

**A STUDY ON EMPLOYEE ABSENTEEISM WITH SPECIAL REFERENCE TO
FOURRTS INDIA LABORATORIES PVT LIMITED**

MASTER OF BUSINESS ADMINISTRATION

By

MERCY. S

Register No : 41410197



SCHOOL OF MANAGEMENT STUDIES

SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(DEEMED TO BE UNIVERSITY)

**Accredited with Grade "A" by NAAC | 12B Status by UGC | Approved by AICTE JEPPIAAR
NAGAR, RAJIV GANDHI SALAI, CHENNAI - 600 119**



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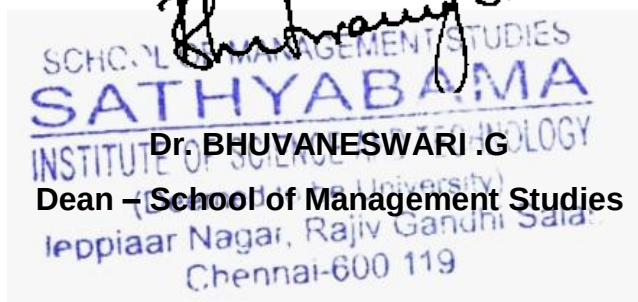
BONAFIDE CERTIFICATE

This is to certify that this Project Report is the bonafide work of **MERCY.S 41410197** who carried out the project entitled "A STUDY ON EMPLOYEE ABSENTEEISM WITH SPECIAL REFERENCE TO FOURRTS INDIA LABORATORIES PVT LIMITED " Under my supervision

Dr. JOHN BRITTO

Internal guide

External Guide



Submitted for Viva voce Examination held on 05.05.2023

Internal Examiner

External Examiner

DECLARATION

I **MERCY. S (41410197)** hereby declare that the Project Report entitled “**A STUDY ON EMPLOYEE ABSENTEEISM WITH SPECIAL REFERENCE TO FOURRTS INDIA LABORATORIES PVT LIMITED** ” done by me under the guidance of **DR. M. JOHN BRITTO** is submitted in partial fulfillment of the requirements for the award of Master of Business Administration degree.

DATE: 05.05.2023

PLACE: Chennai

A handwritten signature in black ink, appearing to be 'Mercy. S.', with a long horizontal stroke extending to the right.

MERCY. S

ACKNOWLEDGEMENT

I am pleased to acknowledge my sincere thanks to Board of Management of **SATHYABAMA** for their kind encouragement in doing this project and for completing it successfully. I am grateful to them.

I convey my sincere thanks to **Dr. G. Bhuvaneswari, Dean - School of Management Studies** and **Dr. A. Palani, Head - School of Management Studies** for providing me necessary support and details at the right time during the progressive reviews.

I would like to express my sincere and deep sense of gratitude to my Project Guide **DR.M. JOHN BRITTO** for his valuable guidance, suggestions and constant encouragement paved way for the successful completion of my project work.

I wish to express my thanks to all Teaching and Non-teaching staff members of the **School of Management Studies** who were helpful in many ways for the completion of the project.

MERCY. S

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ABSTRACT

The "A Study on Employee Absenteeism" project, carried out by Fourrt's India Labs Pvt Limited, seeks out various research on man-hour absenteeism and offers suggestions for lowering absenteeism. The goals of this study are to analyze overall attendance data and determine absenteeism rates, to increase employee productivity by cutting down on absences, to identify the major causes of absences in a given department, to suggest management strategies to cut down on absences, to identify the causes of both avoidable and unavoidable absences, and to learn about the different facilities and employee welfare programmes available.

The Secondary objectives are to trace out personal and professional causes of absenteeism, to identify the variables that reduce the rate of Absenteeism, to suggest some possible recommendations to reduce the absenteeism in Fourrts India Laboratories Pvt Limited, Chennai, to suggest some remedial changes to reduce absenteeism and to find out employee involvement in Fourrts India Laboratories Pvt Limited. The employee problem is increasing day by day in every industry. The employee problem poses a big head ache to the IT industry. A number of studies are available pertaining to this topic. The employee, employer, company production and the corporate relations are getting affected due to absenteeism. The area of the study was confined to Fourrts India Laboratories Pvt Limited. Convenient sampling is used for my research.

CHAPTER I

INTRODUCTION

MEANING:

Employees' presence at the work place during the schedule time is highly essential for the smooth running of the production process and the organization in general. Despite the significance of presence, employees sometime fail to report to the work place during the scheduled time, which is known as "Absenteeism".

According to PICOARS AND MAYERS: Unexpected absence disturbs the efficiency of the group as the jobs are inter connected, if one single man remains absent without prior notice the whole operation process is distributed. This Absenteeism results in production losses because, due to Absenteeism, employees cost increases and thus efficiency of operations is affected.

Guidelines for controlling Absenteeism

IDENTIFYING EXCESSIVE ABSENTEEISM

Attendance records should be reviewed regularly to be sure that an employee's sick-leave days are excessive compared to other employees. If a supervisor suspects that an employee is excessively absent, this can be confirmed through reviewing the attendance records.

If all indications show that an employee is excessively absent, the next step is to gather as much information as possible in order to get a clearer picture of the situation. The employees' files should be reviewed and the employee's immediate supervisor should document all available information on the employee's history.

INDIVIDUAL COMMUNICATION

After all available information has been gathered, the administrator or supervisor should individually meet with each employee whom has been identified as having higher than average or questionable (or pattern) absences. This first meeting should be used to bring concerns regarding attendance to the employee's attention. It is also an opportunity to discuss with the employee, in some depth, the causes of his or her attendance problem and possible steps he or she can take to remedy or control the absences. Listen carefully to the employee's responses.

PROOF OF ILLNESS

Sometimes it is helpful in counseling employees with excessive innocent or culpable absenteeism to inquire or verify the nature and reasons of their absence. The extent to which an employer may inquire into the nature of and reasons for an employee's absence from the workplace is a delicate issue. The concepts of an employee's privacy and an employer's need for information affecting the workplace often come into conflict. Seldom is the conflict more difficult to resolve than where personal medical information is involved. Unions will often strongly object to any efforts by management to inquire more deeply into the nature of an employee's illness. You will need to consider the restraints of any language in collective agreements in relation to this issue.

1. Has the employee done everything possible to regain their health and return to work?
2. Has the employer provided every assistance possible? (i.e., counselling, support, time off.)
3. Has the employer informed the employee of the unworkable situation resulting from their sickness?

Corrective Action for Culpable Absenteeism

As already indicated, culpable absenteeism consists of absences where it can be demonstrated that the employee is not actually ill and is able to improve his/her attendance. The procedures for corrective/progressive discipline for culpable absenteeism are generally the same as for other progressive discipline problems. The discipline should not be prejudicial in any way.

2.2 COMPANY PROFILE

Chapter – II

2.1 INDUSTRY PROFILE

Healthcare has become one of India's largest sectors - both in terms of revenue and employment. Healthcare comprises hospitals, medical devices, clinical trials, outsourcing, telemedicine, medical tourism, health insurance and medical equipment. The Indian healthcare sector is growing at a brisk pace due to its strengthening coverage, services and increasing expenditure by public as well private players.

Indian healthcare delivery system is categorized into two major components - public and private. The Government, i.e., public healthcare system comprises limited secondary and tertiary care institutions in key cities and focuses on providing basic healthcare facilities in the form of primary healthcare centers (PHCs) in rural areas. The private sector provides majority of secondary, tertiary, and quaternary care institutions with a major concentration in metros, tier I and tier II cities.

India's competitive advantage lies in its large pool of well-trained medical professionals. India is also cost competitive compared to its peers in Asia and Western countries. The cost of surgery in India is about one-tenth of that in the US or Western Europe.

Investment

The hospital and diagnostic centers attracted Foreign Direct Investment (FDI) worth US\$ 4.83 billion between April 2000 and September 2017, according to data released by the Department of Industrial Policy and Promotion (DIPP). Some of the recent investments in the Indian healthcare industry are as follows:

- India and Cuba have signed a Memorandum of Understanding (MoU) to increase cooperation in the areas of health and medicine, according to Ministry of Health and Family Welfare, Government of India.
- Singapore's Temasek will acquire a 16 per cent stake worth Rs 1,000 crore (US\$ 156.16 million) in Bengaluru based private healthcare network Manipal Hospitals, which runs a hospital chain of around 5,000 beds.

Government Initiatives

Some of the major initiatives taken by the Government of India to promote Indian healthcare industry are as follows:

- India's first ever 'Air Dispensary', which is based in a helicopter, will be launched in the Northeast and the Ministry of Development of Northeast Region (DONER) has already contributed Rs 25 crore (US\$ 3.82 million) for its funding.
- The Intensified Mission Indra Dhanush (IMI) has been launched by the Government of India with the aim of improving coverage of immunization in the country and reach every child under two years of age and all the pregnant women who have not been part of the routine immunization programme.
- Ministry of Health and Family Welfare is planning to spend more funds, over and above the current sanction of Rs 955 crore (US\$ 148.22 million), to tackle lifestyle diseases such as cardiovascular disease (CVD), hypertension, obesity, and diabetes in India.
- The Union Cabinet approved setting up of National Nutrition Mission (NNM) with a three-year budget of Rs 9,046.17 crore (US\$ 1.40 billion) to monitor, supervise, fix targets and guide the nutrition related interventions across the Ministries.
- The Government of India aims to increase the total health expenditure to 2.5 per cent of Gross Domestic Product (GDP) by 2025 from the current 1.15 per cent.
- Mr J P Nadda, Union Minister of Health and Family Welfare, Government of India, launched initiatives such as Lakshya, for Labour Room Quality Improvement, a mobile application for safe delivery, and operational guidelines for obstetric high dependency units (HDUs) and intensive care units (ICUs).

Road Ahead

India is a land full of opportunities for players in the medical devices industry. India's healthcare industry is one of the fastest growing sectors and in the coming 10 years it is expected to reach \$275 billion. The country has also become one of the leading destinations for high-end diagnostic services with tremendous capital investment for advanced diagnostic facilities, thus catering to a greater proportion of population. Besides, Indian medical service consumers have become more conscious towards their healthcare upkeep.

Indian healthcare sector is much diversified and is full of opportunities in every segment which includes providers, payers, and medical technology. With the increase in the competition, businesses are looking to explore for the latest dynamics and trends which will have positive impact on their business

2.3 REVIEW OF LITERATURE

Topic: Managing absenteeism.

Authors: Led man, Robert

Publication: SAM Advanced Management Journal

Date: Sunday, December 22 1996

Steers and Rhodes (1984) report that for every 0.5% increase in national absence rates in the U.S., the gross domestic product drops \$10 billion. Based on the size of today's GDP compared with the early 1980s, that figure is surely substantially larger today. Leigh (1986) estimated that hours lost in absenteeism is over 40% larger than the number of hours lost in unemployment. **Markovich** (1993) cited a survey of 5,000 companies conducted by Commerce Clearing House, Inc., Chicago that found that unscheduled absences cost small businesses an average of \$62,636 a year in lost productivity, sick time, and replacement costs.

Women are absent more than men, possibly because they are more sensitive to family needs (**Dunn and Youngblood**, 1986). Single persons are typically absent more than married persons, a pattern that might reflect greater financial pressures for married persons to work (Drago and Wooden, 1992).

Generally, there are two types of absenteeism: approved and unapproved. Each organization must determine (within the law and appropriate regulations) what falls into each category, how much time will be allowed for each area of approved leave, and how to deal with unapproved absences.

Often, organizations allow time for vacation, holidays, bereavement, and medical and worker's compensation leave. They also allow time for military obligations, jury duty, some personal obligations, and sick leave. Sick leave was originally designed as a short-term salary continuation plan (an insurance policy for legitimate illness) (Markovich, 1993). The amount of time allotted to each type of leave varies from organization to organization. No law requires employers to provide sick leave. It is a benefit provided by the employer to seek and retain employees with skills. Individual companies must determine the acceptable number of approved leave days in each area.

Unapproved leave is time not covered by company policy, and taken without management's prior approval. How management deals with such absences varies from organization to organization.

Organizations have little difficulty managing leave such as vacation and holidays since management often establishes when this time may be taken. Leaves that have not been scheduled by the organization's management (bereavement, medical, worker's compensation leave, jury duty, military leave, personal leave, employee illness, child/parent care and tardiness) are more of a problem. Obviously, some of these absences are infrequent and cause minor disruptions. However, some can create substantial disruptions since critical work may not get done. The extent of those disruptions depends on the employer's ability to quickly "cover" for the absent employee by ensuring that any critical work is performed by another employee. This paper addresses disruptive absences.

Acceptable attendance is being present and on time for work every scheduled day. It means being dependable (**Bilious**, 1993). Managers and employees have different views about how much absenteeism is normal or appropriate for someone in the subordinate's occupation. In fact, the subordinate estimate (of acceptable absences) is close to twice that of the managerial estimate (**John's**, 1994).

Research is consistent (**Bielous**, 1993; **Stinson**, 1991; **Bunning**, 1988; and **Wallin and Johnson**, 1976) in finding that most organizations do not keep accurate accounts of employee absences and in emphasizing the need to do so. This means that disruptive absence frequently will be tolerated by managers until it reaches a painfully obvious level, at which point a crackdown will occur (**Johns**, 1994).

Controlling Disruptive Absenteeism

One of the first questions asked by management concerning absenteeism is whether to use a punitive or reward system. The research tends to have opposed data. Studies in the 1970s and 1980s often indicated that reward systems may be more effective than punishment (Bunning, 1988; and Wallin and Johnson, 1976). For example, a large firm showed an increase in attendance by offering nonmonetary privileges to employees with good attendance. In another case, a monthly drawing of \$10 (for perfect attenders) resulted in a savings of more than \$3,000 of sick leave for a firm's 68 employees. However, **Markowich** (1993) reported that cash incentives for perfect attendance did not motivate employees who abuse sick time. Rewarding good attenders with cash bonuses generally has been ineffective. Sick-time abusers value time away from work more than money, so they are not motivated to modify their behavior (Markowich, 1993).

Sola Barnes-Hind implemented a policy in 1988 which was primarily reward-based. Under this policy the company showed a decrease of \$160,000 in paid time-off from the previous year (Bunning, 1988). In

1985, Professor Carl Johnson of Central Michigan University made the following points: A few employees will have perfect attendance, and a few will have poor attendance regardless of the situation. Reward systems tend to affect employees in the middle. Reward systems will have little effect on poor attenders, and some sort of controls will always be necessary. An organization can usually see a 25% to 50% reduction in absenteeism by implementing a reward system. Additionally, it may be more effective to base a control system on occurrences rather than total time missed (Bunning, 1988).

Most employees have good attendance records, with only about 3% of a company's employees exploiting the system by taking more than their allowed sick time or more days than they need (Markowich, 1993). However, company policy may inadvertently reinforce a "use it or lose it" attitude with policies in which employees lose their sick time if it is not used by the end of the year. This may encourage employees to view sick time as a benefit to which they are entitled.

Since 1986, national surveys have collected data from companies of all sizes. The data was then analyzed and the best controls for unscheduled absences were discussed. Two approaches scored the highest for achieving best results: a no-fault program and PTO (Paid Time Off) (Markowich, 1993).

A "no-fault" absentee program approach disregards the reason why an employee is absent. The employer sets a limit of unscheduled absences and holds the employee accountable. Once the employee uses the allotted number of days allowed, a system of progressive disciplinary actions is activated ending in discharge. This type of system is designed to punish abusers, not reward good attenders.

Allen-Bradley Co., based in Fullerton, California, implemented such a plan in October 1988 using a point system. All absences and tardiness other than jury duty, bereavement time, workers compensation leave, military obligations, vacations, holidays, and 40 hours of sick time were subject to points, according to the type of absence. Absenteeism dropped 83.5% over the first 25 months, saving the company \$59,545 (Stinson, 1991).

