

CHAPTER - V
OBSERVATIONS AND
SUGGESTIONS

C H A P T E R - V

OBSERVATIONS AND SUGGESTIONS

OBSERVATIONS :

After a detailed analysis and interpretation of stastical and other general information we can draw the following conclusions :

1. It is observed that high absenteeism rate is concentrated in the month of March, May and November in three shifts of spinning and weaving department.
2. It is observed that the total absenteeism rate in spinning department including three shifts is 24 percent. As compare to three shifts in spinning department highest absenteeism rate (28%) is concentrated in third shift (night shift) the high absentee months are May, August, October and November.
3. It is observed that in all three shifts of spinning department March, May and September are common months having high absenteeism rate.
4. It is observed that high absenteeism rate is concentrated in the month of March, May and November in three shifts of weaving department.
5. It is observed that total absenteeism rate in weaving department including three shifts is 25 percent. As compare to three shifts in weaving department highest absenteeism rate (32 percent) is concentrated in third shift. The high absentee months are September, March, May, June and December.

6. It is observed that in all three shifts of weaving department May, November, September are common months having high absenteeism rate.
7. It is general absenteeism that, the absenteeism rate, among workers who have other source of income in addition to wage is lower than the workers who don't have. It shows that workers who have sufficient income do manage their families are less prone to absenteeism.
8. The workers who don't have job satisfaction have shown higher absenteeism rate.
9. Absenteeism rate among the workers having habits is higher than that of workers who are not addicted to.
10. General awareness of the workers is too less. They know nothing about the economy, politics, trade and commerce governing body etc.
11. It is observed that, in three shifts of weaving and spinning department the average production of regular workers is more and absenteeism rate is lower. Comparatively the average production of absent workers is so low and absenteeism rate is in high i.e. 32. In the month of May absenteeism rate is 32 and production is 4949 and absenteeism rate is 22 production is 5826 which is more.

12. It is observed that, in weaving department in all the A.B.C. shifts in the month of May the absenteeism rate is more therefore production is lower.
13. It is observed that, generally in third (hight) shift the absenteeism rate is more as well as production is also low.
14. It is observed that, average production of regular workers is 9965 meters which is higher as compare with average production of absent workers i.e. only 1663 meters which is much more lower.
15. It is observed that in A.B.C. shifts of spinning department the average production of regular workers is 15306 Kg. sliver and average production at absent workers is 3703 Kg. slive which is lower because of higher absenteeism rate.
16. It is observed that, in the month of May and July the production is less, because of higher rate of absenteeism.
17. The average production in spinning department is more in second shift (day shift) as compare to A and C shift.
18. It is observed that in case of regular worker, the efficiency is more i.e. 11 and in case of desent workers the efficiency is less i.e. 1.17.
19. It is observed that in A.B.C. shifts of spinning and weaving department the efficiency is more in case of regular workers, on the other side in case of absent workers the efficiency is so low.

20. It is observed that in the month of May, November, September in weaving and spinning department the efficiency is so low because of higher absenteeism rate.
21. It is observed that in case of spinning department in the month of May and July the efficiency is so low.
22. It is keenly observed that particularly May is the common month in which the efficiency of workers is less.

SUGGESTIONS :

Here an attempt is made to suggest some remedial measures for exercising control over absenteeism which severely affects on production and efficiency of workers.

1. PLANNING OF LEAVE :

It is noticed that absenteeism is at higher level during some particular months or in a particular department, because of a specific reason. So in order to reduce absenteeism and to improve productivity and production management has to concentrate more on leave plan. For this purpose it has to plan sanctioning of leave. The labour department can be involved in this task of planning of leave for example if absenteeism rate is high during March, April, May and December the leave sanctioning authority must be more careful during these three months and clearly lay down the maximum number of leave days, that can be granted to a worker during these three months.

2. BUILDING A TEAM WORK AND COLLECTIVE RESPONSIBILITY AMONG WORK GROUPS :

This is very much important to reduce absenteeism as well as to improve production and efficiency of the workers. This can be done through group incentive schemes. Under this scheme each group members compensation depends on the output of entire group. It has been observed that when such a scheme is introduced in a proper

fashion, there is a concentrated effort on the part of the group to pressurise the individuals, specially those who have a tendency to the habitually absent to be regularly present because they need regular presence of all the members to attain best results.

3. EFFORTS TO IMPROVE JOB SATISFACTION :

It has already been noted that invisible job satisfaction has a clearly visible impact on the workers behaviour as well as production and their efficiency.

4. PROPER TREATMENT :

Workers must be treated properly by their Supervisors. Supervisors have to ensure that workers good work spontaneously appreciated. Their self respect is protected, steps must be taken to see that work environment is comfortable, congenial, co-operative and productive. Because of this proper atmosphere created workers will use their discretion and decide to come to work rather than they stay at home.

5. NEED TO MAINTAIN GOOD HEALTH :

It is said that healthy mind is in a healthy body. Good health increases efficiency and reduces irregularity. But majority of the workers that I have seen are not healthy, because of various reasons like bad habits, malnutrition, unhygienic living conditions etc. So management has to create awareness among the workers of leading their life properly and maintain good health. Management has to inculcate a sense of cleanliness in workers. Good health of

workers reduces absenteeism of workers automatically it improve quality, quantity and efficiency of workers.

