employer to pay equal remuneration to men and women workers for same work or work of a similar nature.

2) The weekly Holidays Act (1942) –

- This law comes under (section no.1)
- An Act to provide for the grant of weekly holidays to persons employed in shops, restaurants, theatres and industries.

3) The Minimum Wages Act (1948) –

- This law comes under (section no.5)
- Minimum Wages Act, 1948, there are two ways of fixing and revising minimum wages.
- Committee Method: Committees and Sub-committees are set up to make recommendations or create inquiries.

4) The Employee Compensation Act (1923) –

- This law comes under (section no.20)
- The Workmen's Compensation Act, 1923, provides for payment of compensation to workmen and their families in case of industrial accidents and of certain occupational diseases, resulting in death or disablement.

5) The Maternity Benefits Act (1961) –

- This law comes under amendment Act (section no.111A)
- An Act to regulate the employment of women in certain establishment for certain period before and after child-birth and to provide for maternity benefit and certain other benefits.

6) The Payment of Bonus Act (1965) –

- This law comes under (section no.8)



- The minimum bonus of 8.33% is payable by every industry.

Questions-

- 1) Can you tell us about sai service?
- 2) What is the vision and mission of your company?
- 3) Which labour laws follows in your company?

CHAPTER - 3

THEORETICAL BACKGROUND



1.1 MEANING OF ABSENTEEISM

Absenteeism refers to the habitual non-presence of an employee at their job. Habitual non-presence extends beyond what is allowed to be within an acceptable range of days away from the office. The reasons for such absence include vacation, occasional illness, and family emergencies.

Absenteeism is a habitual pattern of absence from duty obligations without good reason. Generally, absenteeism is unplanned absence. Absenteeism has been viewed as an indicator of poor individual performance, as well as breach of implicit contract between employee and employer. It is seen as a management problem, and treated in economic or quasi-economic terms. Recent scholarship is to understand absenteeism as an indicator of psychological, medical or social adjustment to work.

Possible causes of over-absenteeism include job dissatisfaction, negative personal issues, and chronic medical problems. Regardless of the root cause, a worker who exhibits a long-term pattern of being absent may threaten their reputation, which may consequently threaten their long-term employability. Some forms of absence from work are legally protected and cannot be grounds for termination.

CHAPTER - 3

THEORETICAL BACKGROUND

Absenteeism is the percentage of the total number of man shifts scheduled to work. When an employee is scheduled to work but is absent on any day is called absenteeism.

1) Authorized absenteeism -

If an employee and himself or herself from work by taking the permission from the superior and applying for leave, such absenteeism is called authorized absenteeism.

Authorized leave absence means an unpaid, temporary cessation from active employment with the Employer pursuant to an established non-discriminatory policy which is covered by illness, military service or any other cause.

2) Unauthorized absenteeism -

If an employee and himself or herself from work without the permission of the superior and without applying for leave, such absenteeism is called unauthorized absenteeism.



3.1 MEANING OF ABSENTEEISM

Absenteeism refers to the habitual non- presence of an employee at their job. Habitual non-presence extends beyond what is deemed to be within an acceptable realm of days away from the office for legitimate causes such as scheduled vacations, occasional illness, and family emergencies.

Absenteeism is a habitual pattern of absence from duty obligations without good reasons. Generally, absenteeism is unplanned absence. Absenteeism has been viewed as an indicator of poor individual performance, as well as breach of implicit contract between employee and employer. It is seen as a management problem, and framed in economic or quasi economic terms. Recent scholarship 6 to understand absenteeism as an indicator of psychological, medical for social adjustment to work.

Possible causes of over-absenteeism include job dissatisfaction, ongoing personal issues, and chronic medical problems. Regardless of the root cause, a worker who exhibits a long-term pattern of being absent may tarnish their reputation, which may consequently threaten their long-term employability; however, some forms of absence from work are legally protected and cannot be grounds for termination.

Absenteeism is the total number of man shifts lost because of absence as percentage of the total number of man shifts scheduled to work. When an employee is scheduled to work fails to report on duty is called absenteeism.

1) Authorised absenteeism –

If an employee send himself or herself from work by taking the permission from his superior and applying for leave search absenteeism is called authorised absenteeism.

Authorized leave absence means an unpaid, temporary cessation from active employment with the Employer pursuant to an established non-discriminatory policy, whether occasioned by illness, military service or any other reason.

2) Unauthorised absenteeism –

If an employee absent himself or herself from work without informing or taking permission and without applying for leave, such absenteeism is called an unauthorised absenteeism.



Unauthorised absence is when someone takes time away from the workplace without having a valid, authorised reason to do so. It's also called as skiving, bunking off, or skipping work.

3) Wilful absenteeism –

If an employee absent himself or herself from duty wilful, such absenteeism is called wilful absenteeism.

The absence from duty without any application or prior prove that the absence is wilful.

4) Absenteeism caused by circumstances beyond one's control –

If an employee upset himself or herself from duty owing to the circumstances beyond his or her control like involvement in accidents or sudden sickness, such absenteeism is called absenteeism caused by circumstance beyond ones control.

3.2 CALCULATION OF ABSENTEEISM RATE –

The calculation of absenteeism rate are below,

a) Absenteeism rate -

Absenteeism can be calculated with the help of the following formulae-

$$\text{Absenteeism rate} = \frac{(\text{number of man days lost}) \text{ or } (\text{number of man days scheduled work})}{\text{Total number of man days available}} \times 100$$

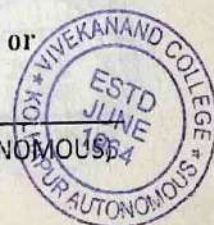
Absenteeism rate can be calculated for different employees and for different time periods like month and year.

b) Frequency rate -

The frequency rate reflects the incidence of absence and is usually expressed as the number of separate absence in a given period, irrespective of length of absences.

The frequency rate represents the average number of absence per worker in a given period.

$$\text{Frequency rate} = \frac{(\text{Total number of times in which the leave was availed})}{\text{Total number of workers}} \times 100$$



(Total number of man days scheduled to work) * 100

c) Severity rate -

Severity rate is the average length of time lost per absence and is calculated by using the following formulae-

Severity rate = (Total number of days absent during a period) or (Total number of times absent during that period) * 100

A high severity rate indicates that the employee is absent for longer durations each time. High frequency and severity rates indicate that the employee is absent more frequently and for longer durations each time resulting in high absenteeism even in absolute terms.

3.3 CAUSES OF ABSENTEEISM

People miss work for a variety of reasons, many of which are legitimate. Others generally are not. Some of the common causes of absenteeism include, but are not limited to,

Here below are the top causes of employee absenteeism,

1) Minor illness -

Injuries, illness, and medical appointments are the most commonly reported reasons for missing work- though not always the actual reason. Not surprisingly, each year during the cold and flu season, there is a dramatic spike in absenteeism rates for both full-and part-time employees.

For example cold or flu stomach upsets, headache and migraines this is the top reason for short term.

