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## A STUDY ON EMPLOYEE ABSENTEEISM WITH REFERENCE TO 3F INDUSTRIES LIMITED

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### ABSTRACT

Human resource management concerns with the acquisition of appropriate human resources, developing their skills and competencies, motivating best performance and ensuring their continued commitment to the organisation to achieve objectives. Absenteeism is a syndrome of negative morale, a cause for low productivity and can be a reason for self-deterioration. Absenteeism is the term generally used to refer to unscheduled employee absences from the work place. Many causes of absenteeism may often be traced to various factors such as poor work environment or workers who are not committed to their jobs. The present paper has been dealt the absenteeism aspects in 3F' organisation presented through review of oils, brief profile of 3f, manpower details, study need, general reasons for absenteeism data collection, interpretation and discussion of results.

**Keywords:** Absenteeism, Employee, Factors, Environment, Interpretation.

### INTRODUCTION

#### CONCEPT OF HRM

Human resource management is a function that helps the organisation recruit, select, train and develops members for organisation. Thus, human resource management is concerned with people who work for organisation to achieve the objectives of the organization. HRM is the process of acquiring, training, appraising and compensating employees, and of attending to their labor relations, health, safety and fairness concerns. HRM refers to application of management principles to management of people in an organization. Objective of HRM is vary from organization to organization. Human resource management is the process of bringing people and organisation together so that the goals of each are met. HR manager has to focus on policy formulation and / or review and implementation relating to management of people in the organization.

#### EMPLOYEE ABSENTEEISM

Absenteeism is a syndrome of negative morale, a cause for low productivity and can be a reason for self-deterioration. Absenteeism is the term generally used to refer to unauthorized absence of the employee from his job. Employee Absenteeism is a serious concern. Many causes of absenteeism may often be traced to various factors such as poor work environment or workers who are not committed to their jobs. Manpower planning is rendered impossible by the fluctuating work force often the causal employees untrained hands are deployed on machines may result in machine breakdown and deterioration of quality, which may have further consequential impacts.

#### Major Fats and Oils - Overview

Fats and oils are used throughout the world for both food application and industrial uses. They are consumed in butter, shortening, margarine, salad oils, and cooking oils, as well as in animal feeds, fatty acids, soaps, personal care products, biodiesel, paints, lubricants, and greases. The sources of fats and oils include edible vegetable oils, palm oils, industrial oils, animal fats, and marine oils. Food applications account for the major share of the worldwide consumption of fats and oils. World consumption of fats and oils is driven mainly by Asia, which accounts for 48% of the world total. China and India together make up 30% of the world total. Chinese demand is mainly for soybean oil, followed by canola, palm oil and butter.

#### A Brief Profile of 3f Industry:

3F Industries Ltd, located at Tadepalligudem is a family founded organization. It is well known as "Foods, Fats & Fertilizers". The 3f industries limited was conceived in 1959, born in 1960 and where on its fact by 1962. Today 3F Industries Ltd has matured into a conglomeration of 20 industrial units spread over 40 acres constantly buzzing with activity and providing employment to many persons at company is one of the Indian leaders in edible oil products. It is classified as non-government company and is registered at registrar of companies, Vijayawada.

The main objective of the company at the time of incorporation was to set up plant for recovery of oil from rice bran and presently producing Bakers Pet (Bakery Item), High FFA Oil, Bhaar, Mango Pop and Manage Bar, Glycerine, Hydrogenated Oils,



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Vanaspati, Fatty Acid, De Oiled Cakes and Extractions, Lubricant and Grease, Industrial Oil for Soap, Refined Vegetable Oil etc. Its marketing operations are globally spread across India, Vietnam, Singapore, Indonesia, Senegal, Mali, Burkina, Ivory coast, Ghana, Benin, Nigeria etc.

**MANPOWER in 3F**

To continue the day-by-day operations the company has adopted a systematic manpower position. The managerial staffs consist of 75 members and they belong to all departments o the organization. Staff consist of 100 members. It includes clerical and non-clerical. The technical staffs consist of 245 members. It includes plant engineers, plant supervisor, plant operators. Bata, otherwise known as piece rated works, they are 92 in number. Trainees consist of 98 members. Trainees are those persons who take training from the organization, most of them are apprentices.

**Need and Study Objectives**

In general, the purpose of the study is to know the Employee Absenteeism in the 3F Industries. To know the satisfactory level of employees in the FOODS, FATS & FERTILISERS LIMITED. The paper has been dealt with the following objectives.

- To study about food industry.
- To study about profile of 3F.
- To study about Human resource management.
- To study and evaluate the factors of absenteeism which have influence on employees.
- To study the reason for absenteeism in various levels in the organisation.
- To analyse reason and discuss the results about the absenteeism.

