

CHAPTER - II

CONCEPT AND METHODOLOGY

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Indian industries can develop through fuller utilisation of available resources. W.A.Lewis pointed out, "the value of a resource depends upon its usefulness and its usefulness is changing all the time through changes in tastes changes in technique or new discovery".

Indian industries are entering in the world market and trying to get success in sustaining a strong export growth and taking major steps to enhance the relative profitability of exports as compared to the domestic market. All this signifies India's integration into the global economic environment.

Human resources have been an important factor in modern industrial development. The educated and trained labour force with high productive efficiency is the most important requirement for rapid industrial growth.

There are various causes that lead to inadequate utilisation of human resources. One among them is absenteeism of worker.

A) ABSENTEEISM : Concept and definition.

The concept of Absenteeism in Indian industries relates to the workers habitual behaviour of not reporting for work, when they are scheduled to work.

According to Annual Survey of Industries, the Absenteeism indicates the total time lost by the workers due to all types of authorised and unauthorised leaves.

Annual survey of Industries define Absenteeism as follows "Absence is the failure of the worker to report for work when he is scheduled to work. A worker is to be considered as scheduled to work when the employer work available for worker and the worker is aware of it".

The Labour Bureau Simla takes into consideration only unauthorised absence, when employer has not received any pre-intimation by the workers.

The ASI's interpretation of the definition of Absenteeism is wider than that of Labour Bureau, Simla. The ASI considers, in addition to unauthorised absence, all kinds of authorised leaves i.e. permitted vacations, sickness accident leave etc. a period when a worker is scheduled to work.

The working party for the cotton textile industry defines Absenteeism as the average percentage of workers absent from work per day for any reason.

B) ABSENTEEISM RATE :

The term Absenteeism was properly defined for the first time, in a circular of labour department, Government of India, issued to the provincial Governments before independence. According to it, the Absenteeism rate is defined as the total manshifts lost because

of absences as a percentage of the total number of manshifts scheduled.

Absenteeism rate is a statistical expression of the sum of all reasons and it is calculated in terms of percentage ratio. Thus Absenteeism rate can be defined as "The total manday lost because of absence, as a percentage of mandays scheduled to work.

$$\text{Absenteeism Rate} = \frac{\text{No.of Mandays lost}}{\text{No.of mandays scheduled to work}} \times 100$$

For example, Absenteeism rate of a particular industry can be calculated and explained as follows :

No of employees in an industry	:	500
Total working days in a year	:	315 (Per worker)
Mandays lost in a year	:	35000

$$\text{Absenteeism Rate} = \frac{35000}{157500} \times 100 = 22.22\%$$

Here mandays scheduled to work is taken as total employees in an industry multiplied by total working days in a year

$$(500 \times 315 = 157500)$$

C) TOTAL ABSENTEEISM RATE AND TRUE ABSENTEEISM RATE :

There are many causes of Absenteeism. Some causes of absence are natural and unavoidable which include casual leave/previlage leave. Some causes are of the nature of wilful, unauthorised leave,

authorised leave without pay and medical leave which is enjoyed by the workers to get the benefit of Employees State Insurance scheme.

This gives us the two concepts of :

a) Total absenteeism rate and b) True absenteeism rate.

a) TOTAL ABSENTEEISM RATE :

According to the study of National productivity Council (1973) the total Absenteeism rate was obtained by dividing the number of days absent to the four categories of absence by the total number of days scheduled to work. These four categories are as under :

- 1) Casual leave/privieage leave (authorised leave with pay)
- 2) Unauthorised leave without pay.
- 3) Authorised leave without pay.
- 4) Leave granted under Employees state Insurance (E.S.I.)Scheme.

The concept of total absenteeism rate adopted in this study, the total Absenteeism rate of the textile workers in the Solapur has been calculated as follows :

$$\text{Total absenteeism rate} = \frac{\text{No. of mandays lost due to all reasons}}{\text{No. of working days}} \times 100$$

In case of the total number of working days of the textile workers in Solapur, the number of scheduled holidays slightly differ by three or four days in different organisation like private undertaking and co-operative undertaking.

b) TRUE ABSENTEEISM RATE :

The Absenteeism rate was defined as a ratio of absence due to all causes, except casual leave/privilege leave.

For the purpose of calculating the true absenteeism rate of the textile workers under study, the various causes are classified into three groups such as A, B and C.