Paid Time Off (PTO) is a redesign of traditional time-off benefits. Rather than granting time off separately for vacation, personal and sick time, PTO lumps time off into two categories - PTO and Catastrophic (CAT). Catastrophic is used for major illness that keeps the employee away from work for an extended period. PTO programs have a hidden incentive for employees not to use unnecessary sick days. Since all allotted days are available for vacation, fewer unscheduled days for illness translates more vacation days. Another hidden benefit of PTO accrues to the organization. Since it can be assumed that all allowed

days will be taken - an assumption that is not routinely made in the case of sick days - managers can plan staffing needs knowing in advance how many days each employee will be off.

Why Employees Are Absent

Steers and Rhodes (1984) suggested that an employee's attendance is a function of two factors: (1) the employee's motivation to attend, and (2) the employee's ability to attend. Theorists are consistent that employees may be motivated to attend by increased autonomy, responsibility, job satisfaction and organizational commitment (Dalton and Mesch, 1990).

Organizational and environmental factors associated with absenteeism include: poor employee morale, personnel conflicts, unsatisfactory compensation and benefit programs, unrealistic job expectations, inadequate training, unsafe or stressful workplace conditions. There are also several personality characteristics that can be associated with absenteeism, including, among others, reliability, freedom from disruptive alcohol use, and dependability (Borofsky and Smith, 1993). Employees often cite, child or parent care and the need to take care of certain personal business during normal working hours as reasons for their absence.

Dalton and Mesch (1990) found that employees, working under a flexible scheduling system, attributed a decline in absenteeism to the elimination of the reason for the absenteeism. They were now able to attend to their personal business. Alignment of employee needs and organizational work through a flexible work schedule should result in increased employee commitment to the organization.

Dalton and Mesch (1990) suggested that flexible scheduling may increase extrinsic motivation simply because basic working conditions are improved, i.e., the employee may be able to avoid rush hour, and the employee's relationship with a supervisor may improve if tardiness is minimized. They also argued that the employee's motivation may increase as the employee enjoys more autonomy and responsibility with regard to work hours.

A six-year field experiment on flexible scheduling was conducted with a large Western public utility (Dalton and Mesch, 1990). Monthly measures were taken on both a control group and the experimental group for three years prior to the intervention of a flexible scheduling program, during the program, and for two years after the program was discontinued. The intervention of flexible scheduling (experimental group) led to

a reduction in the absence rate; with the removal of the intervention, absenteeism returned to its base-line rate. The control group showed no reduction in absenteeism during the same period.

Conclusion and Recommendations

Several recommendations can be drawn from the literature for managing absenteeism. Controlling absenteeism in the workplace begins with a sound absenteeism policy that is incorporated into an employee handbook. The policy should define absenteeism and outline consequences for those who break the rules or whose absences become unacceptably disruptive.

Each employer should identify how many unplanned days of absence are appropriate, taking into account that, on average, employees are absent 5.1 (Gwaltney, 1994) days per year, and blue-collar workers are absent more than white collar workers (Hazzard, 1990). These findings suggest that different organizational settings may require different standards.

Once management decides on the number of allowed sick days and has a well written attendance policy, the next and most important step is to inform and educate all employees of the policy. This should be done early in the employment process and acceptable behavior regarding absenteeism should be clearly defined. Records showing that the employee knows and understands the policies should be maintained. Management should have the employee sign a statement saying they have received a copy of the policies and are responsible for knowing them. It has been shown that clarifying and communicating attendance policies reduces the rate of unauthorized absences (Majchrzak, 1987). The attendance policy should be reviewed with all employees yearly.

Having an attendance policy is useless unless it is enforced by management and followed consistently (Healthcare Supervisors, 1994). In order to know if an employee is abusing sick leave before it becomes blatantly obvious, employers need to keep accurate attendance records (Bielous, 1993; Stinson, 1991; Bunning, 1988; and Wallin and Johnson, 1976). Such records show if absentee patterns are developing. Some patterns, such as the employee always being sick on Fridays, using the same excuse for tardiness, or using sick time as quickly as it is earned, are relatively easy to identify. More subtle patterns may be difficult to spot and become apparent only with a thorough review of carefully maintained records. It is important for management to record not only the reason for the absence but also if the employee followed the correct procedure for notifying the employer.

Most employees have good attendance records and do not need extra financial rewards to motivate them to come to work. What employees do need is to feel financially secure and to know they will be paid if

absent from work due to illness. Employers may reward employees by allowing them to carry over sick days up to the time a disability policy takes effect. This would reduce the "use it or lose it" mentality. Allowing sick pay for illness of family members, especially for young working mothers, may be an added employee benefit.

No one likes confrontations, which is probably why supervisors, especially new ones, sometimes ignore attendance issues. Attendance problems created by subordinates can be handled by using good judgment, keeping accurate attendance records, and administering company policy fairly and consistently.

Chapter III

RESEARCH METHODOLOGY

3.1 OBJECTIVES OF THE STUDY

The main objective of the study is to find the various studies on absenteeism of man hour and suggestion to reduce absenteeism.

Primary Objective:

The Primary Objective of the study is to find out the factors influencing the absenteeism.

- To analyze the master attendance and to find the rate of absenteeism.
- To improve the productivity of employees by reducing absenteeism.
- To find the reason for major absenteeism in particular department.
- To suggest controlling tools to reduce absenteeism.
- To find out the reason for avoidable and unavoidable absenteeism.
- To know the types of facilities and welfare activities for the employee's benefit.

3.2 SCOPE OF ABSENTEEISM

The employee problem is increasing day by day in every industry. The employee problem poses a big head ache to the IT industry. A number of studies are available pertaining to this topic.

The employee, employer, company production and the corporate relations are getting affected due to absenteeism. Hence I felt that the study becomes important for research. This study however suggests that absentees may be variable construct for analyzing the productivity and progressive pattern on service oriented organization.

Absenteeism brings out the comparative structure of absenteeism among different working groups, which will help to suggest some possible recommendation to reduce the problem of the absenteeism

3.3 Research Meaning

A Research cannot be conducted abruptly. Researcher must proceed systematically in the already planned direction with the help of a number of steps in sequence. To make the research systemized the researcher must adopt certain methods. The method adopted by the researcher for completing the project is called research methodology.

In other words, research methodology is simply the plan of action for research which explains in detail how data is to be collected, analyzed and interpreted.

Data becomes information only when a proper methodology is adopted. Thus, we can say methodology is a tool, which processes the data to reliable information. The present chapter attempts to highlight the research methodology adopted in this project.

Introduction to Research Methodology

The study involves finding out the errors, ways and means to increase the efficiency through Advertising and Promoting. The analysis had done with special reference to Fourrts India Laboratories Pvt Limited. Research is a serious academic activity with a set of objectives to explain or analyze or understand a problem or finding solutions for problems adopting a systematic approach in collecting, organizing, and analyzing the information relating to a problem. Research cannot be conducted abruptly. Researcher must proceed systematically in the already planned direction with the help of a number of steps in sequence. The methods adopted by the researcher for completing the project are called Research methodology.

Sometimes research is defined as a movement, a movement from the known to unknown. It is an effort to discover something. Research is based on the inquisitiveness or the curiosity to know something. Some people bay that research is an effort to know 'more and more about less and less.

Research methodology means simply the plan of action for research, which explains in detail how a data is collected, interpreted and analyzed data become information only when a proper methodology is adopted thus we can say methodology is a tool, which process the data to be reliable information. The present chapter attempt to highlight the research methodology adopted in this project.

3.3.1 There is different research process, which are discussed in below:-

- Exploratory research
- Descriptive research
- Case study research

3.3.1.1 Exploratory Research

Exploratory research is a type of research conducted for a problem that has not been clearly defined. Exploratory research helps determine the best research design, data collection method and selection of subjects. It should draw definitive conclusions only with extreme caution. Given its fundamental nature, exploratory research often concludes that a perceived problem does not actually exist.

Exploratory research often relies on secondary research such as reviewing available literature and/or data, or qualitative approaches such as informal discussions with consumers, employees, management or competitors, and more formal approaches through in-depth interviews, focus groups, projective methods, case studies or pilot studies. The Internet allows for research methods that are more interactive in nature. For example, RSS feeds efficiently supply researchers with up-to-date information; major search engine search results may be sent by email to researchers by services such as Google Alerts; comprehensive search results are tracked over lengthy periods of time by services such as Google Trends; and websites may be created to attract worldwide feedback on any subject.

The results of exploratory research are not usually useful for decision-making by themselves, but they can provide significant insight into a given situation. Although the results of qualitative research can give some indication as to the "why", "how" and "when" something occurs, it cannot tell us "how often" or "how many". Exploratory research is not typically generalizable to the population at large.

3.3.1.2 Descriptive Research

Descriptive research, also known as statistical research, describes data and characteristics about the population or phenomenon being studied. Descriptive research answers the questions who, what, where, when and how...

The description is used for frequencies, averages and other statistical calculations. Often the best approach, prior to writing descriptive research, is to conduct a survey investigation. Qualitative research often has the aim of *description* and researchers may follow-up with examinations of why the observations exist and what the implications of the findings are. In short descriptive research deals with everything that can be counted and studied. But there are always restrictions to that. Your research must have an impact to the lives of the people around you.

3.3.1.3 Case Study Research

A case study is a research method common in social science. It is based on an in-depth investigation of a single individual, group, or event. Case studies may be descriptive or explanatory. The latter type is used to explore causation in order to find underlying principles.

Rather than using samples and following a rigid protocol (strict set of rules) to examine limited number of variables, case study methods involve an in-depth, longitudinal (over a long period of time) examination of a single instance or event: a case. They provide a systematic way of looking at events, collecting data, analyzing information, and reporting the results. As a result the researcher may gain a sharpened understanding of why the instance happened as it did, and what might become important to look at more extensively in future research. Case studies lend themselves to both generating and testing hypotheses.

Data:

The term data refers to qualitative or quantitative attributes of a variable or set of variables. Data are often viewed as the lowest level of abstraction from which information and then knowledge are derived.

3.4 Methods of Data Collection

Collection of data is an important stage in research in fact , the quality of data collected determines the quality of research.

Data refer to information or facts. Often researchers understand by data only numerical figure. It also includes descriptive facts. Non- numerical information. Qualitative and quantitative information is a research, if data are available. The research is half complete. Very few scholars are blessed with such experience. Others are always in search of data, in this search should understand clearly what is the data that he has to

collect. Clarity, in this respect itself would help him to locate the sources for the data he requires. Clarity would be there only when the scholar has confirmed objectives of his research topic.

There are two different methods for collection of data to conduct this exploratory study:

1. Primary data collection method

Primary Data Collection

Primary sources are original sources from which the researcher directly collects data that have not been previously collected, e.g., collection of data directly by the researcher on brand awareness, brand preference, brand loyalty and other aspects of consumer behaviour from a sample of consumers by Promoting to them.

Questionnaire:

Questionnaire is sent to the persons concerned with a request to answer the questions and return the questionnaire. A questionnaire consists of a number of questions printed in a definite order on a form. The questionnaire is mailed to respondents who are expected to read and understand the questions and write down the reply in the space meant for the purpose in the questionnaire itself. In case of illiterate answer is directly received from them and entered in questionnaire.

The respondents have to answer the questions on their own. The researcher has sent the questionnaire to the consumers

A questionnaire consists of a number of questions printed or typed in a definite order on a form or set of forms. In this study the collection data is through questionnaire method. Different types of questions are used in preparing a questionnaire design they are

3.4.4 Types of Questionnaire:

There are two types:

- 1. closed ended Questionnaire**
- 2. open ended Questionnaire**

closed ended Questionnaire

A closed-ended question is a form of question which can normally be answered using a simple "yes" or "no", a specific simple piece of information, or a selection from multiple choices. Close-ended questions can be used for clarifying facts, verifying information already given or controlling a conversation, among other things.

open ended Questionnaire

Open ended questions are questions that cannot be answered with a simple "yes" "no" or "maybe."

Sample:

Samples are devices for learning about large masses by observing a few individuals. It is very important to note that the aim of sampling studies is to obtain maximum information about the phenomena under study with least sacrifice of money time and energy.

The purpose of sampling is to get information about the population from the sample we can obtain a large variety of information about the phenomena to which the sample relates. And, this helps us to have an idea about similar information relating to the universe.

The theory which helps us in studying samples is known as theory of sampling. Logic theory of sampling is the logic of induction i.e., from the study of a sample, one tries to infer about the population. Thus the aim of sampling studies is to obtain the best possible values of the parameters.

3.4.5 Laws of sampling or principles of sampling:

There are two laws of sampling

- Law of statistical regularity
- Law of inertia of large number

i. Law of statistical regularity:

According to the law of statistical regularity, when a moderately large number of item are chosen at random large group, the sample will almost on than average possess the characteristics of large group. That is, larger the sample greater the representative of the sample. In other words a large sample are selected from the population would certainly represent better the feature of the population than a small sample.

ii. Law of inertia of large numbers:

The law of inertia of large numbers, other things remaining the dame, larger the sample size, greater is the accuracy of the results obtained. That is large size of sample would be more stable than the small size of sample. Though this law is the corollary of the first law, yet, it emphasizes the fact that to get accurate results, the sample size should be increased.

3.4.6 Essentials of sampling:

Usefulness and reliability of sampling depends on the following features of the sample:

- Representativeness
- Adequacy
- Randomness

i. Representativeness:

The sample selected should fully represent the population from which it is drawn. This means, all the characteristics or feature of the population should be reflected by the sample. If not the sample conclusion will not be fully applicable to population.

ii. Adequacy:

The size of the sample should be large enough so as to provide accurate results. Though it is difficult to state what the ideal size of sample is, statistically it can be determined.

iii. Randomness:

Samples should be selected at random. That is there should be no bias in the selection of sample elements and each item in the population should have equal chance of being selected. Only when the sample is selected at random, its reliability and representativeness would be achieved.

iv. Homogeneity:

Any number of samples could be drawn from a population. But all these should have a similarity in every respect. For example, suppose researcher selects 100 students in day section, the sample elements (i.e., students selected) the students selected should be from the day section of the college alone. No students from the evening section should be included in the sample.

3.4.8 Population

The population size is 400

3.4.9 Meaning of sample size

The sample size of a statistical sample is the number of observations that constitute it. larger sample size leads to increased precision in estimates of various properties

Sample size

Samples of 130 respondents were taken for the study. Sample size refers to the number of items selected from the universe to constitute a sample. The size of the sample should neither be excessively large, nor too small. It has to be optimum.

Sample design

There are two types of sampling. They are

- Random sampling
- Simple Random Sampling

In this study simple random sampling is used.

Random sampling

Sampling method in which all members of a group have an equal and independent chance of being selected. A sample is random if the method for obtaining the sample meets the criterion of randomness (each element having an equal chance at each draw). The actual composition of the sample itself does not determine whether or not it was a random sample.

Simple Random Sampling

It is a technique in which a sample is so drawn that each and every unit in the population has an equal and independent chance of being included in the sample.

Area of the study

The area of the study was confined to Fourrts India Laboratories Pvt Limited., I have used convenient sampling for my research

Period of study

The duration of the study is 3 months

3.5 LIMITATIONS OF STUDY

Definition:

The act of limiting, the state or condition being limited, as the limitation of authority was approved by the council That which limits; a restriction; a qualification; a restraining condition, defining circumstance, or qualifying conception; as, limitations of thought.

A limited time within or during which something is to be done.

- Chances of Bias on the part of respondents
- Lack of interest of the respondent in filling up the feedback forms.
- The Study was limited by the data only from the respondent of personal administration, Marketing and HR Department in Cert
- The timing duration was short for collecting the data
- The Study was done with very few sample size

3.6 Research Design

The research design facilitates smooth, effective, and economical working of various researchers' problem yielding maximum information with minimum effort, time, and money. Here the researcher made use of Descriptive research.

Research Instrument

Here the instrument used for collecting data is a questionnaire.

Hypothesis:

Definition:

A hypothesis is a tentative generalization, the validity of which remains to be tested. At the elementary level, it may be a mere hunch, guess, and imaginative data, which becomes the basis for action or investigation.

Need for hypothesis:

Depending upon the nature of research study, the need of hypothesis will be studied. For instance, in studies concerned with the basic objectives of finding out or explaining the relationship between two or more variables hitherto unexplained or to be tested to prove, a hypothesis is certainly required. But research studies undertaken mainly in the form of an inquiry into the happening of an incident or an event or submission of report to the government or any other organization etc., hypothesis are felt not necessary.

