

CHAPTER –I

**RESEARCH DESIGN AND REVIEW OF
LITERATURE**

CHAPTER I

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1.1 INTRODUCTION

Labour is one of the main assets of production in an organization. The other Factors of production are Land, Capital, Machine & Plant in the ordinary term 'Labour means a mass of unskilled person but in the economics it is used in wider sense, so labour means any work whether manual or mental which has undertaken for a monetary consideration by any person is called 'Labour' labour plays a vital role in the organization because it is the only factor, Which does not depreciate with time, but gains experience and knowledge and becomes more efficient in Skills and attitudes. In the industrial Production labour plays an important role so, Here Should be Cooperation & Coordination among Workers in order to achieve organizational goals.

The meaning of absenteeism is the practice of being absent From work or regular duty Frequently & Without good reasons. Thus absenteeism is the Failure they are Scheduled to Work.

Shri. D. B. Cooper rose to Prominence, From humble beginning for his activities in Various Fields. Started Cooper Engineering at Satara at 1922. Which had the destination of Making India's First Diesel Engine and Iron Mould Ploughs. Other achievements in industry made with the able assistance from his Son Mr. Nariman D. Cooper were, Obtaining a License for India, Burma & Srilanka collaborating with Alfred Herbert Ltd. For machine tools.

these company supply Cylinder liners, Fly Wheels & brake drums to major engine Mfg. in USK, UK, France, Italy & Denmark and for all diesel engine applications. There are Twelve hundred employees working in the organization out of that Two hundred permanent workers & others are casual workers . There are 450 skilled & 330 semiskilled workers.

The Researcher has selected the topic of study of Absenteeism among the workers, there by he will come to Know Whether he is Willingly or the Circumstances force him to be absent.

1.2 STATEMENT OF PROBLEM

This Study regarded with Labour absenteeism with Special reference to Cooper Foundry Pvt. Ltd. Satara.

1.3 REVIEW OF LITERATURE

The literature has been collected through various reports & other published sources.

- 1) “Comparative study of labour Absenteeism in private composite & co-operative spinning mills in solapur”. is submitted to Shivaj University Kolhapur, by V.L. Antredi in 1994-95.

The main objective of his study were to study of labour Absenteeism reasons & measures to labour absenteeism. it suggest and recommend to future benefits.

The researcher had concluded that high rate of Absenteeism is concerned in the month of March, May & November in III Shift.

The researchers has also suggested that, company provide Transport Facility, & Counseling.

- 2) “ A Study of Labour Absenteeism with special Reference to Patheja Brothers Forgings & Stamping ltd. satara. is submitted to Shivaji University ,Kolhapur, by Miss. A.A. Kulkarni. in 1998-2000.

The main objectives of this study was to find out the causes of Absenteeism & Highlight the main features of absenteeism and give suggestions to reduce the rate of absenteeism.

In this study researcher had concluded that, Number of workers remain absent due to Sickness. many of the times workers could not come for work as they can not get medical facility at their native places. he has not mentioned sample size of frequency & Severity of Absenteeism.

3) "Comparative study of labour Absenteeism". submitted to Shivaji University ,Kolhapur, by Mrs. Sharwani Kulkarni, im 1992.

The Main objective of his study was study of various factors of Absenteeism and find out Suggestions recommended to future benefits.

In this study researcher had concluded that various factors are affect the absenteeism of the company. i.e. wage per month, experience of worker, marital status, level of literacy, transport facility etc.

All above mentioned research work is related only to study labour absenteeism in the company & find out the causes of absenteeism and highlights the main features of absenteeism.

The present study is to study the Conceptual Framework of labour Absenteeism, To study the absenteeism problem in the organization & to find out the measures to outcome the labour absenteeism.

In this study researcher has collected last five year absenteeism data from the record of the company & find trend in absenteeism. also this study include parameters of various rates i.e. Absence Rate, Frequency Rate & Severity Rate on the basis of last five year data collected from the company. The researcher has attempted to find out Measures to overcome the labour absenteeism.

Many Studies have dealt with the attitudinal and other factors. However, it has not been possible to make such studies exhaustive because the problem differs from industry to industry and even from one unit to another in the same industry. yet, any other attempt has been made in this study to the differences between the attitudes, expectations and perceptions of what we term the high absentee and low absentee group of employees is greater detail thus paying the way for an effective solutions.

1.4 OBJECTIVES OF THE STUDY

1. To Study the Conceptual Framework of Labour absenteeism.
2. To Study the absenteeism problem in the organization.
3. To Find out the Measures to overcome the labour absenteeism.

1.5 HYPOTHESES

The study was initially based on the following hypotheses :

1. Frequency of absenteeism is greater on account of casual leave & ESI Leave.
2. Personnel/domestic & Agricultural work is the reasons of absenteeism.

1.6 SCOPE OF THE STUDY

The present Study is concerned with examining the absenteeism in the organization and that are it effect on industry and to find out the Measures to overcome the labour Absenteeism.