A) Total number of absent days due to all nine causes given below :

- 1) Leave with wages
- 2) Authorised leave
- 3) Unauthorised leave
- 4) Sick leave
- 5) Accidents
- 6) Lay - off
- 7) Casual leave / privilege leave
- 8) Strikes and hartals
- 9) Others (i.e. sent home, paid holidays)

B) Absent days due to the causes for which workers are not directly and personally responsible. It includes lay off, casual leave/privilege leave, strike and hartals paid holidays etc. The casual leave/privilege leave is included in this group because it is the legitimate right of the workers to enjoy this leave.

C) Absence for which workers are directly and personally responsible. It includes the causes of leave as mentioned in the

above list from 1 to 5 (i.e. leave with wages, authorised leave, unauthorised leave, sick leave and accidents).

Thus our operational definition of the Absenteeism rate is as follows :

$$\text{True absenteeism rate} = \frac{A - B = C}{\text{Total no. of working days}} \times 100$$

DEFINITIONS OF THE CAUSES :

- i) Lay off : "Lay off" means the failure refusal or inability of an employer on account of shortage of coal, power raw materials or the accumulation of stocks or the breakdown of machinery or for any other reason to give employment to workman whose name is borne on the muster rolls of his industrial establishment and who has not been retrenched. .
- ii) Casual leave / Previlage leave : This leave is given or granted as per the agreement with representative trade union.
- iii) Leave with wages : Every worker who has worked for a period of 240 days or more in a factory during a calender year shall be allowed during the subsequent calender year leave with wages for a number of days calculated at the rate of -
 - a) if an Adult one day for every 20 days of work performed by him during the previous calender year.
 - b) If a child, one day for every fifteen days of work performed by him during the previous calender year.

For regulating the migratory character of the industrial worker, for reducing Absenteeism and for improving the efficiency of the industrial workers and their relations with employers the importance of holidays and leave is very great indeed.

The Bombay Textile Labour Enquiry Commission and the Kanpur Labour Enquiry Committee emphasised the value of holidays with pay.

Mr. V.V. Giri has drawn attention to another aspect of national holidays and festival holidays. According to him our age old festivals offer the best form of entertainment and relaxation to people who lead a comparatively dull and dumb existence.

iv) Authorised Leave : Authorised leave is granted according to the standing orders (without pay)

v) Unauthorised Absence : The unauthorised leave is an absence of the workers without prior permission of an employer.

vi) Sickness : "Sickness means a condition which requires medical treatment and attendance and necessitates attention from work on medical grounds. Such sickness must be certified by duly appointed medical Practitioner.

vii) Accident : An accident here means an industrial accident, it is an occurrence which interferes with the orderly progress of work in an industrial establishments. According to the Factory's Act 1918. "It is an occurrence in an industrial establishment causing bodily injury to a person which makes him unfit to resume his duties in the next 48 hours. It is an unexpected and sudden event.

It must arise in the course of employment in a factory".

THE NATURE OF ABSENTEEISM :

The problem of Absenteeism in textile industry in Solapur is most complicated and of severe nature. This demands a thorough and a detailed analysis of the nature of Absenteeism from different dimensions and aspects of the problem under study. With this view in mind conceptually the nature of Absenteeism can be studied in respect of quantum of Absenteeism and pattern of Absenteeism at two levels i.e. a) Macro level, b) Micro level.

The Macro level analysis can be extended to organisation level and various sub departments of the same. This may help in ascertaining the magnitude of the problem of Absenteeism.

The micro level analysis of Absenteeism may provide an opportunity of having proper understanding of the problem of Absenteeism in relation to incidence with the identified areas such as monthwise and sub department wise.

Quantum of Absenteeism :

The quantum of Absenteeism is studied here by taking into account total Absenteeism rate only. The quantum of Absenteeism rate describes the trend of Absenteeism in different organisations i.e. co-operative sector undertaking and private sector undertaking.

Pattern of Absenteeism :

For the purpose of analysing the pattern of Absenteeism, only

one conceptual instrument is used i.e. Frequency distribution of Absenteeism rate.

The frequency distribution of Absenteeism adopted here is as

follows :	Upto	5%
	5% -	10%
	10% -	15%
	15% -	20%
	20% -	25%
	25%	and above

Incidence of Absenteeism :

The concept of incidence of Absenteeism tries to locate the areas of absence behaviour of the workers in different organisations of production processes. The incidence of absenteeism is studied monthwise by taking into account the year of 1994 only. The concept is extended to the sub departments of spinning, weaving, processing folding workshop as well. The concept of incidence of Absenteeism is further extended to the causewise analysis according to nature of the causes.

NATURE OF ABSENTEEISM

Macro Level		Micro Level	
Quantum of absenteeism	Pattern of absenteeism	Incidence of absenteeism	Cause wise analysis
1) Total absenteeism	1) Frequency distribution	1) Monthwise absenteeism rate	
		2) Sub Departmentwise absenteeism rate.	