**SAMPLING DESIGN**

The study is concerned with employee absenteeism in 3F Industries. The overall manpower strength of 3F is around 900 and there are around 4 major departments. The strength of the employees is. Out of the total employees, 50 have been fixed as sample by using simple random technique. The questionnaire is distributed to them and their responses have been tabulated, interpreted and inferences were drawn accordingly.

**GENERAL REASONS FOR ABSENTEEISM:**

Since the work in the Production department, is such that it puts a lot of strain on workers in the form of continuous observation, long hours of standing, the high deafening sound of machines especially trainees find it difficult to adapt themselves to the strain. Some of the main reasons are rural exodus, laziness, indebtedness, bad habits, lack of responsibility, sickness, desire to enjoy, distance of job place from employee respective native places, ignorance of rules and procedures, attitudinal factors etc.

**DATA ANALYSIS AND INTERPRETATION**

**Table no.1: Age of the respondent**

S.no	Perception	No. of respondents	Percentage
1	Between 25-35	14	28
2	Between 36-45	32	64
3	Above 46	4	8
	Total	50	100

Table no. 1 shows, that 28 percent of the respondents are in the age group of between 25-35years. 64 percent of the samples have been administered to the employees between 36 to 45 and the remaining 8 percent of the employees are representing from above 46 categories. Hence it can be ascertained that the majority of employees of the study are hailing from 36-45 age group.

**Table no.2: Education of the respondent**

S.no	perception	No of respondents	percentage
1	Inter/Diploma	3	6
2	Graduation	32	64
3	PG	15	30
	Total	50	100



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The above table reveals that 6 Percent of the respondents represent from inter/Diploma qualification and 64 percent represent from graduation level and remaining 30 percent from pg. Hence the above table says that most of the respondents are hailing from Inter/Diploma

Table no.3: Experience of the respondent

S. no	Perception	No. of Respondents	Percentage
1	Below 5 years	33	66
2	Above 5 years	11	22
3	Above 10 years	6	12
	Total	50	100

The above table reveals that of 66 Percent the respondents are having below 5 years' experience and 22 Percent of the respondents are represents above 5 and below 10 years' experience and the remaining 12 percent are representing from above 10 years category. It shows majority respondents are hailing from below 5 years category.

Table no.4: Marital status of the respondents

S. no	perception	No. of respondents	Percentage
1	Married	43	86
2	Unmarried	7	14
	total	50	100

The above table reveals that of 86 percent of the respondents are married and 14 Percent of the respondents are Unmarried. So, most of the respondents are married.

Table no.5: Workers opinion about the job

S.no	Perception	No. of respondents	Percentage
1	Heavy work load	23	46
2	Long hours of work	10	20
3	Poor working climate	17	34
	Total	50	100

The above table reveals that of 46 percent of the respondents are opined that they have heavy working load and 20 percent of the respondents are says that long working hours and 34 percentage of the respondents say that they have poor working climate. So, most of the respondents are opined that they have work burden.

Table no.6: how often you report late to your daily duty

S.no	Perception	No. of Respondents	Percentage
1	Always on time	39	78
2	Sometimes late	9	19
3	Many times, late	2	4
	Total	50	100

The above table reveals that 78 Percent of respondents are attending daily on time to their duty, remaining 19 percent respondents sometimes late and remain 4 percent of the respondents attend the duty many times. Hence majority of the respondents attend the duty on time.



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**Table no.7: Job Enrichment creates reduction in absenteeism of employees**

So.no	Perception	No. of respondents	Percentage
1	To large extent	18	36
2	To some extent	9	18
4	Not at all	21	42
	Total	50	100

The above table reveals that 36 percent of the respondents felt that job enrichment creates reduction in absenteeism to a large extent and the 18 percent of the respondents felt that it as to some extent and the remaining 42 percent of the respondents felt that not at all. Hence it can be said majority of the respondents felt that job enrichment creates reduction in absenteeism of the employees.

**Table no.8: Employee willingness programs to reduce absenteeism**

S.no	Perception	No. of Respondents	Percentage
1	Excellent	13	26
2	Good	22	44
3	Moderate	12	24
4	Poor	3	6
	Total	50	100

The above table depicts that 26 percent of the respondents rated excellent about employee willingness programs organized by company. 44 percent of the respondents have rated it as good. 24 percent opined it as moderate and remaining 6 percent of the respondents rated it as poor. By that Majority of the respondents have rated excellent about the willingness programs conducted by the organization to reduce the absenteeism.