Types of hypothesis:

Hypothesis may different type's viz., crude hypothesis, refined hypothesis, working hypothesis, statistical hypothesis, null hypothesis, alternative hypothesis

Statistical hypothesis:

Statistical hypothesis are those, which are formulated on the basis of sample data or facts. They serve the usual purpose of testing any expected relationship among variables. On these hypotheses are tested or verified the conclusion about the population is drawn.

Null hypothesis:

The term hypothesis (H_0) is very frequently used in research. Null hypothesis is formulated only to test whether there is a relationship between variables related to the problem being studied. Usually, the null hypothesis is formed as a negative statement and analytical techniques.

Alternative hypothesis:

Alternative hypothesis (H_a) is a statement, which is accepted, after the null hypothesis is rejected based on the test result.

3.7 Tools used for analysis

The tools used for analysis are

- Percentage analysis
- Chi-square test

3.7.1 Percentage Analysis:

Percentage analysis is a simple and effective method used for analyzing collected data. Percentage analysis provides clear picture of distribution of respondent's responses. Using percentage analysis method of data analysis result in easy interpretation of the available data. By way of using percentage analysis we can get clear view of how respondent's responses to a specific query distributed among different options.

3.7.2 Chi-Square Test

The Chi-square test is an important test among the several tests of significances developed by statisticians. Chi-square is a statistical measure used in the context of sampling analysis for comparing a variance to a theoretical variance. As a non-parametric test it can be used to determine if categorical shows

dependency or the two classifications are independent. It can also used to make comparisons between theoretical populations and actual data when categories are used.

The chi-square value can be calculated from the following formula

$$\chi^2 = \sum (O_{ij} - E_{ij})^2 / E_{ij}$$

O_{ij} = Observed frequency of the cell in i^{th} row and j^{th} column

E_{ij} = Expected frequency of the cell in i^{th} row and j^{th} column

E_{ij} = Row total of that row of the cell *Column total for that column of the cell grand total

χ^2 = Chi square

Chapter IV

ANALYSIS OF DATA

Table 4.1 showing employees age level:

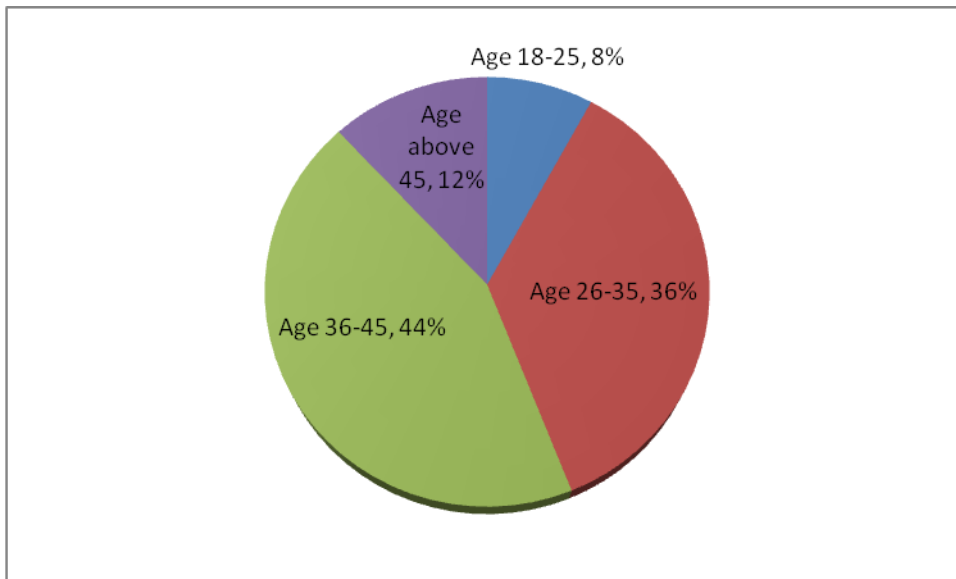
S.No	Age	No. of Respondents	Percentage
1	18-25	54	42%
2	26-35	25	19%
3	36-45	34	26%
4	Above 45	17	18%
Total		130	100

Source: primary data

Inference:

The 42% of employees age level is 18-25 years. And this age level employees must help the organization through Experience.

4.1 Chart showing Employee Age level:



Interpretation:

The above chart infers that, 08 % belongs to the age group of 18-25 years, 36 % belongs to the age group of 26-35 years, 44 % belongs to the age group of 36-45 years and 12 % belongs to the age group of above 45 year.

Table 4.2 showing employee Education Level:

S.No	Education	No. of Respondents	Percentage
1	Diploma	11	9%
2	B.E	33	25%
3	PG Degree	66	51%
4	Others	20	15%
Total		130	100

Source: primary data

Inference:

The 51% of employees education level are PG degree. It may helps to know the basic operation level in the organization.

Table 4.3 feel about this company

s.no	ATTRIBUTE	No. of respondents	Percentage %
1	Very good	39	30%
2	Good	74	57%
3	Poor	17	13%
	TOTAL	130	100%

INTERPRETATION:

The above table 4.3 and chart shows that 57% of the employers selected good, 13% of the employees selected poor and finally 30% of the employees are selected very good. So the researcher interprets that most of the respondents feel good in this company.

Chart 4.3 FEEL ABOUT THIS COMPANY

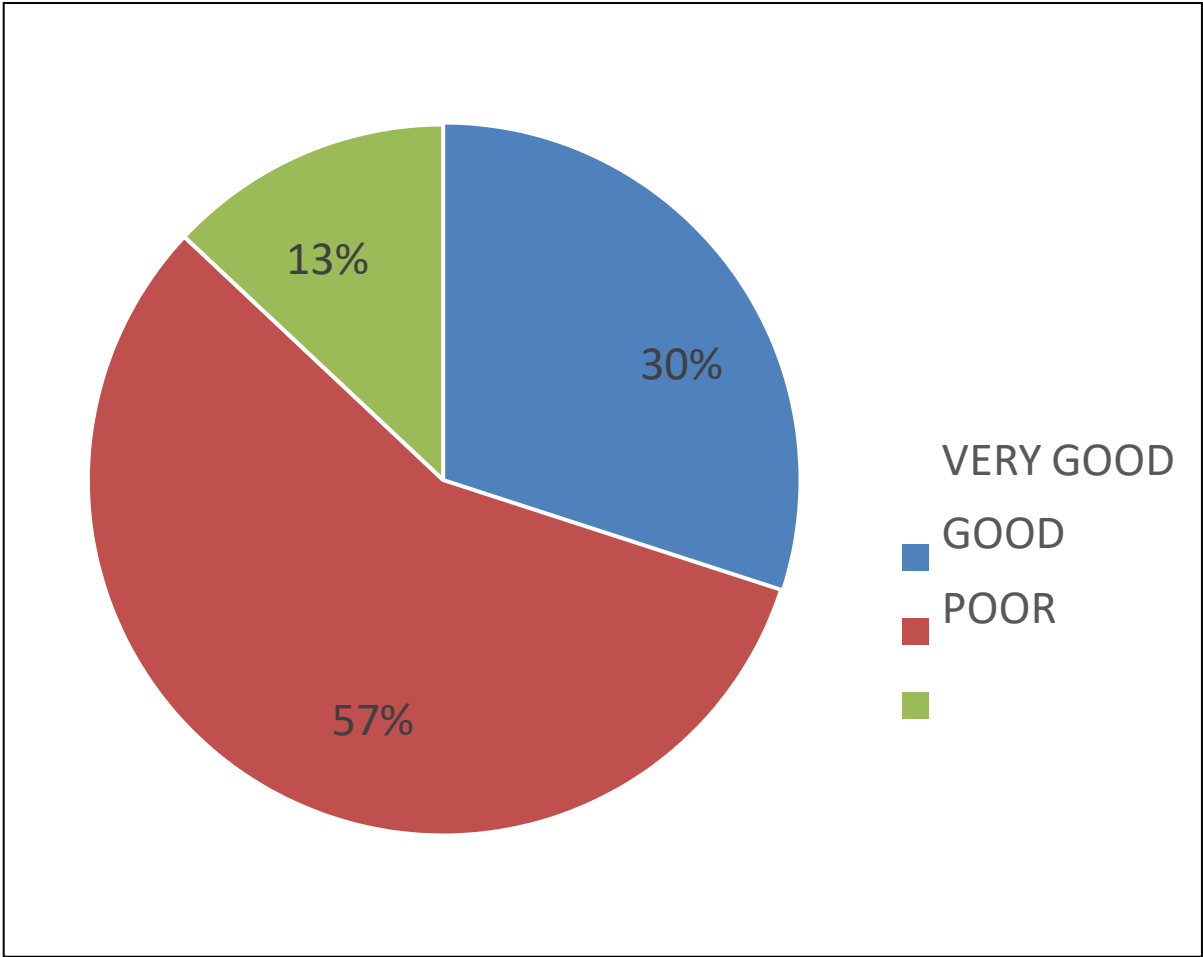


TABLE - 4.4

HOW OFTEN DO YOU FEEL YOUR WORK IS STRESSFUL

s.no	ATTRIBUTES	NO. OF RESPONDENTS	PERCENTAGE %
1	Always	13	10%
2	Often	26	20%
3	Sometimes	56	43%
4	Rare	25	19%
5	Never	10	8%
	TOTAL	130	100%

INTERPRETATION :

The above 4.4 Table and Chart shows that most of the respondent feeling stressful about their work and involving in the coordination in the organization. Although they facing work pressure and work environment in the organization. Few of the respondent gives suggestions never often work stressful.

CHART - 4.4 How often do you feel your work is stressful

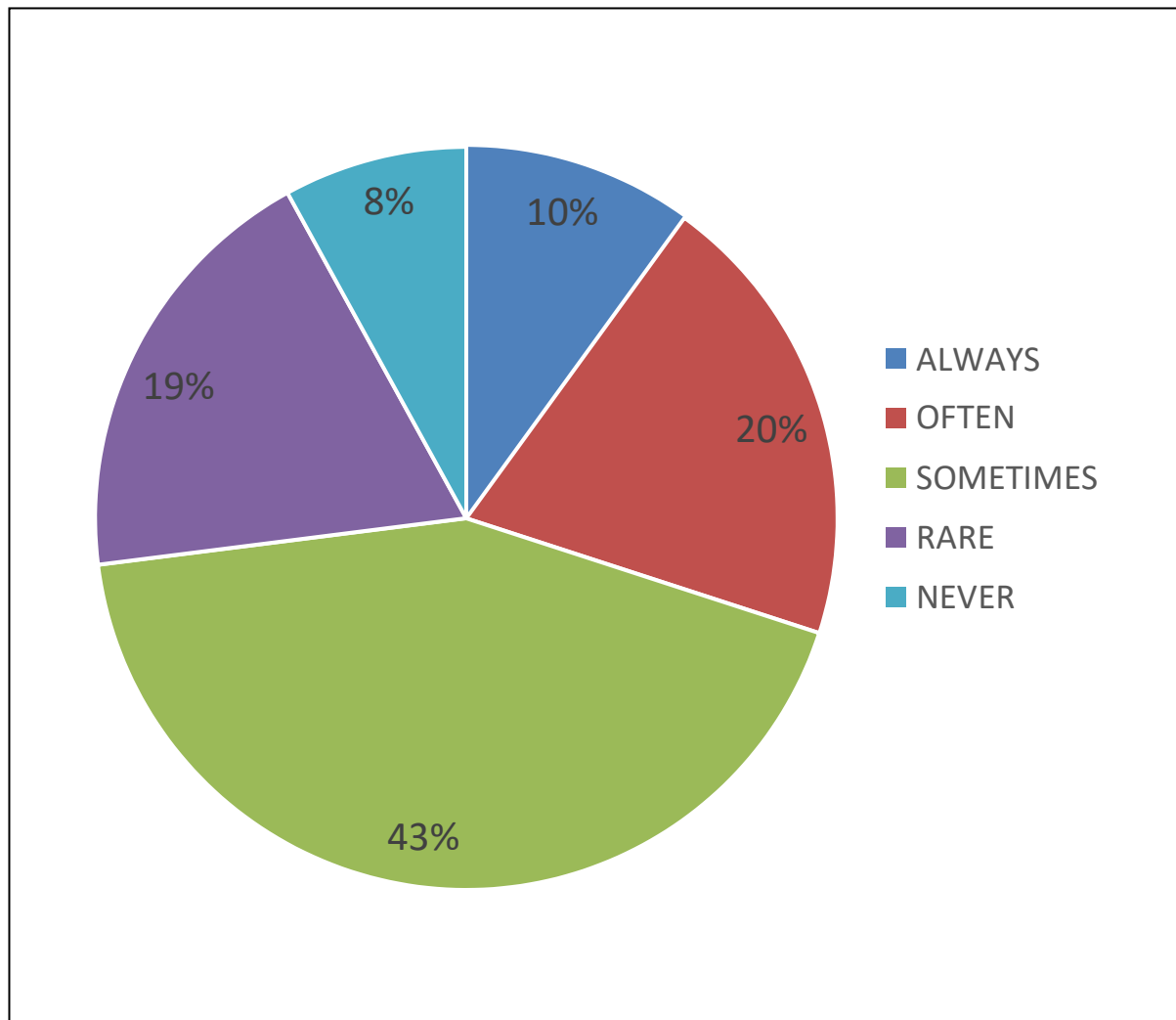


Table - 4.5 How often you remain absent in a month

s.no	Particulars	No. of respondents	Percentage %
1	Nil	21	16%
2	Once	49	38%
3	Twice	46	11%
4	More than twice	14	35%
	TOTAL	130	100%

INTERPRETATION :

From the above 4.5 Table and Chart show that 38% of the employers take leave once in a month, 11% of the employees are take leave twice in a month, 35% of the employees are take more than twice in a month. The researcher interprets most of the respondent answers for the once remain absent in a month .