2) Stress -



Stress is the most common cause of long term absence and especially prevalent amongst our office best staff this is also related to absence due to depression or anxiety. Heavy workloads, stressful meetings and presentations, and feelings of being unappreciated can cause employee to avoid going into work. Personal stressors from outside the workplace can also lead to absenteeism

3) Injury –

This could be work related or otherwise Musculoskeletal injuries where more common for manual workers.

Accidents can occur on the job or outside of work, resulting in absences. In addition to acute injuries, chronic injuries such as back and neck problems are a common cause of absenteeism.

4) Family commitments –

Employees may need to be absent for childcare or to look after elderly relatives. Employees may be forced to miss work in order to stay home and take care of child or elder relative when normal arrangements have fallen through (for e.g. a sick caregiver or a snow day at school) or if the dependent is ill or hurt.

5) Disengagement –

Employees who are not committed to their jobs, co-workers, and the company are more likely to miss work simply because they have no motivation to go into the office. Studies have shown that people who are dissatisfied with their jobs are absent more frequently. This could be due to their perception of the work itself or a sign of our serious problem such as bullying or harassment in the workplace.

6) Partial shifts -



Arriving late, leaving early, and taking longer breaks than allowed are considered forms of absenteeism and can affect productivity. And workplace morale.

7) Social and religious ceremonies-

Social and religious functions divert employee from work to social activities. In large number of cases, the proportion of absenteeism due to sickness, accident or maternity is not a high as it is due to other causes, including social and religious causes.

Absenteeism is high during local festivals, irrespective of whether the employees are from rural areas or not.

8) Industrial fatigue -

Low wages compel a worker to seek some part time job to earn some side income. But this often results in constant Fatigue, which compels him to remain absent for the next day and if fatigue affects him seriously, his absence may continue for a quite some time.

9) Unhealthy working conditions -

Intolerable working conditions exist in factories, heat or moisture; noise and vibrations in the factory, bad lighting condition dust, fumes and ever crowding and all there affect the workers' health causing him to remain absent for a long time.

10) Alcoholism -

The habit of alcoholism among workers is a significant cause of absenteeism which is high in the first week of each month. When workers, receive their wages. They rush to liquor shops and drink to forget their immediate worries. Once indulged in drink, the habit continues. Hangover the next day leads to absenteeism.

Workers mostly prefer to spend money on the consumption of the liquor and after getting the wage. The rate of absenteeism is more during the first week of every month.



3.4 CATEGORIES OF ABSENTEEISM

1) Entrepreneurs –

This class of absentees is considered that their jobs are very small for their total interest and personal goals. They engage themselves in other social and economic activities to fulfil their goals.

2) The status seekers –

These type of absenteeism enjoy or receive a higher ascribe social status and are keen on maintaining it.

3) The epicureans -

These classes of absenteeism do not like to take up jobs which demand initiative, responsibility, discipline, and discomfort. They wish to have money power and status but are unwilling to work for their achievement.

4) Family oriented -

This type of absenteeism is often identified with the family activities.

5) The sick and die old –

This category of absenteeism is mostly unhealthy, with a weak constitution or old people.



3.5 MEASURES TO MINIMIZE ABSENTEEISM

Some of the measures to control absenteeism are as follows:

1. Provision of proper working conditions
2. Proper selection procedure
3. Reasonable wage rates
4. Prevention of accidents
5. Liberal grant of leave
6. Cordial relations at work
7. Maintaining discipline.
8. Improve employee well-being
9. Encourage employee engagement
10. Reward good attendance
11. Offer flexible work options

1. Provision of proper working conditions:

Unhealthy working conditions are the main cause of absenteeism. The workers feel fatigued after a short period of work if there is insanitation, noise, dust, dampness, etc. There should be proper facilities at work like a provision of drinking water; canteen, rest places, lavatories etc. so that workers do not feel fatigued at work place.

2. Proper selection procedure:

Absenteeism may also occur if there is improper selection, training and recruitment. When the workers are not well suited for the jobs then they will try to absent themselves. The wages should be aptitude training, intelligence tests for finding out the suitability of people/employees for the jobs when they are being selected.



3. Reasonable wage rates:

The wage rates should be fixed in view of the requirements of workers. The wages should be sufficient for workers in order to maintain a reasonable standard of living. Provide extensive training encouragement, special allowance in cash for technologies advancement.

4. Prevention of accidents:

There should be a provision for proper safety measures in the factory. There is a direct relationship between absenteeism and accidents. The workers should be educated for proper utilization of machines and precautions to be taken on the occurrences of some accident.

5. Liberal grant of leave:

The strict attitude of management in granting leave may also lead to absenteeism. When there are pressing needs for leave and management is not responsive then workers will remain absent. So management should be liberal in granting leave when workers have genuine reasons for availing leave.

6. Cordial relations at work:

The strained relations between supervisors and workers may also prompt absenteeism. The supervisors should have co-operative attitude towards workers. They should motivate workers for improving their performance and should not indulge in frequent criticism of work force working under them.

7. Maintaining discipline:

There should be well defined rules and regulations for achieving work requirements. There should be well laid leave rules and these should be properly followed if some workers are in the habit of coming late or frequently absent other employees may be encouraged to violate such rules and regulations.



8. Improve employee well-being:

Absenteeism is often linked to a stressful or unhealthy work environment. You can then look at ways to reduce stress in the workplace, for instance by implementing a wellness program or taking the appropriate measures to fight harassment.

Make looking after your employees' health one of your top priorities. Physical and mental health are essential to an engaged and productive workforce.

9. Encourage employee engagement:

A good way to make your staff more committed and actually want to come to work is to increase their engagement. This means maintaining an efficient internal communication system where employees can follow what is going on in the company, suggest improvements, report problems, etc.

It also includes investing in employee training and development programs. That way, workers can improve their skills and participate more and more in the organisation's activities

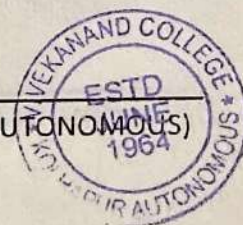
10. Reward good attendance:

Implementing a reward scheme for employees with good attendance records is a great way to give them an additional incentive to attend work. But be careful with this one and remember that there can be perfectly legitimate reasons for being absent, such as illnesses. Therefore, the reward system shouldn't penalise the employees who have excused absences.

11. Offer flexible work options:

Offering flexible working hours is an excellent idea to increase your employees' well-being and their attachment to the organisation. You should therefore consider introducing flexible schedules and remote work. Some companies even offer unlimited vacation days!

Sesame's employee panel makes it really easy for employees with a flexible schedule to record their attendance and track how many work hours they have left.



Questions-

- 1) What are the causes of absenteeism?
- 2) Which seasonal factors are effect on company and absenteeism?
- 3) What are the solutions you removed for absenteeism?

