

# **CHAPTER I**

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## **INTRODUCTION**

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## **CHAPTER I**

### **INTRODUCTION**

#### **1.1 MEANING**

Human resources form the back bone of every industry. Managing them is the most complex problem that every manager faces in today's industrial organization. Motivating, directing and leading them towards the appropriate organisational goal is a vital function of Human Resource Manager. There are many problems in managing Human Resources and absenteeism is one of the problems.

By absenteeism we mean a condition in which worker keeps himself away from the work without any notice while he is scheduled to work. The study of absenteeism is very important because it affects the production adversely and the work schedules are upset and delayed. Consequently management has to give overtime which increase the cost of production.

Absenteeism has been variously defined by different authorities and its interpretation or measurement is also not uniform.

According to Webster (1966) "Absenteeism is the practice or habit of being an 'Absentee' and absentee is one who habitually stays away".

According to Encyclopedia of social sciences absenteeism is the "Time lost in industrial establishment by the avoidable or unavoidable absence of employees".

It means that when an employee is not attending the work he could be considered as being absent. "The time lost by strikes and lost out of or by late coming amounting to an hour or is usually not included".

The working commission for the textile industry defines absenteeism as "The average percentage of workers absent from work per day for any reason".

Stoppages of work on account of strikes or lock-outs cannot be called absenteeism.

The Labour Bureau (1970) Simla defines absenteeism as 'The total manshifts lost because of absences as a percentage of the total number of manshifts scheduled to work.' In other words absenteeism signifies the absence of an employee from work. That is absence unauthorised, unexplained, avoidable and willful. Thus absence is the failure of a worker to report for work when he is scheduled to work.

Rao V.L. (1950) defines that "Absenteeism is an extension of the lack of commitment on the part of human resources and asserted that it relates to the structure of new values and norms which is emerging among the work force at present."

William R. Sprigel (1981) says, "Absenteeism consists of an employee's absence from his regular task regardless of the cause."

## FORMULA

For calculating the rate of absenteeism, two facts are required - the number of persons scheduled to work and the number actually present. Thus the ratio or index of absenteeism may be expressed in the following formula:

$$\text{ABSENTEEISM} = \frac{\text{Manshifts lost in hours}}{\text{Total manshifts scheduled to work in hours}} \times 100$$

Originally it is the severity rate of absenteeism as calculated above, that is taken into consideration in practice. Besides we may look at absenteeism in terms of its "frequency rate", according to which absence of a workman over a continuous period of a day is taken as one absence. A worker who is absent for number of successive days in a given period will be taken as absent as against another worker who remains absent for the same number of days in total but throughout the period rather than in succession. The problem of absenteeism is more serious in the second case than in the first one and therefore frequency rate is regarded as the better yardstick than the severity rate. As put by Elton Mayo, "It is seemed wise to take figures that would, at least to some extent, minimize successive days of absence and maximise of absences."

According to Wayne F. Cassio - absenteeism rate is calculated under two heads - with pay and without pay. Absence with pay excludes absence with part pay. Absence without pay includes absence of workers who do not get any pay for the period of absence even if they receive social security benefits for seasonal



maternity etc. for the period of absence, Weekdays and scheduled holidays are not to be included.

## **1.2 CAUSES OF ABSENTEEISM.**

Various causes are responsible for the prevailing high rate of absenteeism among the industrial labour in India. The following are some major reasons of absenteeism in Small Scale industries.

Probably the most important cause of absenteeism of workers in various industries in India is frequent urge for rural areas. In modern world, the individual is hammered into a set pattern. Hence in cities human spirit clamours for open space, so that it could kick its life about for a change. The incidence of industrial fatigue, dull climate, universal malnutrition and applying bad working condition also aggravates the feeling for a change among the industrial workers.

Sickness or pretended illness as certified under sickness Insurance Scheme is to be considered responsible for a considerable part of absenteeism and also bad housing, unsanitary and unhygienic conditions of living lead to further more trouble. Industrial accidents, religious and social ceremonies and various other rights in occasion of birth and death. Low morale of workers as also seen an important cause of frequent absenteeism in Indian industries.

Management attitudes of unrealistic personnel policies, monotony of jobs, adverse working conditions, poor supervision, unsuitable working conditions, unfavourable mental attitude, discontent with wages, resentment against

supervisions, lack of possession of general welfare, inadequate medical facilities for minor injuries are responsible for absenteeism.

Unhealthy working conditions, filthy and intolerable working conditions existing in the factories, alcoholism, indebtedness; these are the major reasons of absenteeism in small scale industries.

### **1.3 MEASURES FOR CONTROL OF ABSENTEEISM.**

Absenteeism is serious problem for management because it involves heavy additional expenses. It is true that no single measure can be effective in controlling absenteeism, but a skillful combination of various measures would definitely lead to the desired results.

Adoption of well defined recruitment procedure:-

- The selection of employees not on the basis of communal linguistic and family consideration.
- More security to their job.
- Motivation of workers welfare and Social measures.
- Management must motivate workers by giving facilities and also they must help them to their genuine facilities like marriage, death, family illness etc. They must provide E.S.I. facilities so that the workers may develop a sense of belonging.

- The rules and regulations relating to attendance must be explained to workers.
- A proper record of workers' attendance should be maintained on a special daily attendance card.
- A supervisor should not be regarded as another worker, and should be given definite authority to take action in all cases of absenteeism.

The employer, employee and the State Govt. have a definite role to play in improving the overall conditions. It should be performed properly and harmoniously. The problem of inefficiency, unappraised conflict, low productivity, dissatisfaction on the part of workers and their low moral often result in frequent absenteeism which can be largely eliminated.

#### **1.4 THE IMPORTANCE OF THE STUDY:**

The present study focuses on absenteeism in selected Small Scale Industries located in Tumkur district of Karnataka state. It can be assumed that the causes of absenteeism differ from one region to another region whether it is a small scale or big industry. Hence the statement of the problem is "A study of absenteeism in selected small scale industries in Tumkur District of Karnataka State."



### **1.5 SCOPE OF THE STUDY:**

The scope of the study is restricted to absenteeism observed in Small Scale Industries. An assumption in the causes may be same whether big or small industries. Though various factors have been identified for the absenteeism the present study focuses on chemical based industries, mineral based industries, general industries, Textile based industries, Food & Beverage based industries.

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