Chart - 4.5 How often do you absent in a month

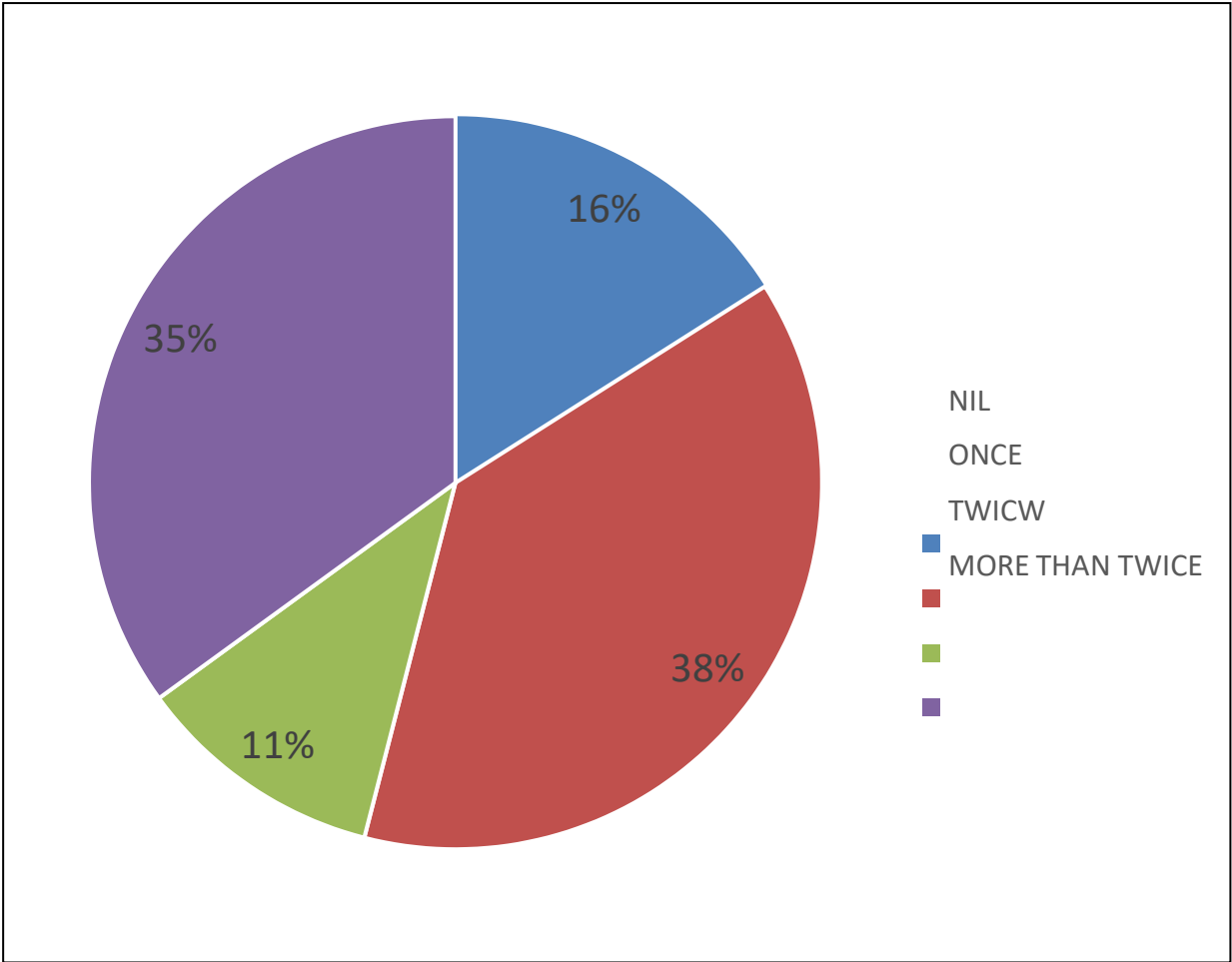


Table - 4.6 What reason you prefer a long absence

s.no	Particulars	No. of respondents	Percentage %
1	Social	57	44%
2	Health	40	31%
3	Family	33	25%
	TOTAL	130	100%

INTERPRETATION:

The above 4.6 Table and Chart show that 44% of the employees prefer a long absence for social matters, 31% of the employees prefer health issues and other 25% of the employees are prefer family issues. The researcher interprets highly respondents suggests for the socially environment in the organization. The employee prefer a long absence in social environment.

Chart - 4.6 What reason you prefer a long absence

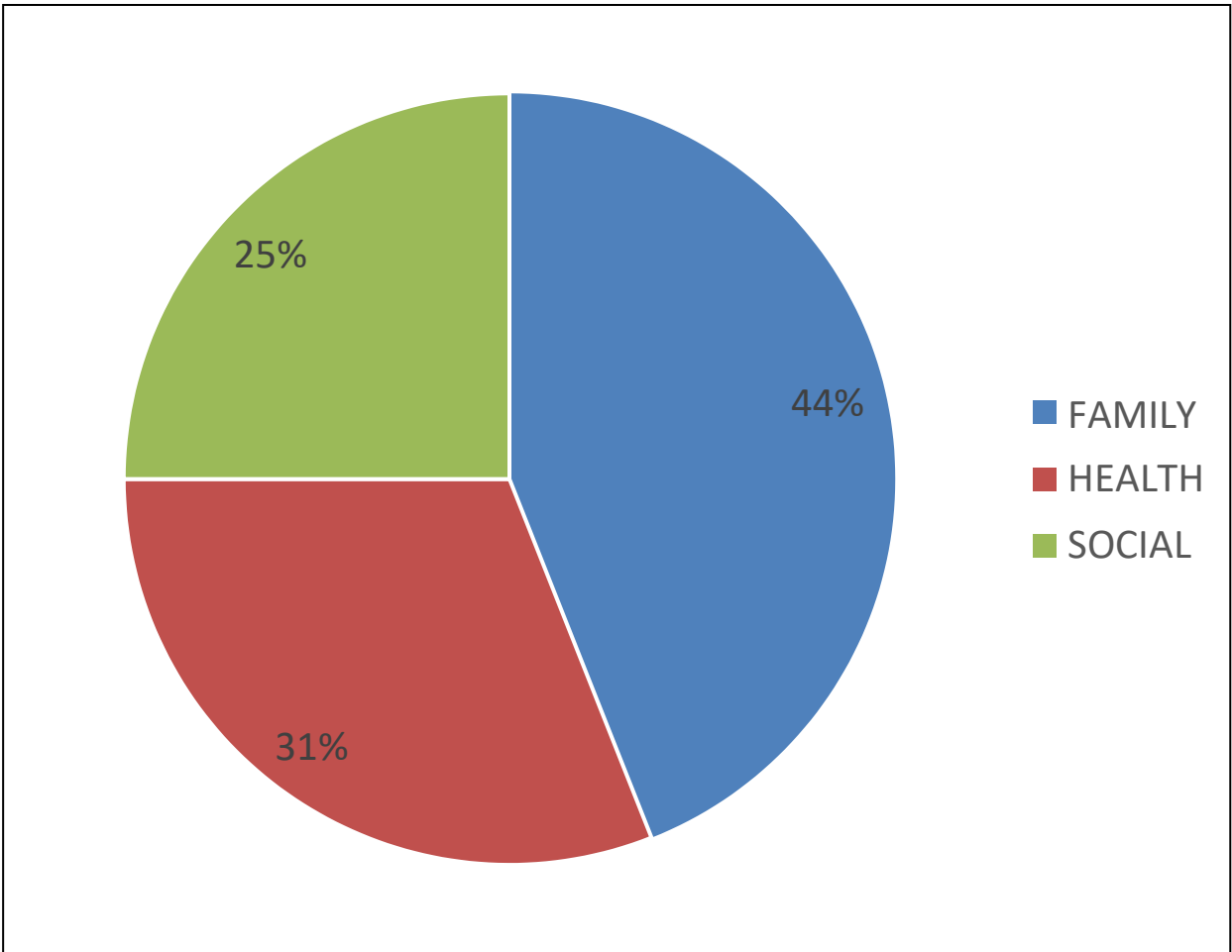


Table - 4.7 According to you what the main reason for employee absent

s.no	ATTRIBUTES	No. of respondents	Percentage %
1	Health problem	32	25%
2	Stress	34	26%
3	Work dissatisfaction	45	35%
5	Working environment	19	14%
	TOTAL	130	100%

INTERPRETATION :

From the above 4.7 Table and Chart shows that the total number of employees suggests work dissatisfaction the main reason for the employee absent. Some of the response for the work environment in the organization

,Compare to stress and health problems.

Chart - 4.7 According to you what's the main reason for employee absent

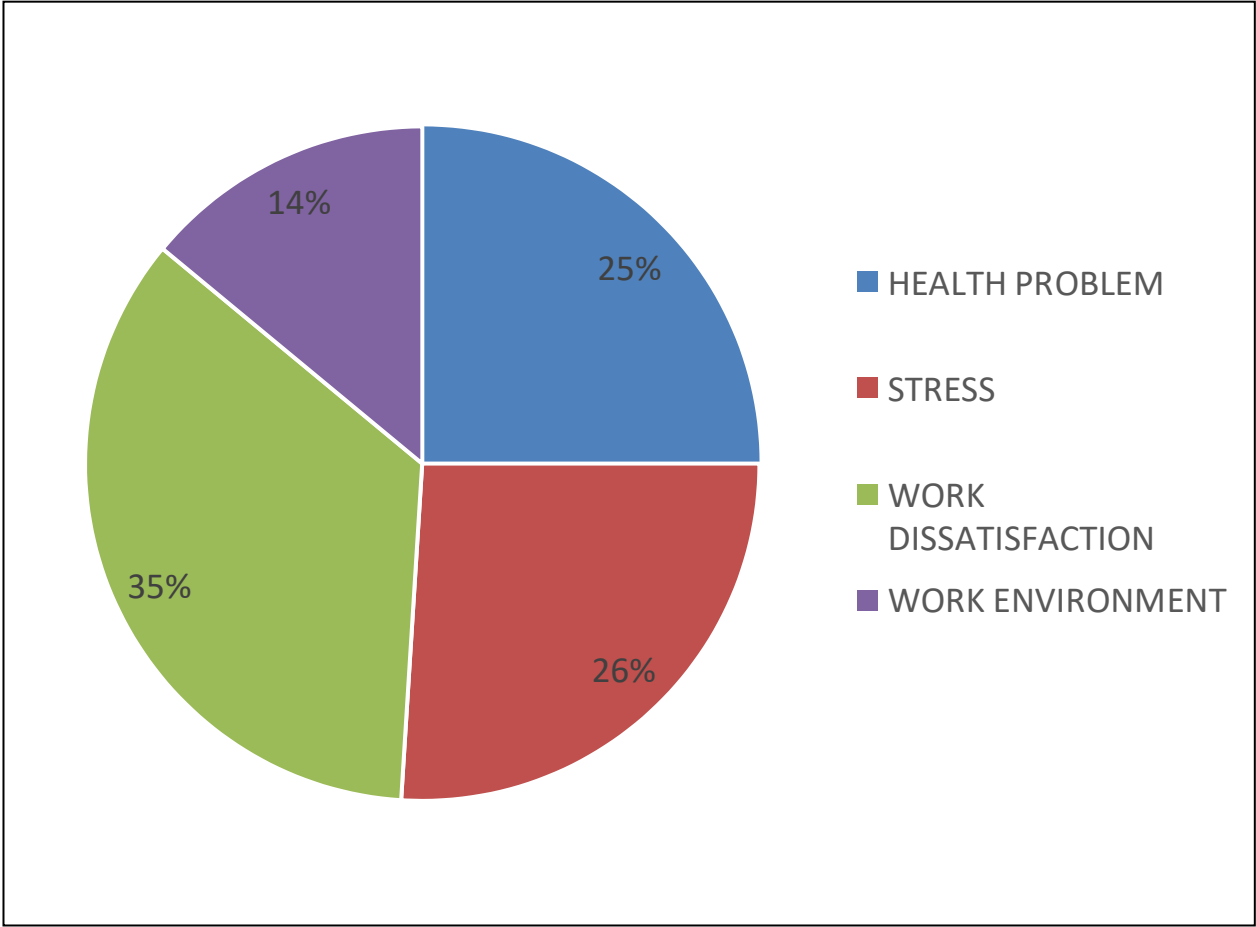


Table - 4.8 Are you satisfied with your work

s.no	ATTRIBUTES	No. of respondents	Percentage %
1	Satisfied	46	36%
2	Fair	35	27%
3	Well satisfied	24	19%
4	Not satisfied	25	18%
	TOTAL	130	100%

INTERPRETATION :

From the above 4.8 Table and Chart shows that most of the employees respondents for the satisfied with their work. They involving and coordinating and satisfying the working nature and working environment. A few employees were not satisfied with their work .

Chart - 4.8 Are you satisfied with your work

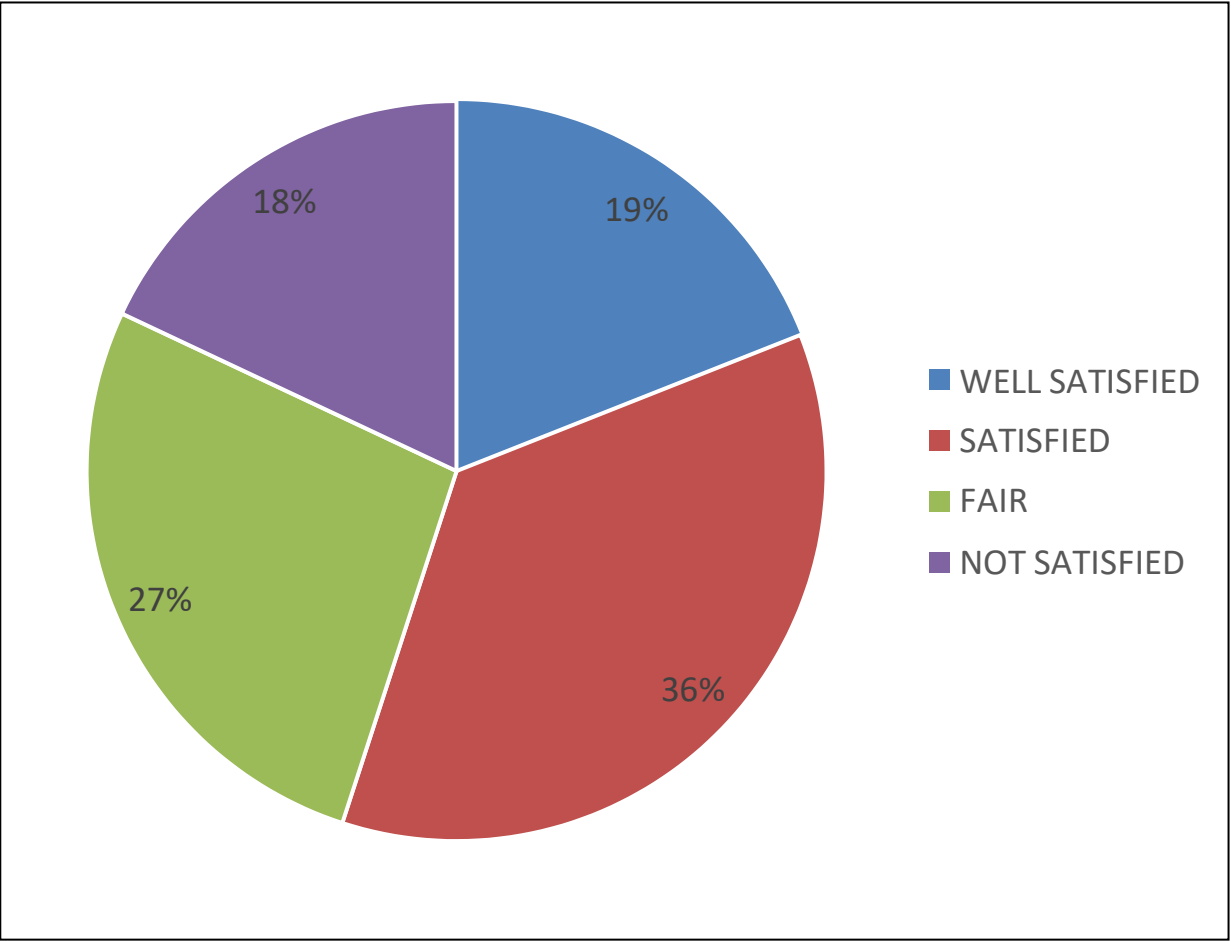


Table - 4.9 How you aware of medical facilities with your company

s.no	ATTRIBUTES	No. of respondents	Percentage %
1	Very good	36	28%
2	Good	73	56%
3	Poor	21	16%
	TOTAL	130	100%

INTERPRETATION :

From the above 4.9 Table and Chart show that good were the most of responses from the employees aware of medical facilities within the company. The employees agreed and good response for medical facilities in the company .And some of employees gives very good response to enrich development of medical facilities.