CHAPTER-4

DATA ANALYSIS AND INTERPRETATION



TABLE NO. 1

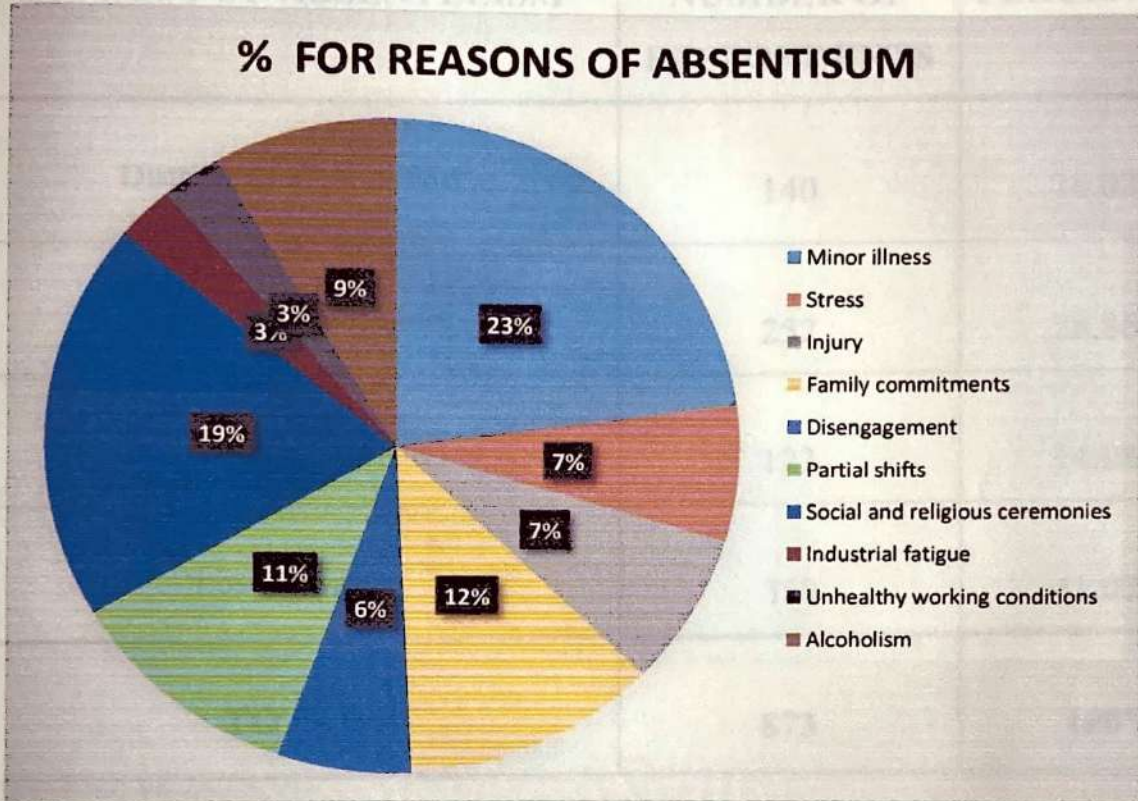
4.1 TABLE SHOWING REASONS FOR ABSENTEEISM

SR.NO.	REASONS OF ABSENTEEISM	NO.OF RESPONDENTS	PERCENTAGE
1.	Minor illness	200	22.90%
2.	Stress	59	6.75%
3.	Injury	66	7.56%
4.	Family commitments	105	12.02%
5.	Disengagement*	54	6.19%
6.	Partial shifts	96	11%
7.	Social and religious ceremonies	170	19.48%
8.	Industrial fatigue	23	2.64%
9.	Unhealthy working conditions	25	2.86%
10.	Alcoholism	75	8.59%
	TOTAL	873	100%



GRAPH NO.1

4.1 GRAPHICAL PRESENTATION ON REASON FOR ABSENTEEISM



INTERPRETATION-

From the above graph it is concluded that, main reason for absenteeism is Minor illness i.e. 23%. And the dependent reason for absenteeism is industrial fatigue i.e.3%



TABLE NO.2

4.2 EFFECTS OF ABSENTEEISM

SR.NO	EFFECTS OF ABSENTEEISM	NUMBER OF RESPONDENTS	PERCENTAGE
1	Distributed of work flow	140	16.03%
2	Difficulty to face order	252	28.86%
3	Extra pleasure on employee	123	14.08%
4	Loss of wages	358	41.03%
	TOTAL	873	100%

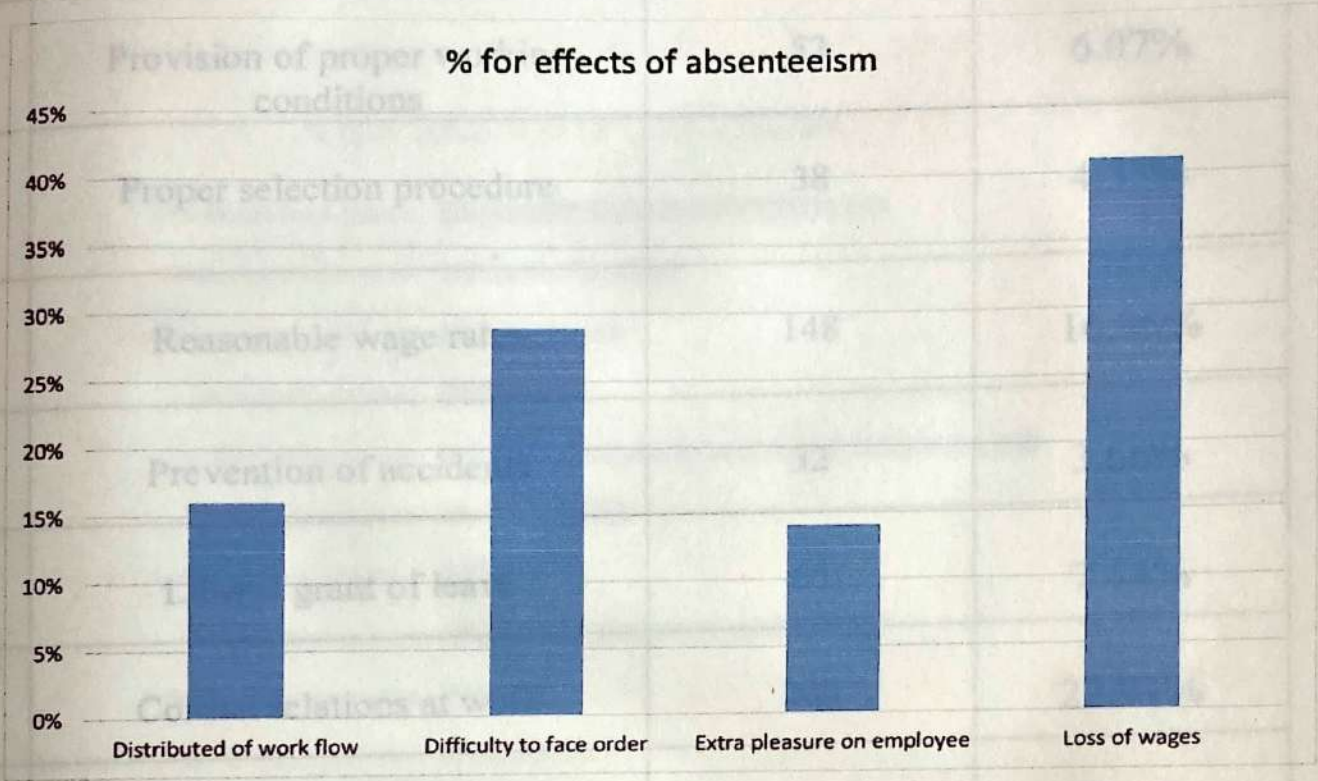
(These all tables showing that total 873 employees working in sai service.)



