

## **SYNOPSIS**

### **TITLE: A STUDY ON EMPLOYEE ABSENTEEISM AT DR. REDDY'S**

#### **ABSTRACT**

Employee absenteeism is a worldwide phenomenon which, due to the financial impact on a nation's economy, is an important subject on the international agenda. In order to provide new insights into employee absenteeism a model with a broad variety of determinants is constructed and tested for Europe as a whole and the individual countries. Based on previous studies, a wide selection of determinants was distinguished and divided into categories such as demographics, health-, and household- and job characteristics. With the country comparison the designed model tested whether it also holds explanatory value for individual countries and whether differences existed in absence behavior due to country characteristics. A dataset from the European Community Household Panel (ECHP) was used to test the model. This survey provided the necessary information and is constructed as such that it can be used for international comparisons. The designed model is based upon the effects of latent variables and because of the binary aspect of the dependent variable a probity analysis is conducted. The outcome of the marginal effects method of the probity model provides evidence that the pooled model has a high degree of explanatory power. Although not all determinants showed the expected results, strong significance was found for the constructed model as a whole and the individual determinants. Regarding the test results for the individual European countries, ambiguous results were found. These differences originate from different country characteristics and hence, the model should be adjusted for the individual countries.

## **INTRODUCTION**

### **REASONS TO CHOOSE THE PROJECT**

When I joined the training at **DR. REDDY'S**, I was allotted the project of "**ABSENTEEISM OF EMPLOYEES**". Initially it appeared to me quite a simple project, but as I started working on it only then I understood its real significance.

It is often easier for the organizations to make arrangement to cover staffs, which are going to be off for long periods. However, employees taking odd days off here and there are more problematic, can have an immediate impact.

If remain unchecked, this type of absence can send out the wrong signals to colleagues who, in some jobs, are likely to have to cover for those absent. If employers fail to take action, a 'begins turn' mentality may emerge. Frequent absence may have serious repercussions where staff are employed in customer-facing roles or employed on production lines. The impact of absence may be most directly felt and the need to arrange cover at short notice may be paramount.

## **INTRODUCTION TO THE STUDY**

Absenteeism is a serious workplace problem and an expensive occurrence for both employers and employees seemingly unpredictable in nature. A satisfactory level of attendance by employees at work is necessary to allow the achievement of objectives and targets by a department. Employee Absenteeism is the absence of an employee from work. It is a major problem faced by almost all employers of today. Employees are absent from work and thus the work suffers. Absenteeism of employees from work leads to back logs, piling of work and thus work delay.

Absenteeism is of two types -

1. **Innocent absenteeism** - Is one in which the employee is absent from work due to genuine cause or reason. It may be due to his illness or personal family problem or any other real reason
2. **Culpable Absenteeism** - is one in which a person is absent from work without any genuine reason or cause. He may be pretending to be ill or just wanted a holiday and stay at home.

Many employees will, on occasions, need a few days off work because of illness, however, when absences become more frequent or long term and reach an unacceptable level, action by management is necessary. Absence from work can be expensive in both monetary and human terms. The costs incurred when an employee is absent from work may include:

- (i) Replacing the employee or requiring other staff to cover the absence;
- (ii) Inability to provide services, or achieve section and departmental objectives;
- (iii) Low morale and general dissatisfaction from other staff, particularly if the absence is perceived as unwarranted

## **NEED OF THE PROBLEM**

A study on the “Ways to Reduce Employee Absenteeism with Special Reference to Dr. Reddy’S, Hyderabad”

## **NEED FOR THE STUDY**

The study aims at the causes of absenteeism of employees in Dr. Reddy’S. At present, organizations in India take real interest in controlling absenteeism. Measures to prevent strikes and lockouts have received far and greater attention. One reason for this

situation may be that strikes and lockouts are more noisy and visible while absenteeism is silent and unnoticeable.

The relevance of the study is that, now the company is facing a major issue of high rate of absenteeism and hope that the study will reveal the reason for it and thereby the organization can take effective measures for checking the absenteeism.

## **OBJECTIVES OF THE STUDY**

1. To find out the various cause for absenteeism
2. To study the various measures adopted by the organization
3. To provide suggestions in the form of solutions to reduce the rate of absenteeism

## **RESEARCH METHODOLOGY**

Research methodology is a way to systematically solve the research problem. It deals with the objective of a research study, the method of defining the research problem, the type of hypothesis formulated, the type of data collected, method used for data collecting and analyzing the data etc. The methodology includes collection of primary and secondary data.

## **TYPE OF RESEARCH**

### **DESCRIPTIVE RESEARCH**

The study follows descriptive research method. Descriptive studies aims at portraying accurately the characteristics of a particular group or situation. Descriptive research is concerned with describing the characteristics of a particular individual or a group. Here the researcher attempts to present the existing facts by collecting data.

## **RESEARCH DESIGN**

A research design is a basis of framework, which provides guidelines for the rest of research process. It is the map of blueprint according to which, the research is to be conducted. The research design specifies the method of study. Research design is prepared after formulating the research problem.

## **SOURCES OF DATA**

Data are the raw materials in which marketing research works. The task of data collection begins after research problem has been defined and research design chalked out. Data collected are classified into primary data and secondary data

### ❖ PRIMARY DATA

Questionnaires were used for collecting primary data

### ❖ SECONDARY DATA

Secondary data were collected from the company's annual publications, memorandums of settlements, newspapers, journals, websites, and from library books

## **SAMPLING METHOD**

Sampling technique used in this study is 'Random sampling'. The selected sample size is 50.

## **SAMPLE SIZE**

The sample size taken for this study is 60.

## **STOOLS FOR ANALYSIS**

Percentage analysis is used

## **LIMITATIONS OF THE STUDY**

- Due to time constraints and busy schedules of the nurses it was difficult to interact with them completely.
- The sample size was limited to 60
- The responses may be influenced by personal bias.
- Generally do not provide in-depth understanding of underlying issues, reasons or behaviour patterns.
- Incorrectly designed surveys may produce invalid and misleading results.

### **Scope**

Absenteeism is a universal problem. The study confines more on the permanent employees and also it covers 11 the major aspects of absenteeism.

## **CHAPTERISATION**

**Detailed/final Project Report will include the following chapters**

### **CHAPTER –I**

- Introduction
- Significance of the study
- Need of the study
- Objective and scope of study
- Methodology
- Limitations
- Scope

(Details of methodology used in studying and collecting the data and issue will be described)

### **CHAPTER –II**

- Literature review
- Theoretical study

### **CHAPTER –III**

- Industry & company profile

### **CHAPTER –IV**

#### **Analysis of the topic & Interpretation**

(Descriptive work on the topic, this chapter will include analysis and interpretation of data tabulation and categorization)

### **CHAPTER –V**

- Recommendation
- Bibliography
- Appendix

## **BIBLIOGRAPHY**

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