**Table no.9: Major reason for the absenteeism**

S.no	Perception	No. of respondent	Percentage
1	Sickness	19	38
2	Personal work	10	20
3	Job load	11	22
4	Working conditions	10	20
	Total	50	100

The above table says that 38 Percent of respondents are felt that sickness is the major reason and 20 percent of respondents are felt that personal work is the major reason and remaining 22 percentage members job load also one of the major reasons and remaining 20 percent of respondents have felt working conditions as major reason. Most of the members says that sickness is the main reason for absenteeism.

**Table no.10: Opinion about balancing the personal life with the professional life**

S.no	Perception	No. of Respondents	Percentage
1	Strongly agree	13	26
2	Agree	10	20
3	Neutral	15	30
4	Disagree	6	12
5	Strongly disagree	5	10
	Total	50	100

The above table says that 26 percent of the respondents have strongly agreed that they maintain good balance between their personal and professional life. 20 percent of the respondents have agreed 30 percent are neutral and remaining 12 percent of the



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respondents have disagreed, while 10 percent strongly disagreed to the statement. Majority of the respondents are positive in balancing the personal and professional life

Table no.11: Employees opinion on the motivation on the motivational factor reducing from taking leave

S.no	Perception	No of respondents	Percentage
1	Excellent	15	30
2	Good	22	44
3	Moderate	7	14
4	Poor	6	12
	Total	50	100

The above table reveals that 44 percent of the respondents are representing from Good and 30 percent of the respondents are representing from Excellent. 14 percent from Moderate and remaining 12 percent from Poor. While rating the motivational function organized by company to reduce from taking leave.

Table.no.12: Worker’s opinion major to reduce the absenteeism

S.no	Perception	No of Respondents	Percentage
1	Increase in number of holidays	13	26
2	Better working conditions	18	36
3	Providing non-monetary benefit	7	14
4	Fair appraisal and motivation	12	24
	Total	50	100

The above table reveals that 26 percent of the respondents have opined Increase in number of holidays and 36 percent of the respondents have opined as Better working conditions.14 percent opined as providing non-monetary benefits and the remaining 24 percent opined as fair appraisal and motivation. Majority of the respondents opined better working conditions will be the major reason to reduce absenteeism.

Table.no.13: Employee opinion regarding work environment:

S.no	Perception	No of respondents	Percentage
1	Excellent	19	38
2	Good	22	44
3	Fair	5	10
4	Poor	4	8
	Total	50	100

The above table reveals that 44 percent of the respondents have rated the work environment as good and 38 percent of the respondents rated it as Excellent.10 percent of the respondents felt it as Fair and remaining 8 percent from Poor. Hence most of the of the respondents duplicated as poor. Majority of the respondents have opined as good about work environment in the organization.

Table.no.14: The Management provide leave facility on the needs:

S.no	Perception	No. of respondents	Percentage
1	Strongly agree	15	30
2	Agree	23	46
3	Neutral	12	24
4	Disagree	0	0
	Total	50	100



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The above table indicates that 30 percent of the employees strongly agree that the management provides leave facility to the employees basing on their need. 46 percent of the employees agreed that the 3F company provides leave to the employees. 24 percent of the employees have perception about the leave facility provided basing on need. No one has disagreed. Majority of respondents have agreed that the needs of employee is the main reason for extending leave facility by the company.

**Table no.15: Overall satisfaction of employees about leave rules and code**

S. no	Perception	No. of respondents	Percentage
1	Excellent	17	34
2	Good	18	36
3	Moderate	11	22
4	Poor	4	8
	Total	50	100

The above table shows that 34 percent of respondents rated as excellent about their satisfaction towards leave rules and code of the organization, 36 percent rated it as good while 22 percent rated as moderate and the remaining 8 percent have rated it as poor. Majority of the respondents are very satisfied with the leave rules and code of the company.

### Results and Discussion

Majority of the employees of the study are hailing from between 36-45 age group. More than half of the respondents are Pg from their qualification. Almost 3/4<sup>th</sup> of the respondents is representing from Below 5 years of the experience and most of the respondents are married in 3F Company and are clearly awareness about the absenteeism in their work place.

Many a respondent have opined that the work load is heavy and most of the respondents are always on time to their duty. Majority of the respondents felt that they don't balance their personal life with their professional life and further responded that job enrichment never create reduction in employee absenteeism.

The most of the respondents felt that company conducting willingness programmers are excellent to reduce absenteeism. Most of the respondents are opined that sickness is the main reason for the absenteeism and felt transport and stress are the main reasons for absenteeism. The motivational factors, according to respondents, stand good in 3F company and opined that work environment also Good in 3F.

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