TABLE NO.3

GRAPH NO.2

4.2 GRAPHICAL PRESENTATION ON EFFECTS OF ABSENTEEISM



INTERPRETATION-

From the above graph it is concluded that, Main Effect of absenteeism is loss of wages it was 41.03%. And the minor effect is extra pleasure on employee i.e. 14.08%



TABLE NO.3

4.3 SOLUTION FOR ABSENTEEISM

SR.NO.	SOLUTION OF ABSENTEEISM	NO. OF RESPONDENTS	PERCENTAGE
1	Provision of proper working conditions	53	6.07%
2	Proper selection procedure	38	4.35%
3	Reasonable wage rates	148	16.96%
4	Prevention of accidents	32	3.66%
5	Liberal grant of leave	65	7.44%
6	Cordial relations at work	200	22.91%
7	Maintaining discipline	47	5.38%
8	Improve employee well-being	60	6.87%
9	Reward good attendance	80	9.16%
10	Offer flexible work options	150	17.18%
	TOTAL	873	100%

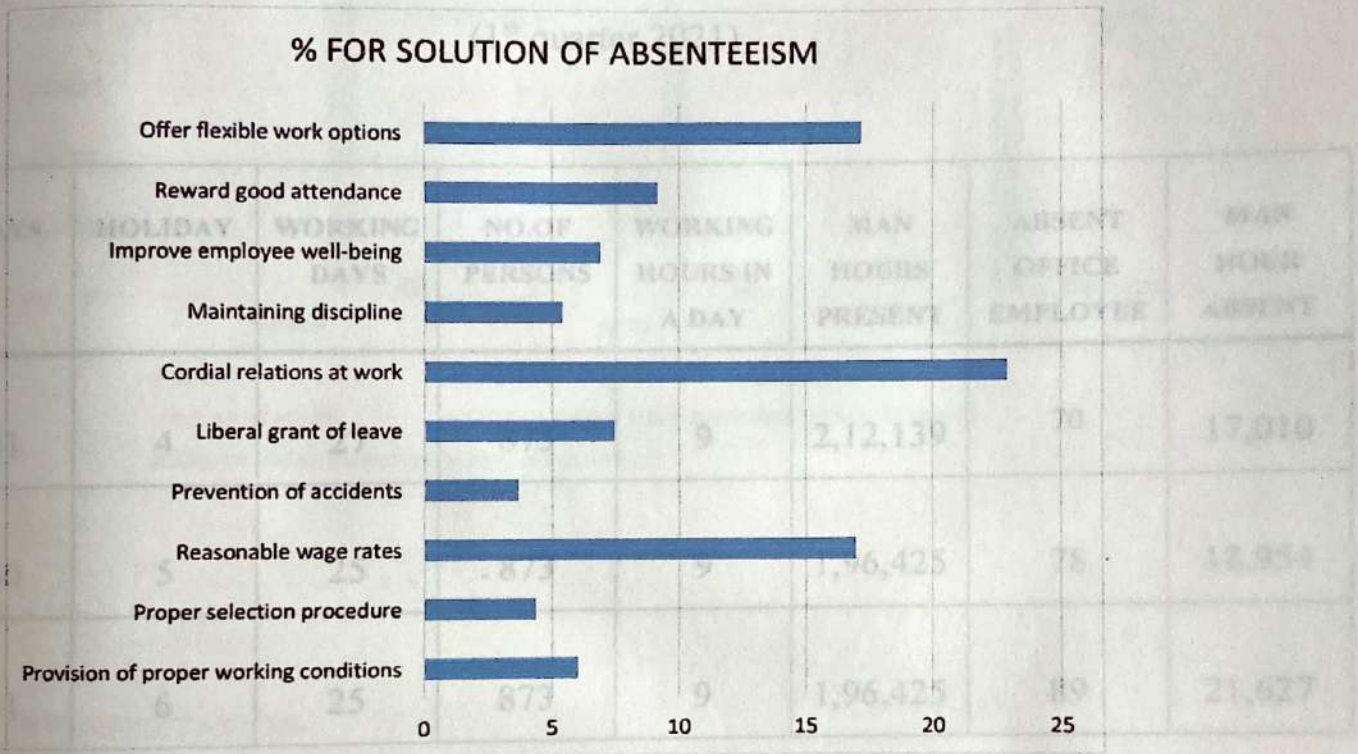


GRAPH NO.3

4.3 GRAPHICAL PRESENTATION ON SOLUTION FOR ABSENTEEISM

ACCORDING TO RECORDS OF PRESENT MUSTER -

The man hours lost by the office employees for the month of January



INTERPRETATION-

From the above graph it is concluded that, Solution for absenteeism was held through to do Cordial relations at work it was 22.91%. And the minor solution is prevention of accidents. 3.66%.



TABLE NO.4**ACCORDING TO RECORDS OF PRESENT MUSTER -**

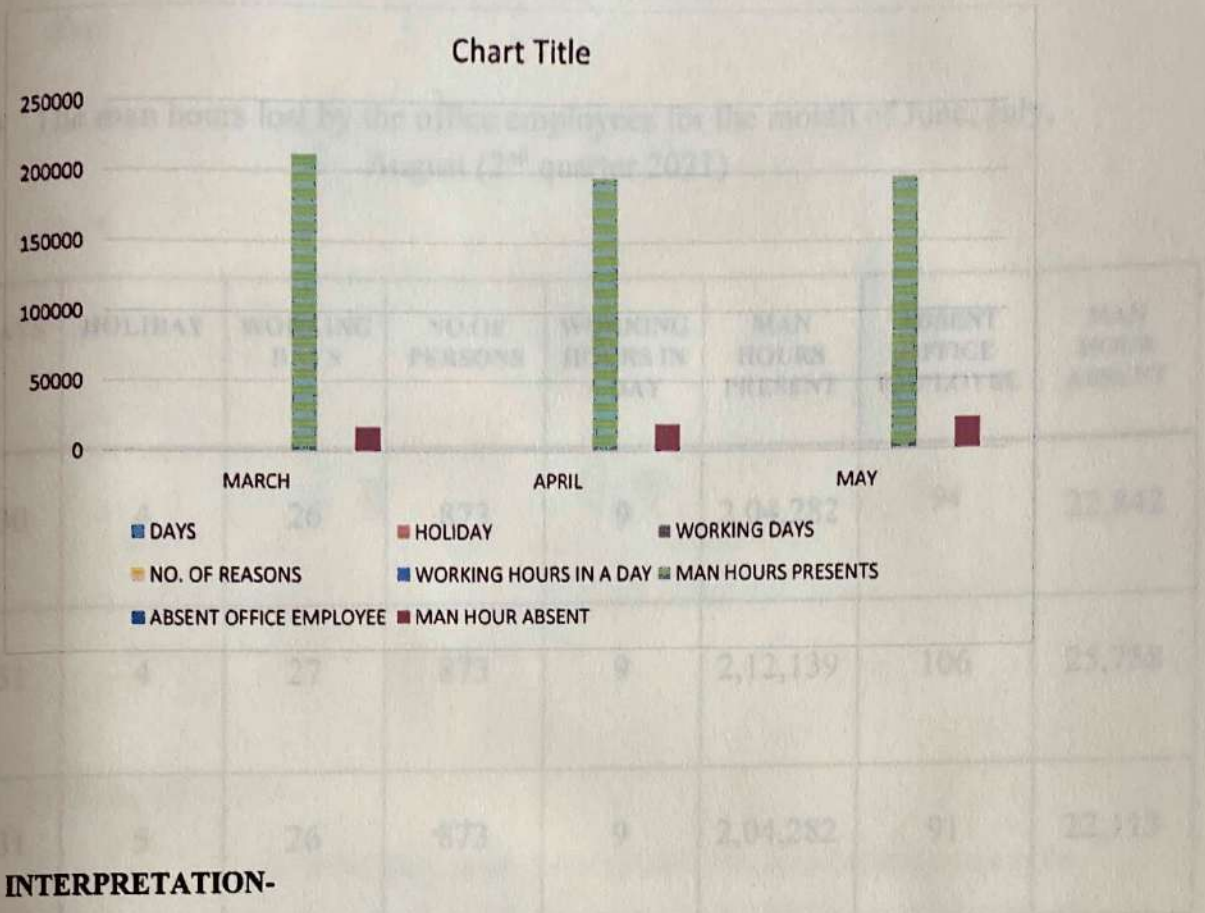
- The man hours lost by the office employees for the month of January
(1st quarter 2021)