Chart - 4.9How you aware of medical facilities with yourcompany

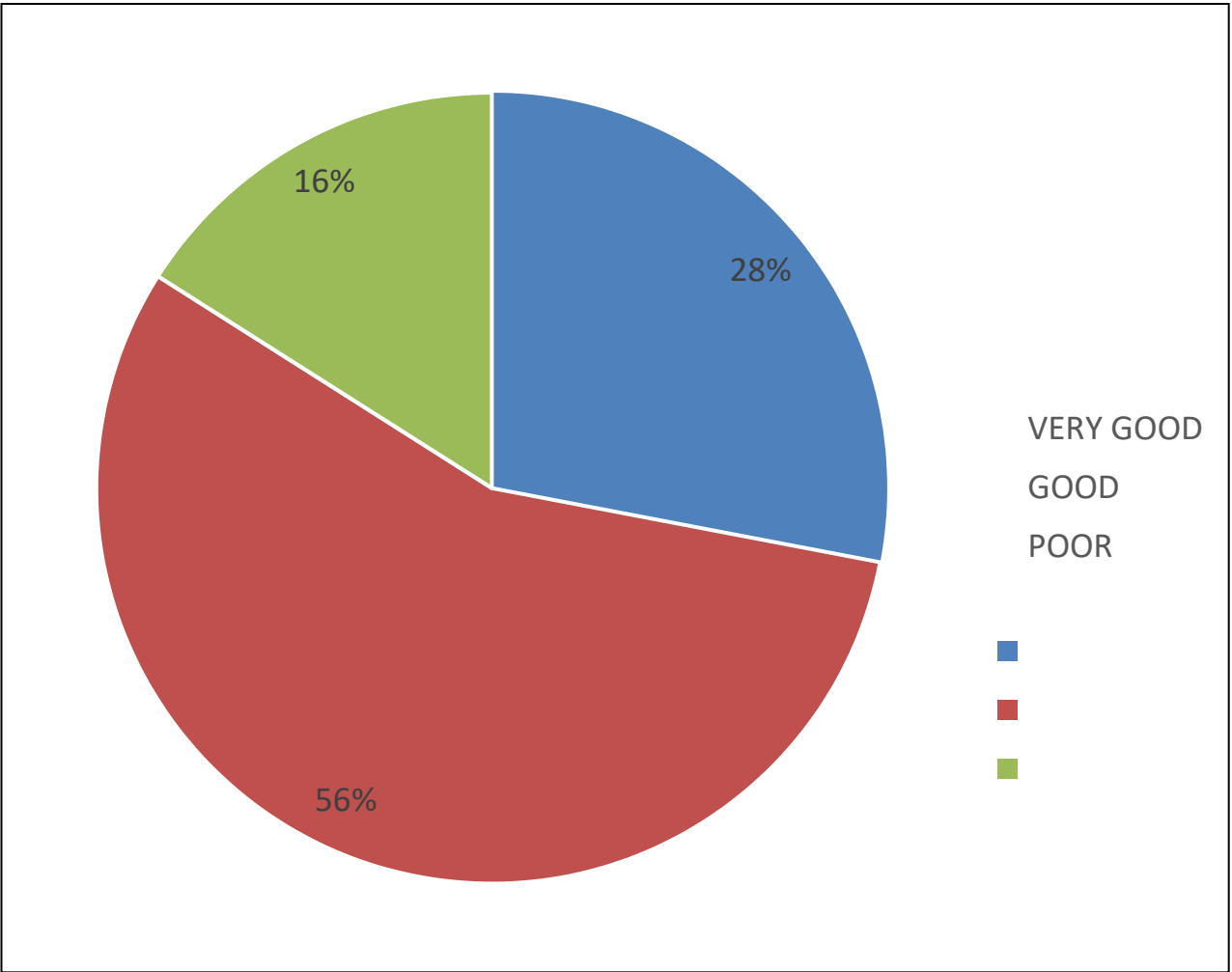


Table - 4.10 Are you getting salary as per government holiday

s.no	ATTRIBUTES	No.of rrespondents	Percentage %
1	Yes	63	51%
2	No	67	49%
	TOTAL	130	100%

INTERPRETATION :

From the above 4.10 Table and Chart shows that 51% of the employees getting salary as per the government holiday and 49% of the employees not getting salary. So the researcher interprets most of the respondent highly responses for the getting salary as per government holiday also a few of them gives no getting salary as per government holiday.

Chart - 4.10 Are you getting salary as per government holiday

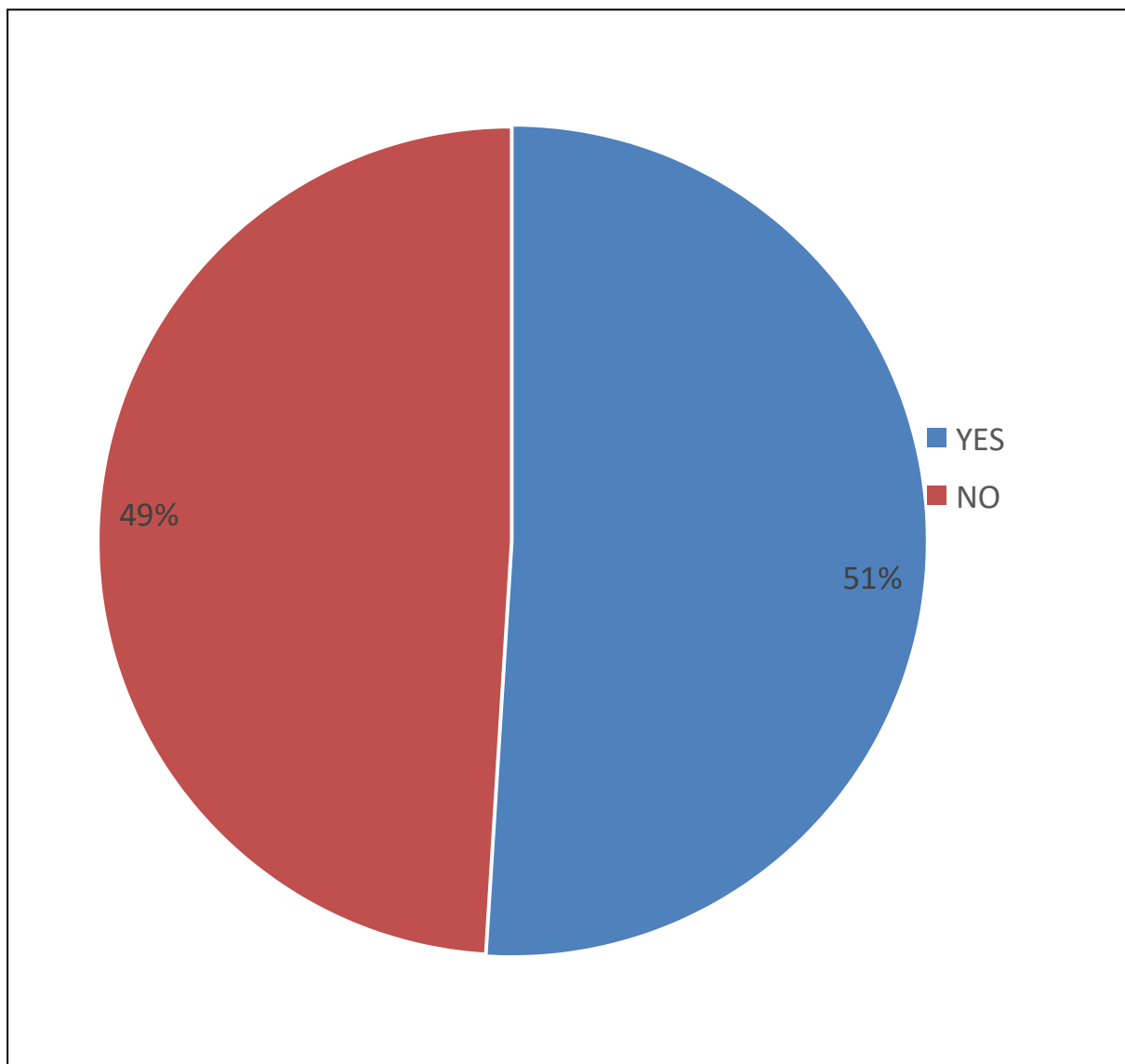


Table - 4.11 What do you think about working environment of your company

S.NO	ATTRIBUTES	No. of respondents	Percentage %
1	Good	63	48%
2	Very good	48	37%
3	Poor	19	15%
	TOTAL	130	100%

INTERPRETATION :

From the above 4.11 Table and Chart shows that most of the respondents suggest good responses about the working environment of the Company and the other employees also response company development and working environment

Chart - 4.11 What do you think about working environment of your company

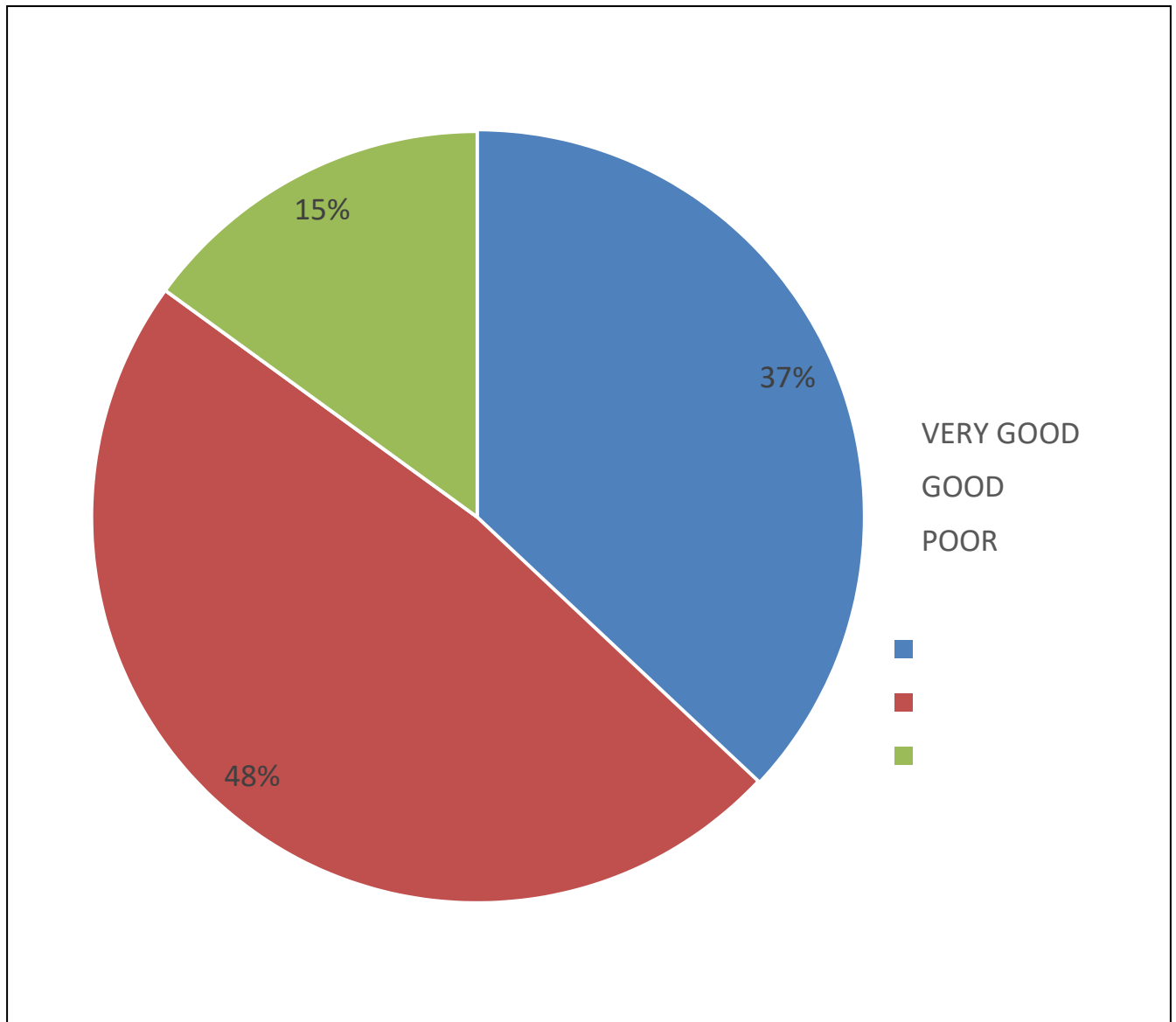


Table - 4.12 How will your contractor treat you after long absence

S.NO	ATTRIBUTES	No. of respondents	Percentage %
1	Oral warning	38	29%
2	Written warning	58	45%
3	Counselling	34	26%
	TOTAL	130	100%

INTERPRETATION :

From the above Table 4.12 and Chart shows that Maximum number of the employee's responses for the written warning that contractor treat his/her after long absence. A few respondents agreed for the counselling section.

Chart- 4.12 Get treated by contractor after long absence

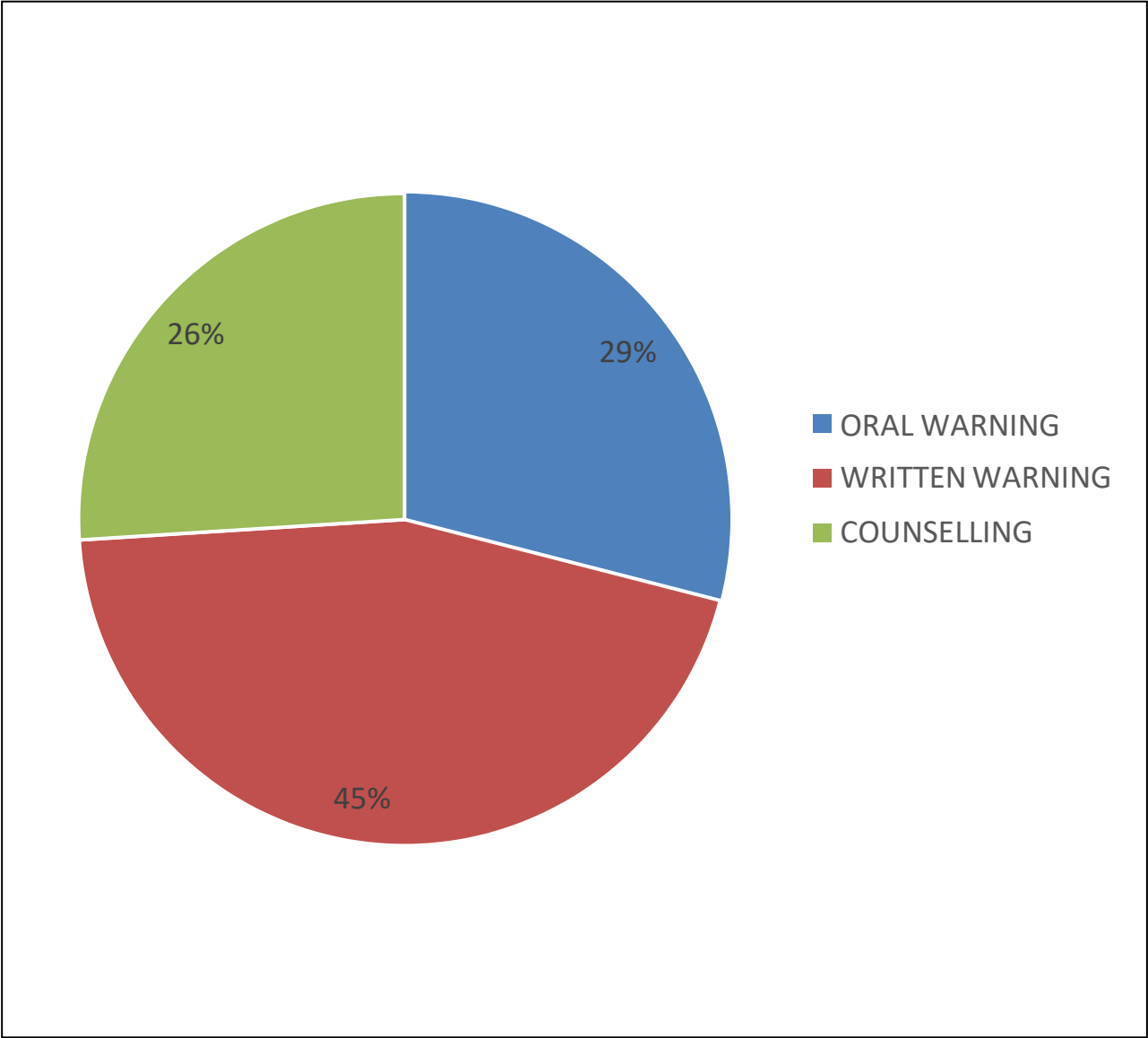


Table - 4.13 Do you take leave to avoid night shifts

S.NO	ATTRIBUTES	No. of respondents	Percentage %
1	Very often	32	24%
2	Often	36	28%
3	Occasionally	36	28%
4	Never	26	20%
	TOTAL	130	100%

INTERPRETATION :

From the above table 4.13 and chart show that majority of the respondent responses often and occasionally to take leave to avoid night shifts . Few respondent suggest never take leave to avoid the night shifts.