6. EDUCATION :

Workers are in dark. They are not in a position to work on right path properly. Education is the candle that has to be lit, which will throw some light on that path and during them out from darkness. Workers must be taught in basics of economics, commerce and management, sociology etc. Educated mind had the correct they and heaviour. It improves awareness about their duties, which increases production and efficiency of workers.

7. SUPERVISORS HAS TO PLAY AN IMPORTANT ROLE :

Supervisors has a direct contact with workers. He has a through knowledge of individual personalities. So he can deal with them and their problem effectively.

Each and every supervisor in the organisation must be appraised of his responsibilities in controlling absenteeism Supervisor must bave a plan of actin. So far as control of absenteeism and improve production and efficiency he has to perform following functions.

- a. Identify and analyse the reason for an individual absentee.
- b. Implement vigorously the decisions of the management in respect of leave attendance and its consistent enforcement.
- c. Deal with workers more properly.
- d. Give recognition and appreciation for good attendance.
- e. Render counselling.
- f. Follow up habitual absentees and take a firm stand.

8. COUNSELLING :

Internal state or anxiety or depression or emotional problems also lead to absenteeism, which is badly affect on quantity of production and work efficiency of the workers. Mental health experts assistance is necessary to deal with such a situation, provisions of professional counselling services in the organisation can help absence prone in becoming self directed, adjusted, change for better otherwise they could suffer emotional frustration and anguish which seriously hamper effectiveness, when mind loses its balance abnormality starts showing its ugly face in overall personality of an individual usually snag in mind or any other problem forces a worker to go far alcholic drinks. No doubt a worker gets some kind of relief. But that is a short lived glory. In reality with alchoholism problems go on pilling up.

Counselling is a process of helping a person to adjust more effectively to his environment. It is a process in which counsellor assists the counsellee to make interpretations of fact relating to

a choice, plan or adjustments, which he needs to make counselling is a process of extracting a worker from the debris.

9. RESCUE WORKERS FROM THE CLUCHES OF MONEY LENDERS :

Indebtedness is one of the factors to absenteeism, which leads to decrease the quality of production and as well as workers efficiency. So it is necessary to salvage the workers from getting drowned into the sea of difficulties. For this purpose management has to work from both sides. On the one hand it has to educate workers regarding the evil effects of indebtedness. In addition to this management has to create an alternative arrangement under which workers must be provided with financial assistance at reasonable interest, so that their exploitation by money lenders is stopped.

On the other hand traditional money lenders who operate within the organisation must be dealt with an inn hand. Either through hook or crook management has to see tht these bad elements are eliminated from organisation.

10. TRADE UNION HAS TO BE ACTIVE :

Trade unions responsibility is not limited to getting the demands met by the management. It is also their duty to see that workers work with 100% efficiency and enable the management to reap maximum return from the investment made. If workers are incompetent, trade union has to bring them on the track to be precise.

I would like to suggest that trade union leaders must be involved in the process of counselling to the chronic absentees. Leaders have to convince the workers of the advantages that they themselves and the management can enjoy by reducing irregularity or absenteeism and working with much needed efficiency. They can do it with much ease, because being a savior of the worker they have developed some kind of rapport with them. They have a command over the workers. They have cordial relationship.

To put it straight trade union officials have to ask the workers to reduce absenteeism and work efficiently.

11. WORKERS LOYALTY TOWARDS ORGANISATION :

Generally it is noticed that workers are not loyal towards their organisation. Therefore it reduces the production as well as work vigour of the workers and increases the absentee among the workers.

The workers must be loyal towards their organisation. They feel that "Work is Worship" also they feel they are not the servants but the owners of the organisation. These inner feelings of the workers can only improve the status and prosperity of the organisation.

12. RENOVATION :

Generally it is found that in the organisation there are old and noisy machines, which bring brain eye strain on the workers. The workers get tired early it reduces their work capacity & vigour.

Therefore the organisation should have noiseless machines.

As well as the machines must in well condition, so they can work with easy and comfortably.

13. NEED OF PLEASANT ATMOSPHERE :

The work mood and vigour depends mostly on the pleasant atmosphere. The management should be conscious about the work environment. Generally in the organisation there is dirt which creates unpleasant atmosphere. This unpleasant atmosphere badly affects on remain absent from work by the workers. On the other hand its effect on production and efficiency of the workers. Therefore management must be careful about the maintenance of clean and pleasant atmosphere.

14. PERFORMANCE OF WAGE SYSTEM :

Workers always complain about the wages. They are satisfied if they are paid adequately.

Present wages are minimum. They can not satisfy their necessities. It reduces their work efficiency and production speed. The management must consider the needs of the workers and pay them adequately. The present rate of wages should be changed, by considering the standard of living of the workers.

15. APPOINTMENT OF SKILLED WORKERS :

The spinning and weaving department requires skilled workers. The management should appoint the workers who know about the work. This should not create any obstacle in the process of production. It improves quality and quantity of production. It is the necessity of today's.