MONTH	DAYS	HOLIDAY	WORKING DAYS	NO.OF PERSONS	WORKING HOURS IN A DAY	MAN HOURS PRESENT	ABSENT OFFICE EMPLOYEE	MAN HOUR ABSENT
MARCH	31	4	27	873	9	2,12,139	70	17,010
APRIL	30	5	25	873	9	1,96,425	78	18,954
MAY	31	6	25	873	9	1,96,425	89	21,627



GRAPH NO.4

AS ACCORDING TO RECORDS OF PRESENT MASTER -



INTERPRETATION-

From the above graph it is concluded that, absent of labours in the month of May is more than other two that is 21,627 man hours lost.



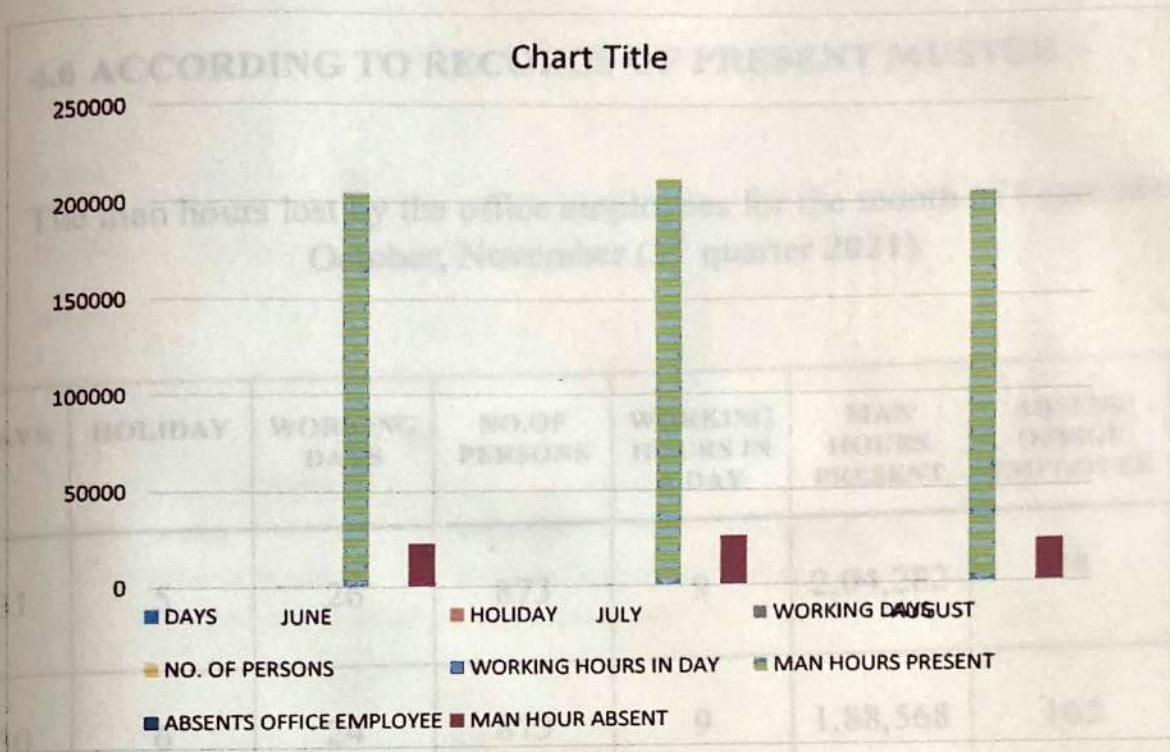
TABLE NO.5**4.5 ACCORDING TO RECORDS OF PRESENT MUSTER –**

- The man hours lost by the office employees for the month of June, July, August (2nd quarter 2021)

MONTH	DAYS	HOLIDAY	WORKING DAYS	NO.OF PERSONS	WORKING HOURS IN A DAY	MAN HOURS PRESENT	ABSENT OFFICE EMPLOYEE	MAN HOUR ABSENT
JUNE	30	4	26	873	9	2,04,282	94	22,842
JULY	31	4	27	873	9	2,12,139	106	25,758
AUGUST	31	5	26	873	9	2,04,282	91	22,113



GRAPH NO.5



INTERPRETATION -

From the above graph it is concluded that, absent of employees in the month of June is 22,842. In the month of July man hours absent is 25,758 and in the month of August the man hour absent 22,113. This indicates that in the month of July, man hours lost is more the other two month.