1.7 METHODOLOGY OF THE STUDY

On perusal of the records of the, an appraisal of the situation , on consideration of the need and on reconsideration of the time and resources the following methodology was arrived at-

1. First, it was decided to collect the information regarding the maydays scheduled to work and maydays lost for five year,2004,2005,2006,2007 and 2008 as maintained and available in the records of the company to calculate rates of absenteeism on different months and years, to study the trend and fluctuations in absenteeism.
2. Secondly, it was desired to collect the number of days absent, number of times absent, cause wise and month wise from the attendance registers and leave records of all the employees who put in the five years by the end of 2004 calendar year and thus calculate frequency rates and severity rates. For this purpose a five page Questionnaire has prepared.

3. Thirdly, the researcher has been selected K-11 Unit .there are 498 workers ha been selected as sample on the basis of random sampling method.
4. Lastly, from the absenteeism data of the employee so collected it was wished to select twenty high absentee and twenty low absentee employees for canvassing a slightly improvised form of the Questionnaire for attitudinal survey.

1.8. RESEARCH DESIGN

For the purpose of the study the data from primary and Secondary Sources will be collected as shown bellow :-

PRIMARY DATA :-

The Primary data will be collected with the help of Structured Questionnaire and for this purpose primary data will be Consist of –

1. Questionnaire
2. Observations.

1. Questionnaire:-

The Questions Consist of-

1. Questions relating to personnel information.
2. Questions relating to working conditions & family background.
3. Questions relating to leave facilities & welfare facilities.
4. Questions relating to absenteeism.

The other necessary information will be collect from the personnel department & personnel manager.

2. Observations: -

By discussion with personnel manager & workers of the company about the causes of absenteeism, the analysis was carried out on the basis of such analysis observations were made.

SECONDARY DATA :-

The Secondary data will be collected from Journals,

Pamphlets, Published & Unpublished Material and official record of the industry & through internet.

ANALYSIS OF DATA :-

- 1) A structured interview Questionnaire will be prepared for knowing the influence of political, social, religious, Economic and cultural factors.
- 2) The Statistical tools such as correlation and other appropriate techniques will be used to analysis and find out the result of the data collected.

1.9 SAMPLE DESIGN

The researcher has used empirical research method for the present study there are 498 workers in the organization under for study. Sample size : Sample size is the number of cases selected from the population to use as the sample for study.

Cooper Foundry pvt. Ltd., satara is having a total workforce numbering about 1200 including staff and skilled, semiskilled and unskilled workers the researcher has been selected k-11 units in this unit total number of workers has about 498, 25% has been selected as sample size on the basis of random sampling method.

Sr. No.	Rank	Population	Sample size
1.	Skilled	403	98(24.32%)
2.	Semi-Skilled	50	12(24%)
3.	Unskilled	45	11(24.44%)
		498	121(24.30 %)

1.10 IMPORTANCE OF THE STUDY

Any organization whether business or service organization needs its growth and development, it also needs Continuity and Survival by three means of production i.e. Man, Machine, Material. There should be study supply of these factors of production for the growth of industry, so success or failure of an organization is depend upon these factors of prod. However the management of Labour is very important.

In the words of Oliver Sheldon,

“No industry can be rendered efficiently as long as the basis facts remains recognized that it is principally humor. It is not a mass of machines and technical process but a body of men a business or industry cannot survive if the human element is neglected, if manpower is properly utilized then it shall prove a dynamic motive force.”

Labour absenteeism in an organization stop machines and thus production and creates bottlenecks hampers smooth flow of work so it result in production losses & increase direct overheads cost. It increase workload on existing capacity. Thus it needs Substitute manpower for target production & hence requires all personnel functions to perform like recruitment and selection, training & Development of the candidates in such circumstances manpower planning is impossible.

1.11 PARAMETERS OF THE STUDY

The following parameters have been used in this study:-

1. **Absence Rate** :- Absence rate on different days, in different months and years have been calculated from the data collected from the record maintained by the company using the following formula-

$$\text{Absence Rate} = \frac{\text{Number of man days lost}}{\text{Number of man days scheduled to work}} \times 100$$

2. **Frequency Rate** :- Bhatiya says frequency rate is also called inception rate (spells). It reflects the incidence of absence and is

usually expressed as the number of separate absence in a given period, irrespective of the length of absence. The frequency rate represent the average number of absence (spells) per worker in a given period. In this study frequency rate is calculated by using the following formula :-

Frequency Rate =

$$\frac{\text{Total No. of time or speels in which the leave was availed.}}{\text{Total No. of mandays scheduled to work}} \times 100$$

Higher frequency rate indicates that the employee absent himself very frequently and vice versa.

3. **Severity Rate** :- Severity rate is the average length of time lost per absence and is calculated by using the following formula _

$$\text{Severity Rate} = \frac{\text{Total No. of days absent during a period.}}{\text{Total NO. of time absent during that Period.}}$$

Higher severity rate indicates that the employee is absent for longer duration each time. Higher frequency rate indicate that the employee is absent more frequency and for longer duration each time resulting in higher absenteeism even in absolute terms. Lower frequency and severity rates indicate a situation in which the employee absents himself less frequency and for shorter durations each time.

4. **Combined rate** :- Combined rates have been sometimes calculated to know total absenteeism by multiplying frequency rate with severity rate.

1.12 LIMITATION OF THE STUDY

1. The researcher had to face many difficulties in recollecting the questionnaires as the duties of the workers were changed from time to time.
2. Most of the workers were not properly aware of English language and they were not also aware of project report.

3. The time was very limited during this period. It was difficult to collect the necessary information relating to absenteeism.