Chart - 4.13 Do you take leave to avoid night shifts

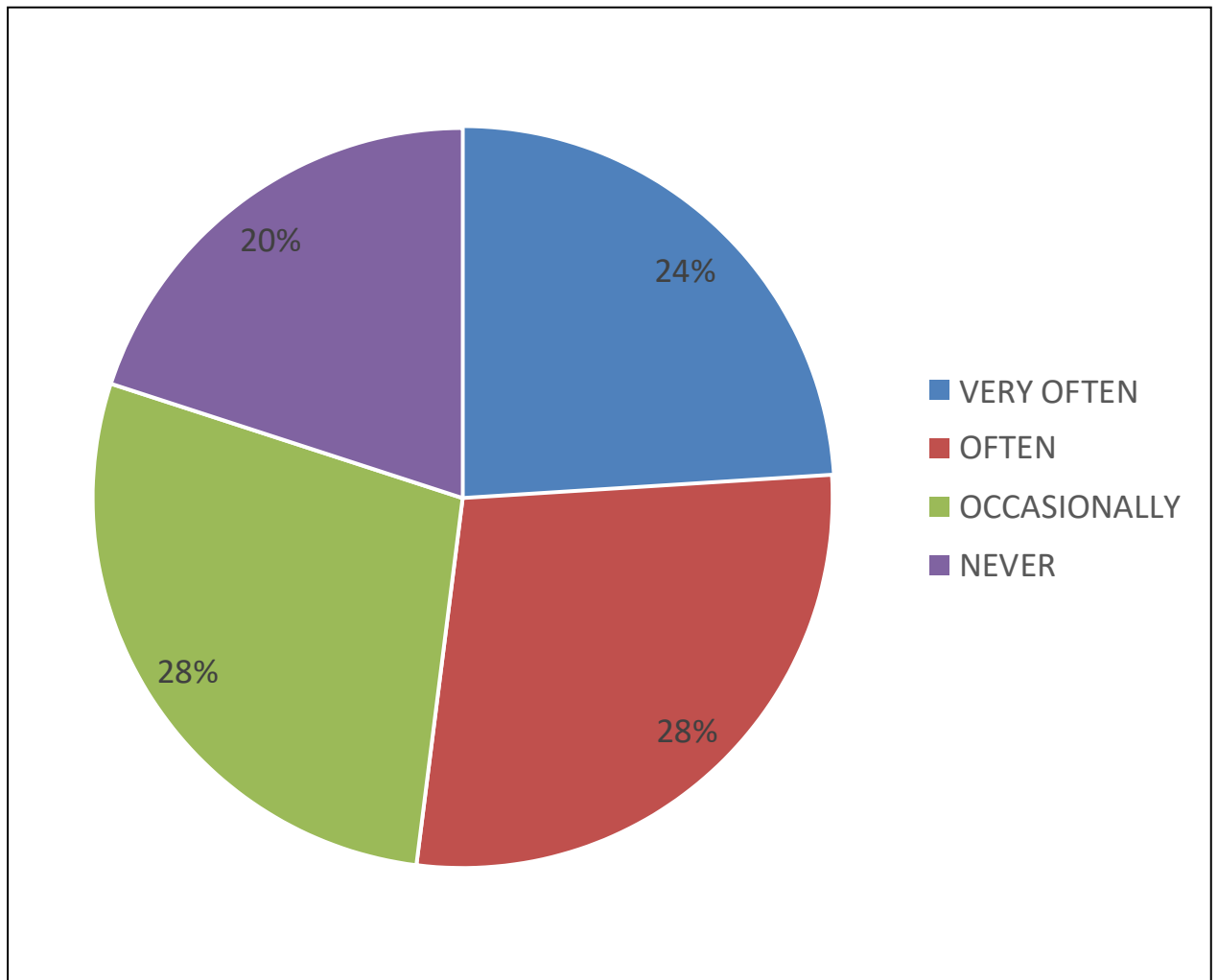


Table - 4.14 Absenteeism affects quality of the product

S.NO	ATTRIBUTES	No. of respondents	Percentage %
1	Disagree	13	10%
2	Neutral	33	26%
3	Agree	52	40%
4	Strongly disagree	20	15%
5	Strongly agree	12	9%
	TOTAL	130	100%

INTERPRETATION :

The above Table 4.14 and Chart shows that majority of the respondent agree the employee absenteeism affects quality of the product. Some of respondents suggest neutral .A few respondents response disagree employee absenteeism affects the quality of the product.

Chart - 4.14 Absenteeism affects quality of the product

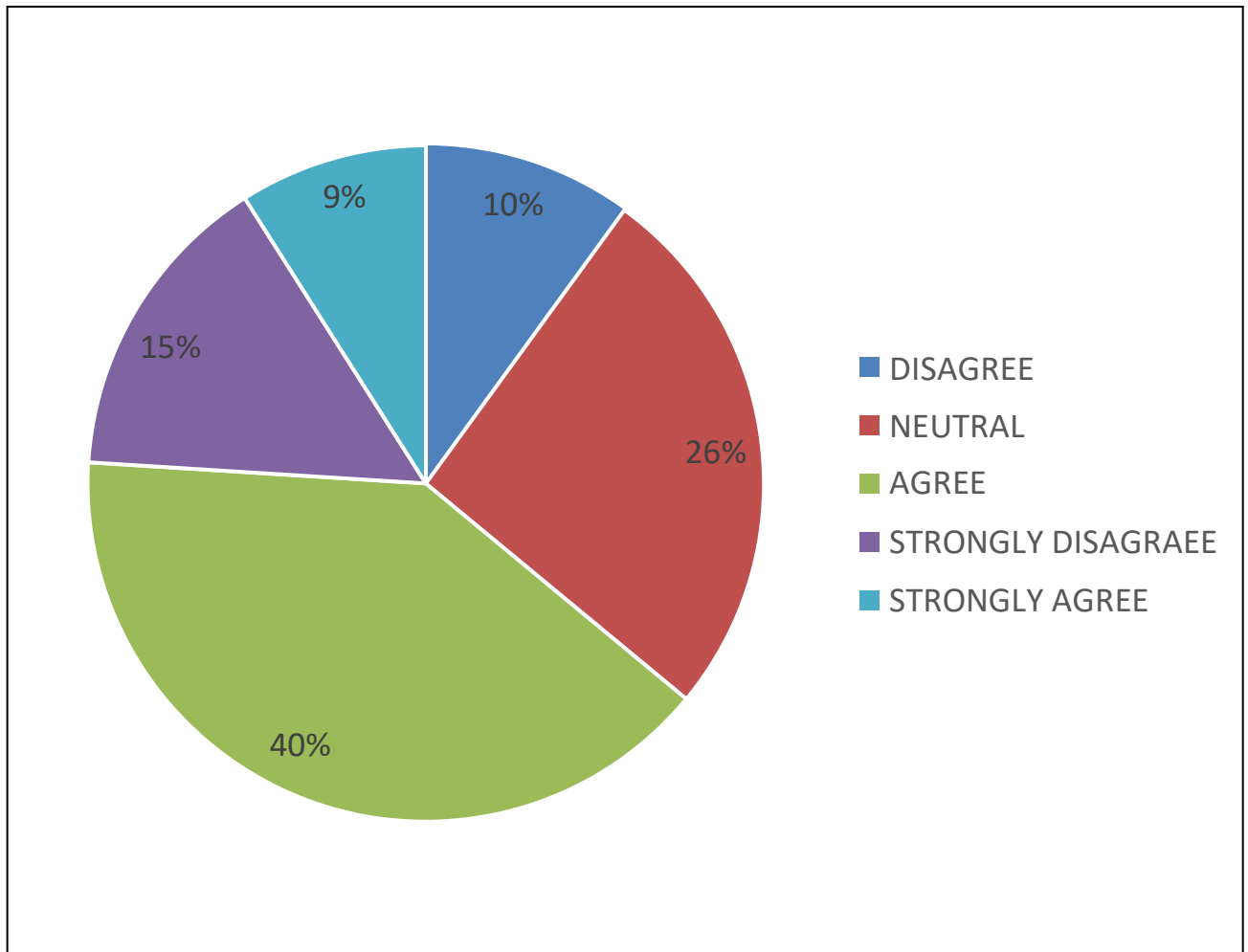


Table - 4.15 Frequent absent will lead problem with the management

Particulars	No. of respondents	Percentage %
Strongly disagree	17	13%
Disagree	28	21%
Neutral	36	28%
Agree	34	26%
Strongly agree	15	12%
TOTAL	130	100%

INTERPRETATION :

From the above Table 4,15 shows that Maximum number of the respondent agreed for the neutral response for frequent absent will leads to the problem with the management. A few respondents have strongly disagree with the management.

Chart - 4.15 Frequent absent will lead problem with the management

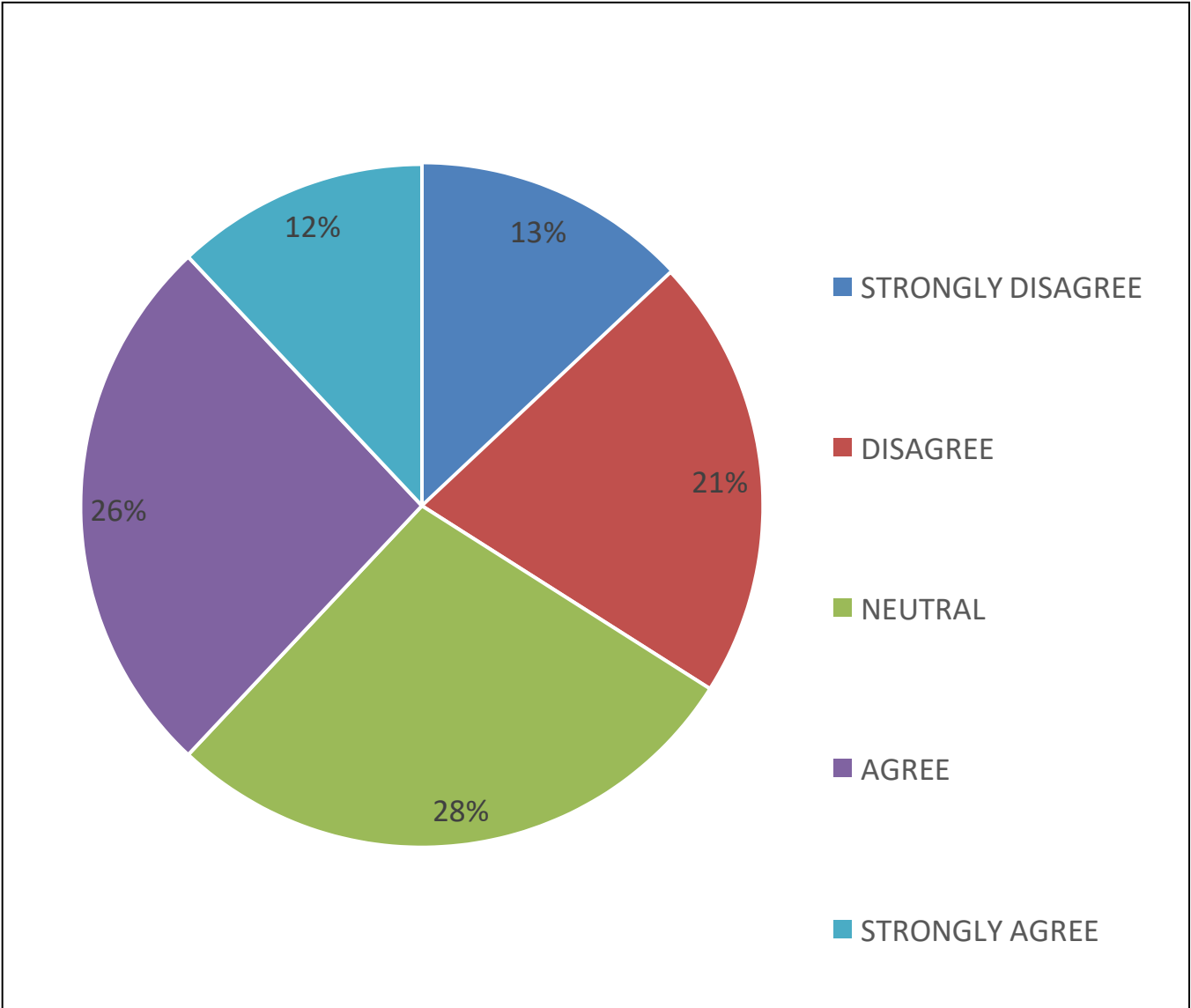


Table - 4.16 Are you satisfied with your leave facilities

S.NO	ATTRIBUTES	No. of respondents	Percentage %
1	Highly satisfied	17	13%
2	Satsified	39	30%
3	Neutral	37	28%
4	Highly dissatisfied	24	19%
5	Dissatisfied	13	10%
	TOTAL	130	100%

INTERPRETATION :

From the above 4.16 Table and Chart shows that maximum number of the respondent satisfied with their leave facilities about the company. This recognizes the employee health facilities and working environment in the company.

Chart - 4.16 Are you satisfied with your leave facilities

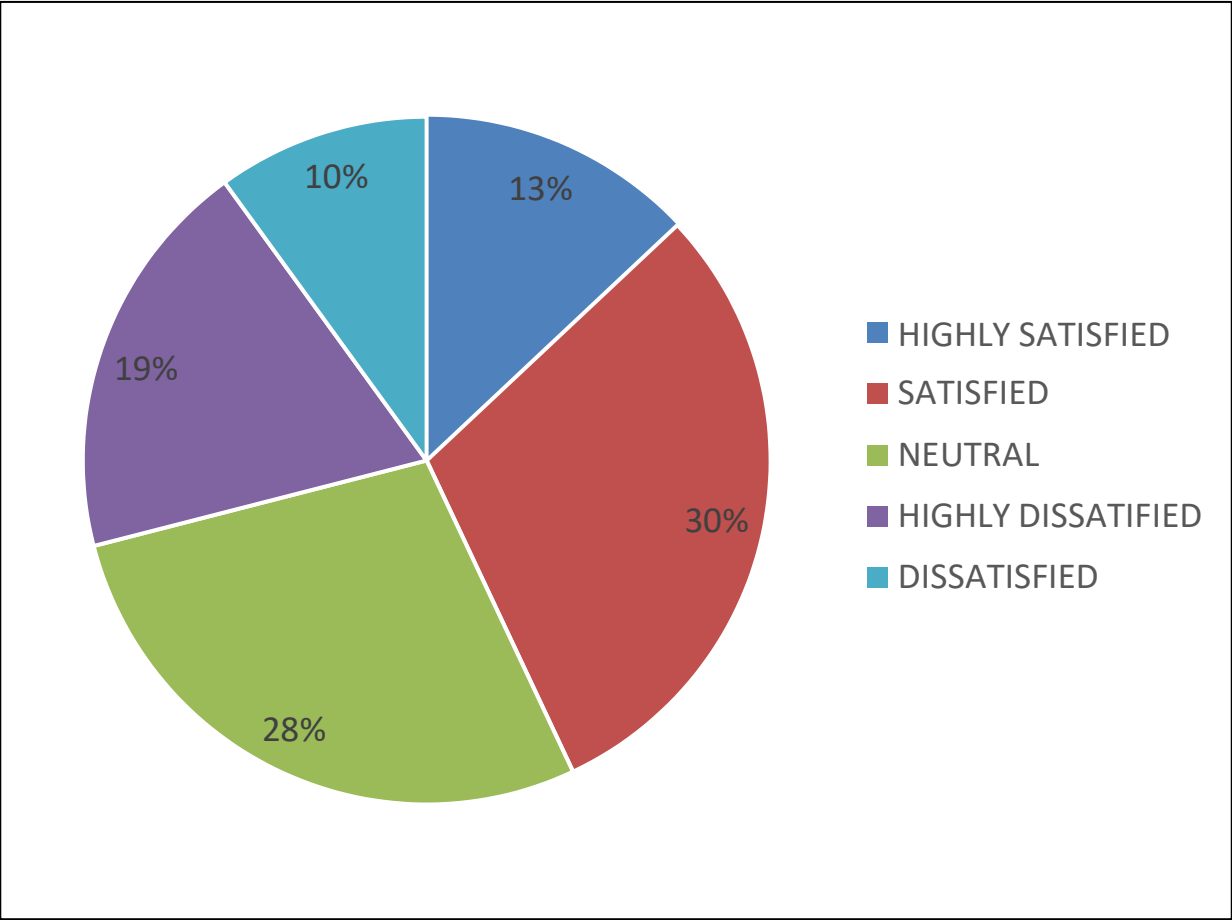


Table - 4.17 Have you ever been absent for duty without applying for leave

S.NO	ATTRIBUTES	No. of respondents	Percentage %
1	Very often	19	25%
2	Often	38	49%
3	Occasionally	28	36%
4	Never	15	20%
	TOTAL	130	100%

INTERPRETATION :

From the above Table 4.17 and Chart shows that maximum number of the Highly employees suggests the often responses for duty without applying for leave in the company. A few respondent agreed never duty without applying for leave.