TABLE NO.6

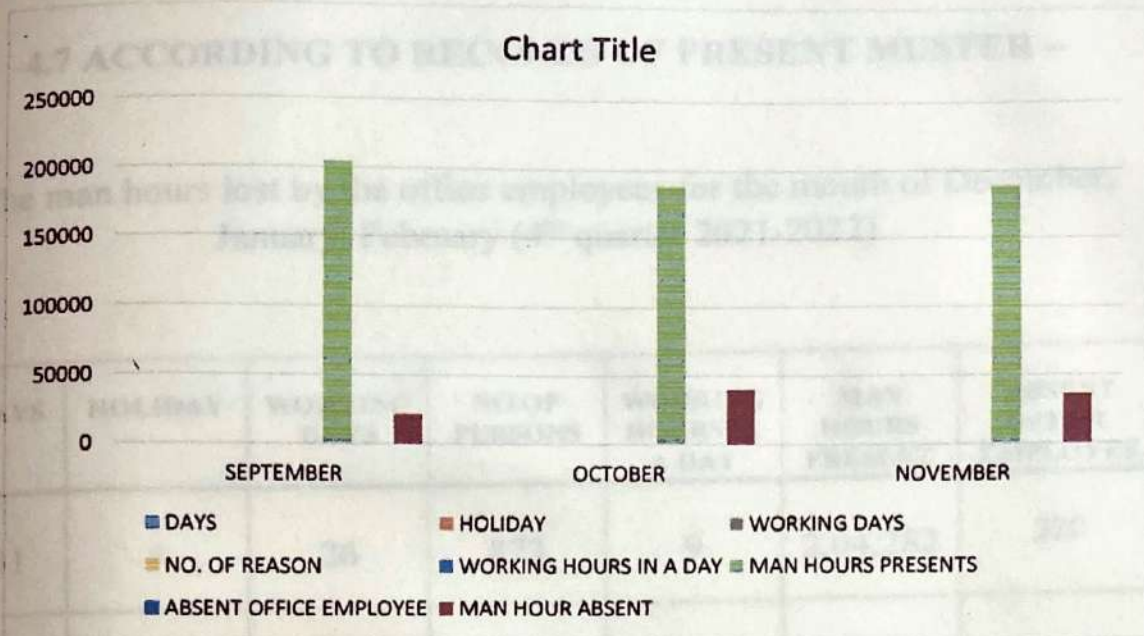
4.6 ACCORDING TO RECORDS OF PRESENT MUSTER –

- The man hours lost by the office employees for the month of September, October, November (3rd quarter 2021)

MONTH	DAYS	HOLIDAY	WORKING DAYS	NO.OF PERSONS	WORKING HOURS IN A DAY	MAN HOURS PRESENT	ABSENT OFFICE EMPLOYEE	MAN HOUR ABSENT
SEPTEMBER	31	5	26	873	9	2,04,282	88	21,384
OCTOBER	30	6	24	873	9	1,88,568	165	40,095
NOVEMBER	31	7	24	873	9	1,88,568	148	35,964



GRAPH NO.6



INTERPRETATION -

From the above graph it is concluded that, absent of employees in the month of September is 21,384. In the month of October man hours absent is 40,095 and in the month of November the man hour absent 35,964. This indicates that in the month of October, man hours lost is more the other two month.



TABLE NO.7

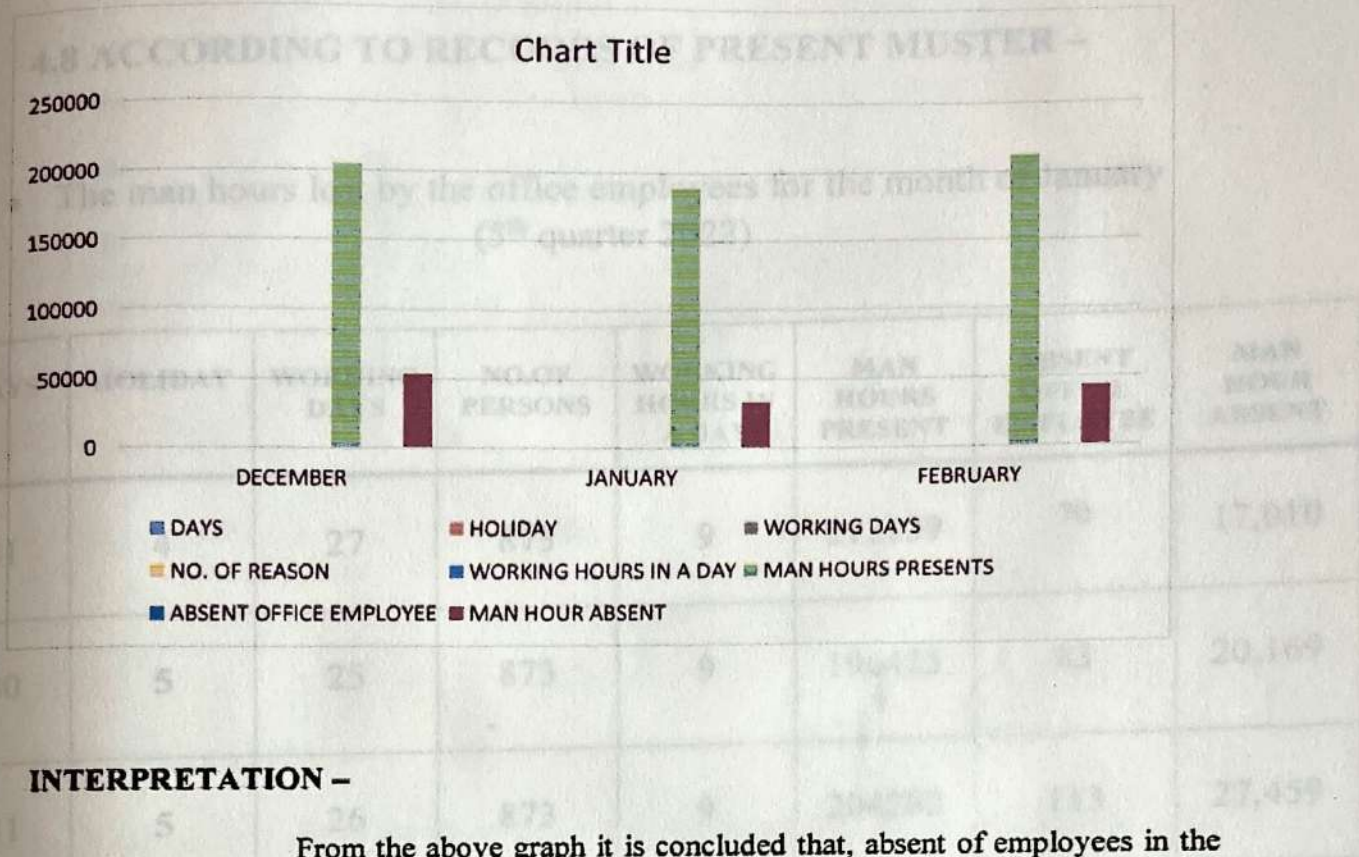
4.7 ACCORDING TO RECORDS OF PRESENT MUSTER –

The man hours lost by the office employees for the month of December, January, February (4th quarter 2021-2022)

MONTH	DAYS	HOLIDAY	WORKING DAYS	NO.OF PERSONS	WORKING HOURS IN A DAY	MAN HOURS PRESENT	ABSENT OFFICE EMPLOYEE	MAN HOUR ABSENT
DECEMBER	31	5	26	873	9	2,04,282	220	53,460
JANUARY	30	6	24	873	9	1,88,568	135	32,805
FEBRUARY	31	4	27	873	9	2,12,139	176	42,768



GRAPH NO.7



INTERPRETATION -

From the above graph it is concluded that, absent of employees in the month of December is 53,460. In the month of January man hours absent is 32,805. And in the month of February the man hour absent 42768. This indicates that in the month of December, man hours lost is more the other two month.