THE PRESENT RESEARCH WORK :

In the present research work Absenteeism of textile workers in Solapur is being studied. The specific objective of the present research work are as follows :

- 1) To study and compare the nature of Absenteeism in textile mills under two organisation set up i.e. private composite and co-operative spinning.
- 2) To analyse the areas of Absenteeism.
- 3) To spell out the inter-relationship among the causes of Absenteeism in respect of socio-economic behaviour of the workers.
- 4) To analyse the factors - Socio economic, psychological, personal and environmental contributing to Absenteeism.
- 5) To suggest some remedies to reduce Absenteeism at the level of management policy, implementation of E.S.I. Scheme, personal relation and organisational structure.

II) METHODOLOGY :

SAMPLING METHODOLOGY :

In order study and compare the nature of Absenteeism of the textile workers in two different sectors of the economy i.e. private sector and co-operative sector in relation to its quantum and incidence. I have adopted simple randum method for the

selection of two hundred workers from both the organisation put together.

One hundred workers are selected from each of the following organisations.

- 1) Private Composite : Janshri Ranjitsinghji Spinning & Weaving Mills
- 2) Co-operative Spinning Mill : Solapur Sahakari Soot Girni Niyamit.

At present totally 1150 workers are working in Janshri Mill in 3 shifts and 1353 workers are working in Solapur Sahakari Soot Girni in three shifts.

Table 2.1 gives the composition of total sample worked under study. Both the sector are given equal share. In other words, the private sector undertaking i.e. Janshri Constitutes 50% of the total sample and co-operative sector undertaking i.e. Solapur Sahakari Soot Girani Constitutes 50%.

Table No. 2.1

SECTORWISE COMPOSITION OF THE TOTAL SAMPLE WORKER (200)

Sector	No.of workers	Percentage to total sample of workers
1) Private Sector Undertaking (Janshri Mills)	100	50%
2) Co-operative sector undertaking (Solapur Sahakari Soot Girni)	100	50%
Total sample	200	100%

An analysis of the Absenteeism in respect of major production processes i.e. spinning, weaving and processing in case of private composite and spinning in case of co-operative spinning is done. Comparison of spinning department of both the mills is done. Monthwise and causewise analysis is also carried out.

Table No. 2.2 (a)

PROCESSWISE COMPOSITION OF TOTAL SAMPLE OF WORKERS (200)

Production process	No. of workers	Percentage to total sample of workers
Spinning	150	75%
Weaving	23	11.50%
Processing	27	13.50%
Total	200	100%

Table No. 2.2 (b)
TOTAL SAMPLE WORKERS (200)

Production process	Jam Shri Mills No. of workers	Percentage to total	Solapur Sah.Soot Girni No. of workers	Percentage to total
Spinning	50	25%	100	50%
Weaving	23	11.50%		
Processing	27	13.50%		
Total	100	50%	100	50%

(For calculating the percentage to total, total number of workers is 200, both the units put together)

THE SCHEDULE :

The last stage in the process of this study includes case study of 50 chronic absentees from private sector undertaking (Jamshri Mills) and equal number of workers from co-operative sector undertaking (Solapur Sahakari Soot Girni)

This case study was conducted to make an indepth analysis of the personal. Social, psychological and perception level factors of Absenteeism with a view to suggest remedial measures.

For the purpose of collecting required information from the workers through personal interview method, a structured schedule covering following aspects is used :

1. Identification
2. Family background
3. housing condition
4. Standard of living
5. health condition
6. Expenditure pattern
7. Assets and liabilities
8. Working condition
9. Perception level
10. Social environment.

Period of study :

The total Absenteeism is studied by taking into account statistical information of the year 1994. The relevant information

about the textile workers Absenteeism is collected from the source of primary data such as service records.

The field study was conducted during the month of June 1995 in case of Solapur Sahakari Soot Girni. In case of Janshri Mill it was conducted during the month of July, 1995.

Limitations of the study :

The present study is focused on the nature of Absenteeism of textile workers in two sectors i.e. private and co-operative sector. Though decentralised sector of handloom and powerloom constitute a considerable part of the textile industry, it has not been taken into account.

Secondly the problem of Absenteeism is studied by taking into account "Total Absenteeism rate only".

Third limitation is that, the scope of case study, which is based on the information obtained with the help of personal interview is limited. Because it has not covered all the aspects of a workers life within the organisation and outside it.

Fourthly, the method of selection of this hundred workers through simple random method cannot give true and fair view of Absenteeism and Absenteeism rate of the whole organisation.

Lastly as the personal interview is conducted in the mill, the worker cannot express his own views openly.