Chart - 4.17 Have you ever been absent for duty without applying for leave

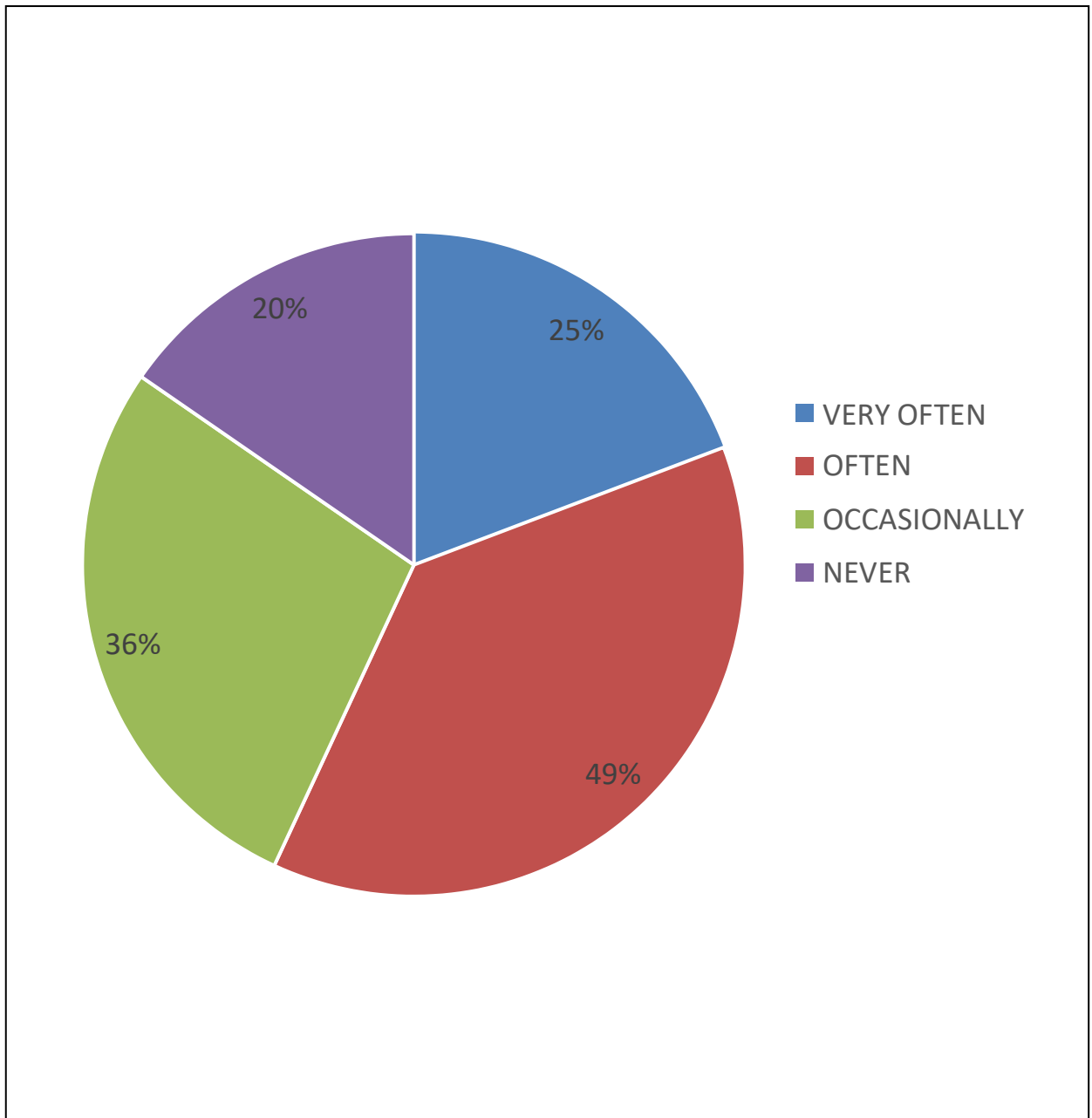


Table - 4.18 How does your organization manage absenteeism

S.NO	ATTRIBUTES	No. of respondents	Percentage %
1	Extra payment to work on Sunday/festivals	30	23%
2	Have some staff in reserve/Temporary staff	62	48%
3	Use overtime in-case of vacancy	38	29%
	TOTAL	130	100%

INTERPRETATION :

From the above Table 4.18 and Chart shows that maximum number of the respondent agreed have some staff in reserve/Temporary staff in the company this show's organisation manage absenteeism

Chart - 4.18 How does your organization manage absenteeism

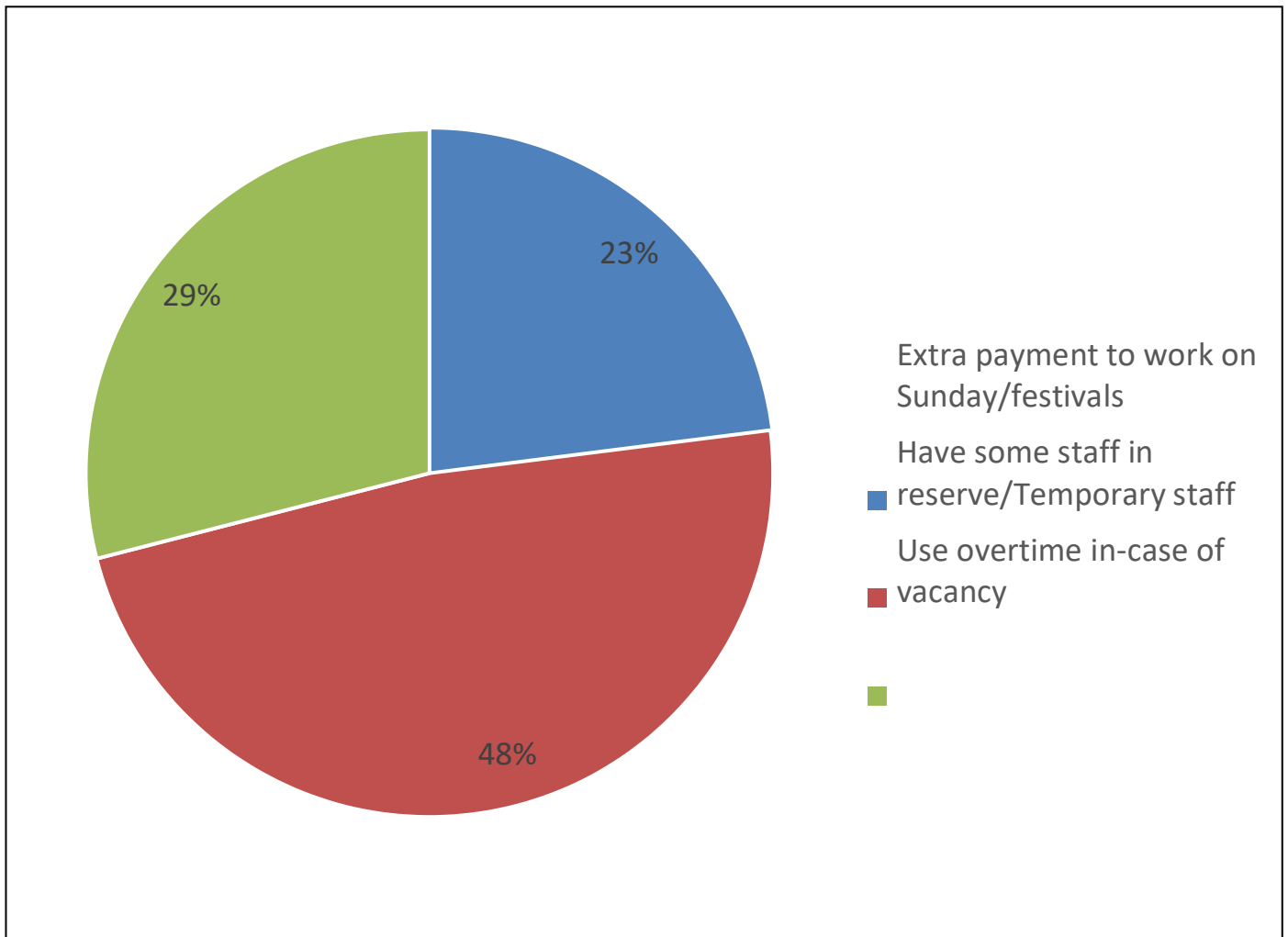


Table - 4.19 How absenteeism can be controlled

S.NO	ATTRIBUTES	No. of respondents	Percentage %
1	Changing working conditions	33	25%
2	Provide incentives	63	49%
3	Develop an attendance policy	34	26%
	TOTAL	130	100%

INTERPRETATION :

The above Table 4.19 and Chart shows that majority of the respondent responses for providing incentives to controlled the employee absenteeism. This enhances to control the employee absenteeism in the company. A few respondent for changing working conditions to be controlled employee absenteeism.

Chart - 4.19 How absenteeism can be controlled

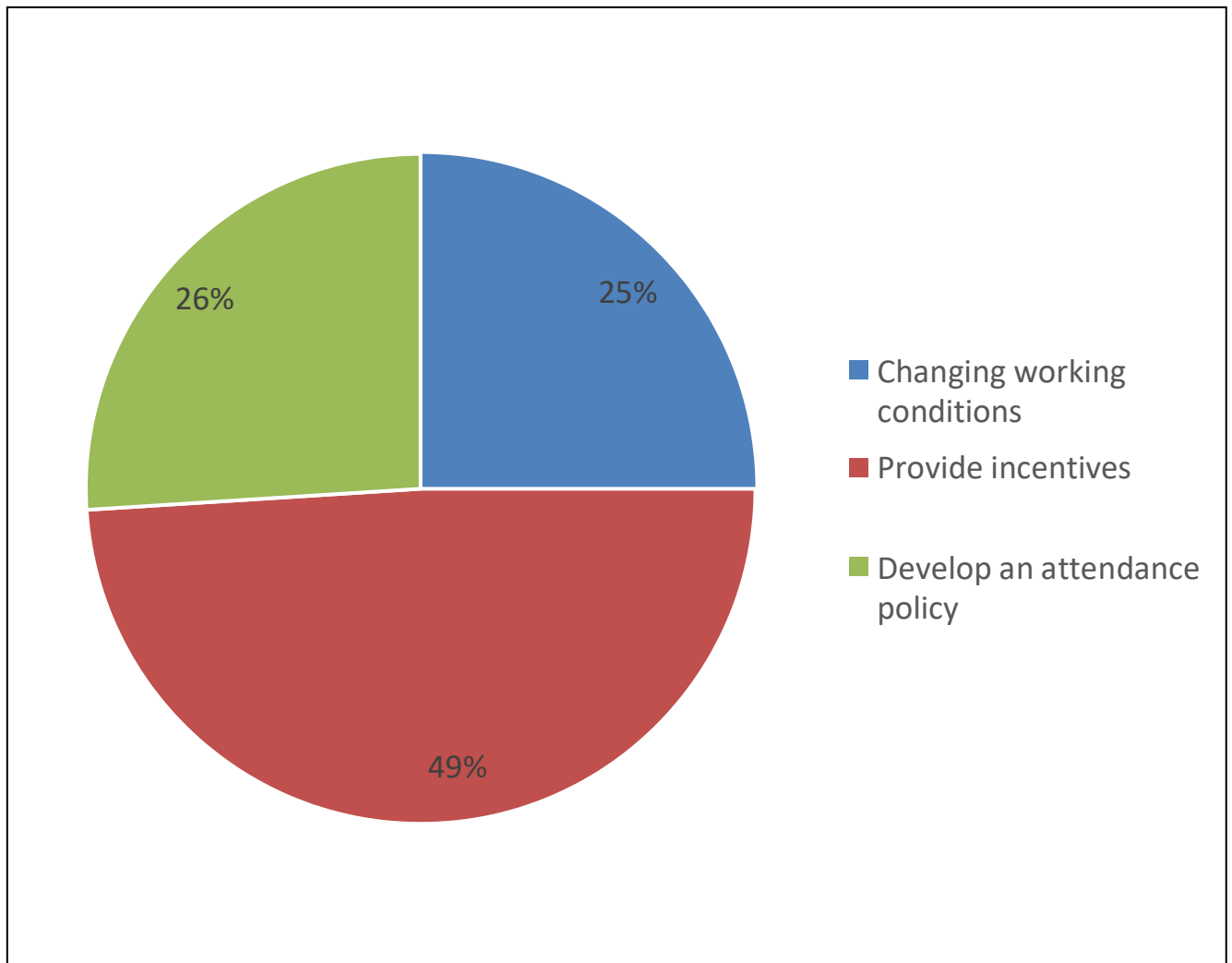


Table - 4.20 Which factor will motivate you to attend regularly

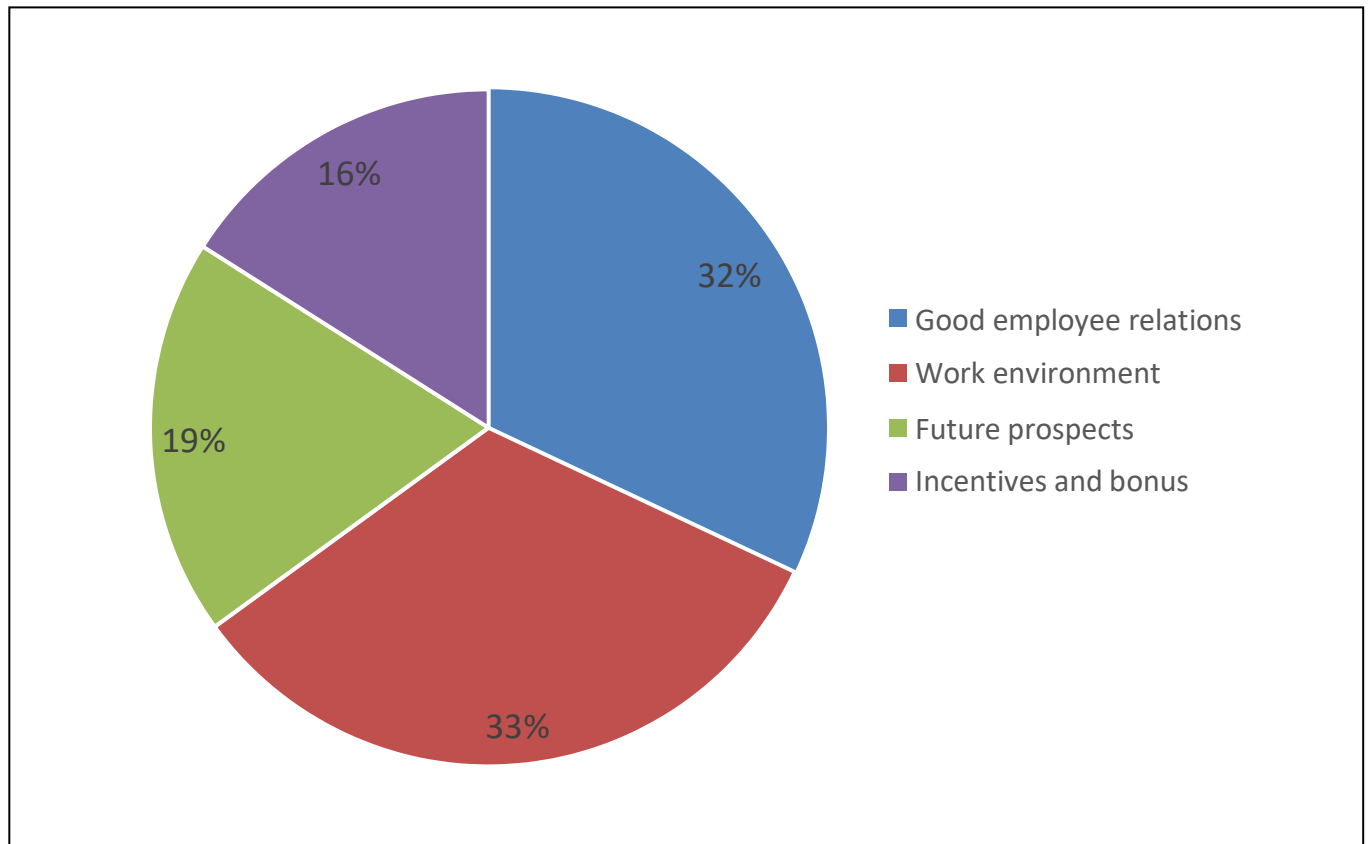
S.NO	ATTRIBUTES	No. of respondents	Percentage %
1	Good employee relations	41	32%
2	Work environment	43	33%
3	Future prospects	25	19%
4	Incentives and bonus	21	16%
	TOTAL	130	100%

INTERPRETATION :

From the above Table 4.20 and Chart, the Researcher interprets highly employee responses for the working environment will motivate to attend regularly. This shows the company maintaining the working environment schedule properly .