TABLE NO.8

4.8 ACCORDING TO RECORDS OF PRESENT MUSTER –

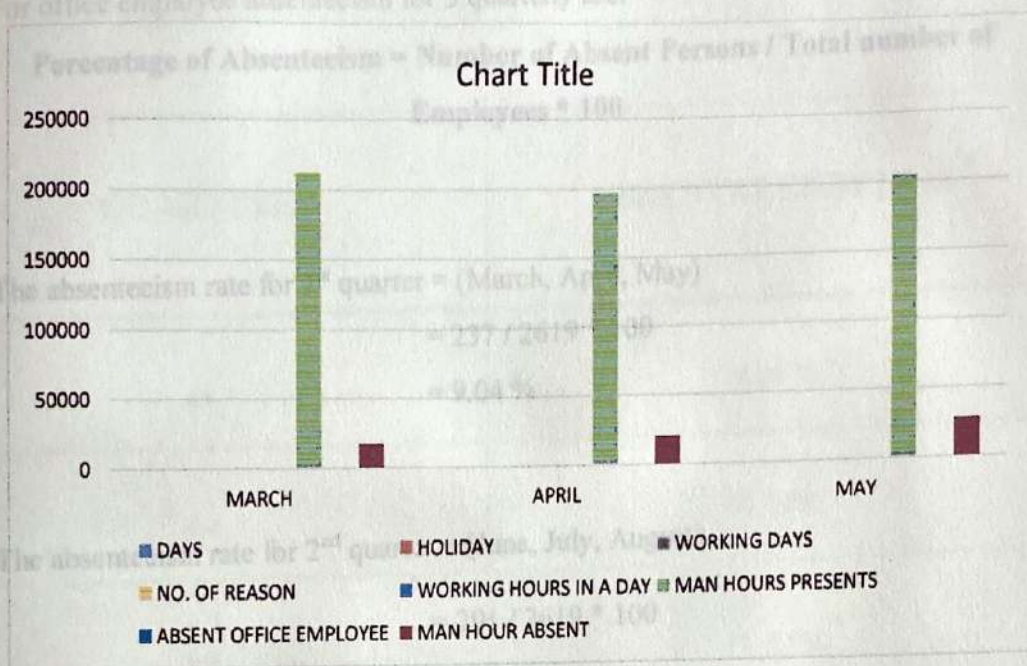
- The man hours lost by the office employees for the month of January (5th quarter 2022)

MONTH	DAYS	HOLIDAY	WORKING DAYS	NO.OF PERSONS	WORKING HOURS IN A DAY	MAN HOURS PRESENT	ABSENT OFFICE EMPLOYEE	MAN HOUR ABSENT
MARCH	31	4	27	873	9	212139	70	17,010
APRIL	30	5	25	873	9	196425	83	20,169
MAY	31	5	26	873	9	204282	113	27,459

And in the month of May the man hour absent 27,459. This indicates that in the month of May, man hours lost is more than the other two months.



GRAPH NO.8



INTERPRETATION -

From the above graph it is concluded that, absent of employees in the month of March is 17,010. In the month of April man hours absent is 20,169. And in the month of May the man hour absent 27,459. This indicates that in the month of May, man hours lost is more the other two month.



4.11 ACCORDING TO DATA –

For office employee absenteeism for 5 quarterly are:

- **Percentage of Absenteeism = Number of Absent Persons / Total number of Employees * 100**

7) The absenteeism rate for 1st quarter = (March, April, May)

$$= 237 / 2619 * 100$$

$$= 9.04 \%$$

8) The absenteeism rate for 2nd quarter = (June, July, August)

$$= 291 / 2619 * 100$$

$$= 11.11\%$$

9) The absenteeism rate for 3rd quarter = (September, October, November)

$$= 401 / 2619 * 100$$

$$= 15.31\%$$

10) The absenteeism rate for 4th quarter = (December, January, February)

$$= 531 / 2619 * 100$$

$$= 20.27\%$$

11) The absenteeism rate for 5th quarter = (March, April, May)

$$= 266 / 2619 * 100$$

$$= 10.15\%$$



PERCENTAGE OF ABSENTEEISM OF OFFICE EMPLOYEE FOR 5 QUARTERS (% OF ABSENT)

QUARTERS	ABSENTEEISM IN %
1 st	9.04 %
2 nd	11.11%
3 rd	15.31%
4 th	20.27%
5 th	10.15%

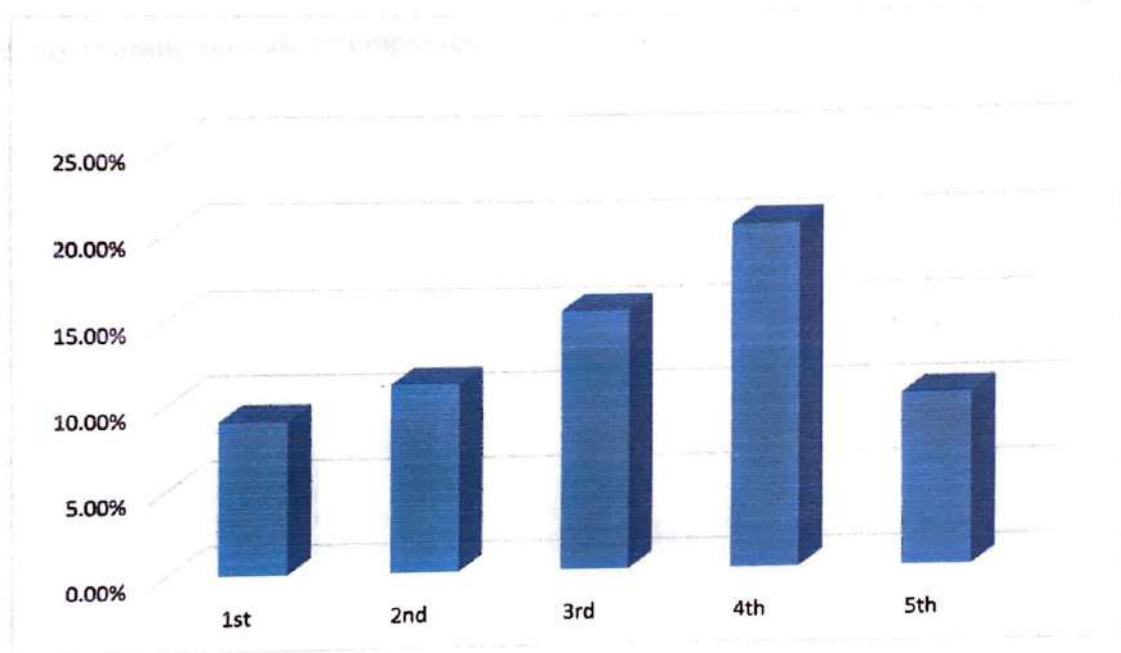
INTERPRETATION

From the above graph it is clear that the rate of absenteeism is higher than others. The rate of absenteeism is highest in the 4th quarter of the end of financial year.



PERCENTAGE OF ABSENTEEISM

GRAPH NO.9



INTERPRETATION-

From the above graph it is concluded that, the absenteeism Rate of employees in 4th quarter is higher than others. I.e. 20.27%. The rate of absenteeism in 1st quarter is 9.04% lower may be because of the end of financial year and starting of new financial year.



Questions –

- 1) How many employees are working in your company?
- 2) How many employees are absent per month?
- 3) In which month labours are absent more and in how many percent they are absent?
- 4) Can you give us monthly absenteeism data?
- 5) What are the average work hours per day for employee?
- 6) Is there any training provide to employee?

CHAPTER 5

FINDINGS AND OBSERVATIONS



FINDINGS AND OBSERVATIONS -

- 41. The loss due to minor illness was 22.90% (Table no. 1)
- 42. The loss due to loss of wages was 41.03% (Table no. 2)
- 43. Absenteeism was held through to do Cordial relations at work. It was 22.44% (Table no. 3)
- 44. Absent of labours in the month of May is more than other two that is 21,027 man hours lost (Table no. 4)
- 45. Absent of employees in the month of June is 22,842. In the month of July man hours absent is 25,798 and in the month of August the man hour absent 22,113. This indicates that in the month of July, man hours lost is more than other two months (Table no. 5)

CHAPTER- 5

FINDINGS AND OBSERVATIONS

- 46. Absent of employees in the month of September is 21,384. In the month of October man hours absent is 25,798 and in the month of November the man hour absent 22,113. This indicates that in the month of October, man hours lost is more than other two months (Table no. 6)
- 47. Absent of employees in the month of December is 22,113. In the month of January man hours absent is 25,798. And in the month of February the man hour absent 22,113. This indicates that in the month of December, man hours lost is more than other two months (Table no. 7)
- 48. Absent of employees in the month of March is 22,113. In the month of April man hours absent is 25,798. And in the month of May the man hour absent 22,113. This indicates that in the month of April, man hours lost is more than other two months (Table no. 8)



FINDINGS AND OBSERVATIONS –

- 1) The main reason for absenteeism is Minor illness that was 22.90% (Table no.1)
- 2) Effect of absenteeism was due to loss of wages it was 41.03%.(Table no. 2)
- 3) Solution for absenteeism was held through to do Cordial relations at work it was 22.91%. (Table no.3)
- 4) Absent of labours in the month of May is more than other two that is 21,627 man Hours lost. (Table no.4)
- 5) Absent of employees in the month of June is 22,842. In the month of July man hours absent is 25,758 and in the month of August the man hour absent 22,113. This indicates that in the month of July, man hours lost is more the other two month.(Table no.5)
- 6) Absent of employees in the month of September is 21,384. In the month of October man hours absent is 40,095 and in the month of November the man hour absent 35,964. This indicates that in the month of October, man hours lost is more the other two month.
- 7) Absent of employees in the month of December is 53,460. In the month of January man hours absent is 32,805. And in the month of February the man hour absent 42768. This indicates that in the month of December, man hours lost is more the other two month.
- 8) Absent of employees in the month of March is 17,010. In the month of April man hours absent is 20,169. And in the month of May the man hour absent 27,459. This indicates that in the month of May, man hours lost is more the other two month.
- 9) From the above graph it is concluded that, the absenteeism Rate of employees in 4th quarter is higher than others. I.e. 20.27%. The rate of absenteeism in 1st quarter is 9.04% lower may be because of the end of financial year and starting of new financial year.



• CONCLUSION AND SUGGESTIONS •

12) CONCLUSION

The study indicates that absenteeism is an overall function of the organization. It is a result of absenteeism which causes the organization to go down.

Main reasons of absenteeism in S.V. SERVICE PRIVATE LIMITED, KOLHAPUR, is Minor illness, Social and Religious ceremonies, Family commitments, Alcoholism, Work Stress. Therefore organization should proper major about absenteeism as well as good for organization. Hence less labour absenteeism, medical policy, hygiene matter should be by the company.

13) SUGGESTIONS - CHAPTER -6

CONCLUSION AND SUGGESTIONS

- 1) Company should offer flexible work hours to employees.
- 2) Company should give adequate wages to the employees.
- 3) Company should give reward for good attendance of employees.
- 4) Company should give liberal rates of leave to employees.
- 5) Company should give provision of proper work condition.
- 6) Company should ensure the employee well-being.



• CONCLUSION AND SUGGESTIONS –

12) CONCLUSION -

The study includes that absent is to overall function of the organization because of absenteeism entire productivity of the organization goes down.

Main reason of absenteeism in SAI SERVICE PRIVATE LIMITED, KOLHAPUR. Is Minor illness, Social and Religious ceremonies, Family commitments, Alcoholism, Injury, work Stress. Therefore organization should proper major about absenteeism it will quite good for organization. Hence less labour absenteeism, medical policy, hygiene factor provided by the company.

13) SUGGESTIONS –

- 1) Company should maintain their cordial relation at work with their employees.
- 2) Company should offer flexible work options to employees.
- 3) Company should give adequate wages to the employees.
- 4) Company should give reward for good attendance of employee.
- 5) Company should give liberal grant of leave to employees.
- 6) Company should give provision of proper work condition.
- 7) Company should improve the employee well-being.



CHAPTER -7
BIBLIOGRAPHY



REFERENCE PAPERS-

14) A Critical Risk Analysis of Absenteeism in the work place.

Journal of International Business Research and Marketing Volume 2, Issue 6, September 2017.

15) A study on employee absenteeism.

International Journal of pure and applied mathematics. Volume 116, No. 16, 2017, 399-405

16) www.Saiservice.com



CHAPTER - 8

APPENDIX



Questionnaire –

- 1) How many employees are working in your company?
 - A) More than 100
 - B) More than 500
- 2) How many employees are absent per month?
 - A) More than 150
 - B) More than 200
- 3) In which month labours are absent more?
 - A) March
 - B) December
- 4) Can you give us monthly absenteeism data?
 - A) Yes
 - B) No
- 5) In how many percent they are absent per month?
 - A) 15%
 - B) 25%
- 6) What are the average work hours per day for employee?
 - A) 8 hours
 - B) 9 hours
- 7) Is there any training provide to employee?
 - A) Yes
 - B) No



Vivekanand College, Kolhapur (Autonomous)



Department of BRA

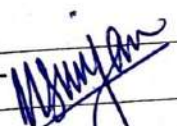
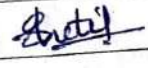
Project Work Progress Report (2020-21)



Name of the Student & Mob. No- Shweta Rajendra Patil. [9561432726]

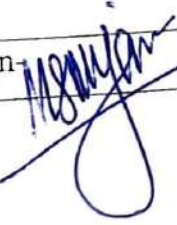
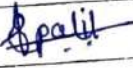
Title of the Project - The Study of Labour Absenteeism & Labour Law's.

Name of the Guide Mr. Mohasin Mujawar.

Sr. No.	Particulars: Overall concept of project.		
1	Guide's Suggestions- Helped to decide the topic & format.		
Guide's Sign-		Student's Sign- 	Date- 29 April 2022

Sr. No.	Particulars: Deciding objective and chapter scheme		
2	Guide's Suggestions- - Helped us to finalise objective & chapter schemes.		
Guide's Sign-		Student's Sign- 	Date- 5 May 2022

Sr. No.	Particulars: for preparing Questioner.		
3	Guide's Suggestions- - Helped us to finalise Questions & added more accordingly.		
Guide's Sign-		Student's Sign- 	Date- 9 May 2022

Sr. No.	Particulars:		
	Guide's Suggestions- - helped us to finalise the conclusion & suggestion		
Guide's Sign-		Student's Sign- 	Date- 22 May 2022