CHART - 4.20

WHICH FACTOR WILL MOTIVATE YOU TO
ATTEND REGULARLY



STATISTICAL TOOLS AND ANALYSIS

CHI- SQUARE TEST I – (ψ^2)

Chi-square is the sum of the squared difference observed (*o*) and the expected (*e*) data (or the deviation, *d*), divided by the expected data in all possible categories.

Null hypothesis (Ho):

There is no relationship between the age and education level.

Alternate hypothesis (H1):

There is the relationship between the age and education level.

Case Processing Summary

	Cases					
	Valid		Missing		Total	
	N	Percent	N	Percent	N	Percent
AGE * EDUCATIONLEVEL	130	100.0%	0	.0%	130	100.0%

AGE * EDUCATIONLEVEL Crosstabulation

			EDUCATIONLEVEL			Total
			Diploma	B.E	PG Degree	
AGE	18-25	Count	8	0	0	8
		% within AGE	100.0%	.0%	.0%	100.0%
		% within EDUCATIONLEVEL	40.0%	.0%	.0%	8.0%
		% of Total	8.0%	.0%	.0%	8.0%
	26-35	Count	13	24	0	36
		% within AGE	33.3%	66.7%	.0%	100.0%
		% within EDUCATIONLEVEL	60.0%	54.5%	.0%	36.0%
		% of Total	12.0%	24.0%	.0%	36.0%

36-45	Count	0	20	24	44
	% within AGE	.0%	45.5%	54.5%	100.0%
	% within EDUCATIONLEVEL	.0%	45.5%	66.7%	44.0%
	% of Total	.0%	20.0%	24.0%	44.0%
Above 45	Count	0	0	12	12
	% within AGE	.0%	.0%	100.0%	100.0%
	% within EDUCATIONLEVEL	.0%	.0%	33.3%	12.0%
	% of Total	.0%	.0%	12.0%	12.0%
Total	Count	10	22	18	50
	% within AGE	20.0%	44.0%	36.0%	100.0%
	% within EDUCATIONLEVEL	100.0%	100.0%	100.0%	100.0%
	% of Total	21.0%	44.0%	36.0%	130.0%

Chi-Square Tests

	Value	df	Asymp. Sig. (2-sided)
Pearson Chi-Square	173.444 ^a	6	.000
Likelihood Ratio	207.442	6	.000
Linear-by-Linear Association	125.269	1	.000
N of Valid Cases	130		

a. 2 cells (16.7%) have expected count less than 5. The minimum expected count is 3.20.

$$\text{Degree of Freedom} = (r-1) * (c-1)$$

$$= 3 * 2 = 6$$

Calculated value = 173.444

Tabulated value = 12.592
 $Z = Z_{\text{cal}} > Z_{\text{tab}}$

$$Z = 173.444 > 12.592$$

Hence, the Alternate hypothesis [H1] is accepted

INFERENCE:

Since the calculated value is greater than the tabulated value, we accept the alternate hypothesis and hence there is a relationship between the age and education level.

ONE-WAY ANOVA CLASSIFICATION

Null hypothesis (Ho):

There is a significance difference between the employee leave affecting by their company output and the satisfaction level of employee towards work load.

Alternate hypothesis (H1):

There is no significance difference between the employee leave affecting by their company output and the satisfaction level of employee towards work load.

Descriptives

EMPLOYEELEAVEAFFECTINGBYTHEIRCOMPANYOUTPUT

	N	Mean	Std. Deviation	Std. Error	95% Confidence Interval for Mean		Minimum	Maximum
					Lower Bound	Upper Bound		
Highly satisfied	8	1.00	.000	.000	1.00	1.00	1	1
Satisfied	6	1.00	.000	.000	1.00	1.00	1	1
Neutral	26	1.00	.000	.000	1.00	1.00	1	1
Dissatisfied	51	1.24	.429	.043	1.15	1.33	1	2
Highly Dissatisfied	10	2.00	.000	.000	2.00	2.00	2	2
Total	130	1.22	.415	.029	1.16	1.28	1	2

Test of Homogeneity of Variances

EMPLOYEELEAVEAFFECTINGBYTHEIRCOMPANY
OUTPUT

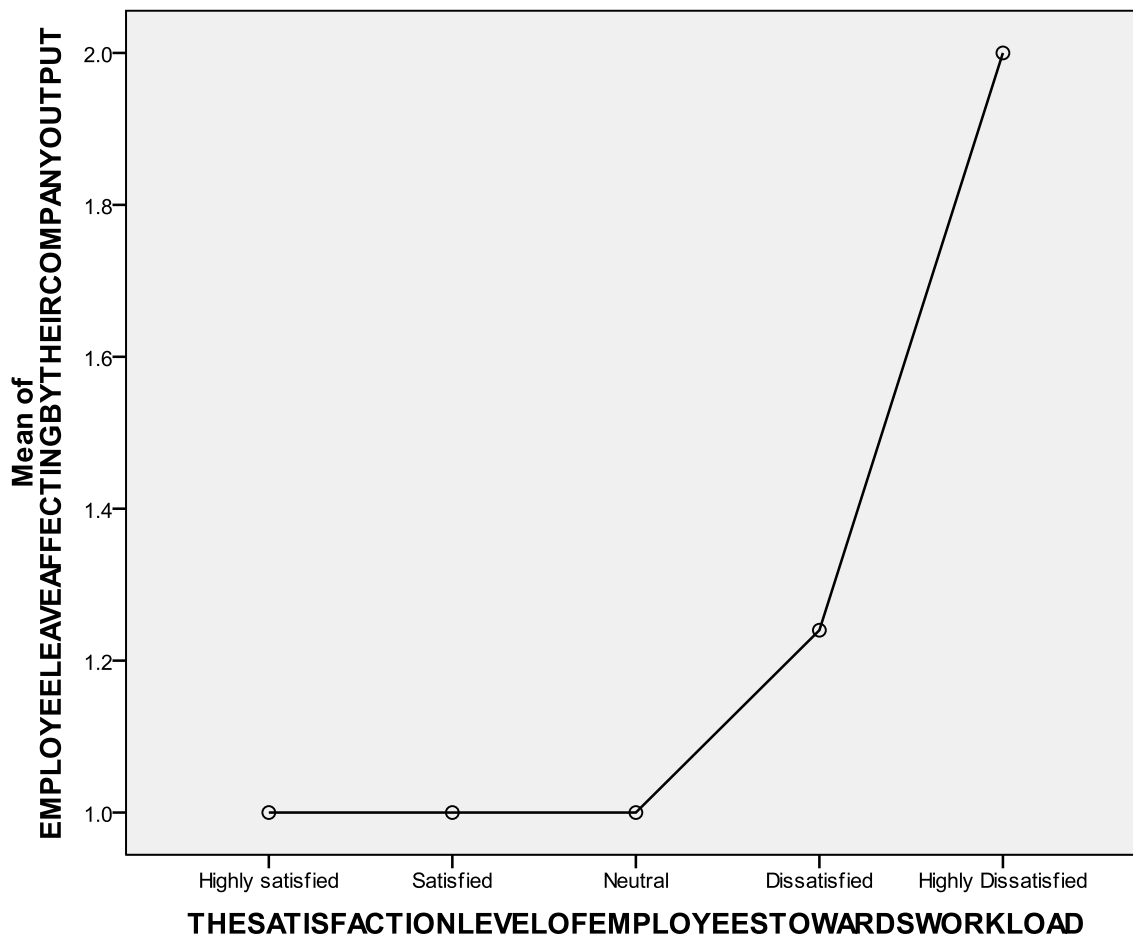
Levene Statistic	df1	df2	Sig.
65.769	3	97	.000

ANOVA

EMPLOYEELEAVEAFFECTINGBYTHEIRCOMPANYOUTPUT

	Sum of Squares	df	Mean Square	F	Sig.
--	----------------	----	-------------	---	------

Between Groups	16.080	3	4.020	42.977	.000
Within Groups	18.240	98	.094		
Total	34.320	130			



Tabulated value = 3.48

Calculated value= 42.977

$F = F_{cal} > F_{tab}$ $F = 42.977 > 3.48$

Hence, the Alternate hypothesis [H1] is accepted.

INFERENCE:

The calculated value of F is greater than the tabulated value. Hence, we reject the null hypothesis and conclude that there is no significance difference between the employee leave affecting by their company output and the satisfaction level of employee towards work load.

ANALYSIS USING KARL PEARSON'S CORRELATION

Correlation analysis is the statistical tool used to measure the degree to which two variables are linearly related to each other. Correlation measures the degree of association between two variables.

Null hypothesis (H0):

There is positive relationship between the procedure for taking leave in an organization and reason for taking leave.

Alternate hypothesis (H1):

There is negative relationship between the procedure for taking leave in an organization and reason for taking leave.

Correlations

		PROCEDUREFOR TAKINGLEAVE INANORGANIZATION	REASONFOR TAKINGLEAVE
PROCEDUREFOR TAKINGLEAVE INANORGANIZATION	Pearson Correlation	1	.861**
	Sig. (2-tailed)		.000
N	N	101	101
REASONFOR TAKINGLEAVE	Pearson Correlation	.861**	1
	Sig. (2-tailed)	.000	
N	N	130	130

** . Correlation is significant at the 0.01 level (2-tailed).

$$r = \frac{N\sum XY - \sum X \sum Y}{\sqrt{N\sum X^2 - (\sum X)^2} \sqrt{N\sum Y^2 - (\sum Y)^2}}$$

$$r = .861$$

INFERENCE:

Since r is positive, there is positive relationship between the procedure for taking leave in an organization and reason for taking leave.

Chapter V

RESULT

FINDINGS – SUGGESTIONS – RECOMMENDATIONS

5.1 Findings:

Meaning of Findings:

Findings are the end point of a project. They are ascertained based on many major factors undertaken in a study. The first thing can be evaluated with the aid of data collected as the suggestions given by the experts and other methods like focus group interview or brainstorming will lead us to get into some ideas.

All these data collected has been analyzed in such a way that certain aspects has been derived in order to find the causes of the problem and to get an overview of any situation.

1. Majority of the employees are belonging to the age group of 20-25.
2. UG/Diploma employees highly working in the organization.
3. Majority of the employees are feeling good about their organization.
4. In some sequence Sometimes the employees feel work stressful life.
5. Employees were twice absent in a month in the organization.
6. Most employees prefer social environment is the main reason for long absence.
7. Employees feels work dissatisfaction is the major cause in the organization.
8. Most of the employees are fair satisfied within their work.
9. Employees feels good and aware of medical facilities with their company.
10. Most of the employees are not getting salary as per government holiday.
11. Employees are feeling good working environment of their company.
12. Contractor will give written warning to everyone after long absence.

13. Majority of employees take leave to avoid night shifts.
14. Majority of the employees agree that the absenteeism affect the quality of the product.
15. Employees suggest neutral frequent absence from work will lead problem with management.
16. Most of the employees satisfied with their leave facilities.
17. Majority of the employee often absent for duty without applying for leave.
18. Most of the employees have some staff in reserve/temporary staff will organization manage absenteeism.
19. Providing incentives can be controlled the absenteeism.
20. Work environment is the major cause to motivate employee to attend regularly.

5.2 SUGGESTION AND RECOMMENDATIONS:

Meaning of Suggestion:

Suggestion is the name given to the psychological process by which one person may guide the thoughts, feelings or behaviour of another. The process by which one thought or idea leads to another, as in the association of ideas. The use of persuasion to implant an idea, thought, attitude, or belief in the mind of another as a means of influencing or altering behaviour or state of mind.

- In order to minimize the rate of absenteeism the company could take care of employee's health's especially in production unit.
- Introducing attendance management programme.
- I suggest that by taking disciplinary action which will minimize absenteeism.
- Introducing medical facilities for employees and employee's family member.
- Providing transport facilities for all employees
- Motivating the employee by monetary and non monetary awards for those who are completed 100% attendance.
- To improve safety awareness among employee by educating them on health aspects and other related issues.

CONCLUSION

The study is carried out to determine the level of employee's absenteeism in Fourrts India Laboratories Pvt Limited ,Chennai.

Even though company is providing sufficient facilities to the employee's to an extent. The company may provide some more facilities like medical facilities, transport facilities and welfare actives which would reduce absenteeism and enhance the employees to work more efficiently and effectively for achieving the organizational objectives.

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Questionnaire

A STUDY ON EMPLOYEE ABSENTEEISM IN Fourrts India Laboratories Pvt Limited

Personal Details:

1. I) Department :
- II) Marital Status :
- III) Age :
 - a) 18 – 25 b) 26 – 35 c) 36 – 45 d) above 45
- IV) Education:
 - a) Diploma b) B.E c) PG d) Others
- V) Experience:
 - a) Below 2 years b) 3 - 5 years c) above 5 years

2. What about you feel the company?

a .Very good

b.Good

c.Poor

3.How often do you feel your work is stressful

a.Always

b.Often

c.Sometimes

d.Rare

4.how often you remain absent in a month once

- a.Nil
- b.Once
- c.Twice
- d.More than twice

5.What reason you prefer a long absence

- a.Social
- b.Health
- c.Family

6.What is the main reason for employee absent according to you

- a.Health problem
- b.Stress
- c.Work dissatisfaction
- d.Working environment

7.Are you satisfied with your work

- a.Satisfied
- b.Fair
- c.Well satisfied
- d.Not satisfied

8.How you aware of medical facilities with your company

a.Very good

b.Good

c.Poor

9.Are you getting salary as per government holiday

a.Yes

b.No

10.What do you think about working environment of your company

a.Very good

b.Good

c.Poor

11.How will your contractor treat you after long absence

a.Oral warning

b.Return warning

c.Counselling

12.Do you take leave to avoid night shifts

a.Very often

b.Often

c.Occasionally

d.Never

13.Absenteeism affects quality of the product

a.Disagree

b.Neutral

c.Agree

d.Strongly disagree

e.Strongly agree

14.Frequent absent will lead problem with the management

a.Strongly disagree

b.Disagree

c.Neutral

d.Agree

e.Strongly agree

15.Are you satisfied with your leave facilities

a.Highly satisfied

b.Satisfied

c.Neutral

d.Highly dissatisfied

e.Dissatisfied

16.Have you ever been absent for duty without applying for leave

a.Very often

b.Often

c.Occasionally

e.Never

17.How does your organization manage absenteeism

a.Extra payment to work on sunday/festivals.

b.Have some staff in reserve/temporary staff

c.Use overtime in-case of vacancy

18.How absenteeism can be controlled

a.Changing working conditions

b.Provide incentives

c.Develop an attendance policy

19.Which factor will motivate you to attend regularly

a.Good employee relations

b.Work environment

c.Future prospects

d.Incentives and bonus

