

**A STUDY ON EMPLOYEE ABSENTEEISM AND ITS RELATION WITH JOB
SATISFACTION AT TRACO CABLE LTD IRIMPANAM**

Dissertation Submitted to

MAHATMA GANDHI UNIVERSITY, KOTTAYAM

In partial fulfilment of the requirement for the award of

DEGREE OF BACHELOR OF COMMERCE

Submitted by

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BHARATA MATA COLLEGE, THRIKKAKARA

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BONAFIDE CERTIFICATE

This is to certify that this dissertation is entitled "**A STUDY ON EMPLOYEE ABSENTEEISM AND ITS RELATION WITH JOB SATISFACTION AT TRACO CABLE LTD., IRIMPANAM**" is a record of original work done by Mr. N.K. SIDHARTH (200021077040), Mrs. NAVYA VIJAYAKUMAR (200021077042) Mrs NAVYALAKSHMI (200021077043), in partial fulfilment of the requirement for the degree of Bachelor of Commerce—Finance and Taxation, under the guidance of Asst. Prof. ANCY ANTONY, Department of B.Com. Finance and Taxation, the work has not been submitted for the award of any other degree or title of recognition earlier.

Asst. Prof. JULIE P.J

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Place: THRIKKAKARA

date: External Examiner:

DECLARATION

We, N.K SIDHARTH, NAVYA VIJAYAKUMAR, NAVYALAKSHMI V , hereby declare that the project report titled

**“A STUDY ON EMPLOYEE ABSENTEEISM AND ITS
RELATION WITH JOB SATISFACTION AT TRACO CABLE LTD
IRIMPANAM”**

, is a Bonafide Record of work done by us under the guidance and supervision of Prof. ANCY ANTONY department of finance and taxation, BHARATA MATA COLLEGE, THRIKKAKARA. We also declare that this report embodies the findings based on our study and observation and has not been submitted earlier for the award of any degree or diploma to any institution or university.

PLACE: THRIKKAKARA

DATE:

NK SIDHARTH

NAVYA VIJAYAKUMAR

NAVYALAKSHMI V

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NK SIDHARTH

NAVYA VIJAYAKUMAR

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CHAPTER 1
INTRODUCTION

INTRODUCTION

HUMAN Resources is the company department charged with finding screening recruiting job applicants as well as administering employee- benefit programs. As companies recognize to gain competitive edge. Human Resource play a key role in helping companies deal with a fast-changing environment and greater demand for quality employees.

Absenteeism is the failure of employees to report for work when they are scheduled to work. Employees who are always from work on recognized holidays, vacations and approved leaves of absence will not be included. Absenteeism is a serious workplace problem and an expensive occurrence for both employers and employees seemingly unpredictable in nature.

There is an inverse relationship job satisfaction and absenteeism. Job satisfaction is considered as one of the factor affecting absenteeism. Job satisfaction is the level of contentment employee feel with their job. This the basis element that employees want in order to have an interest in their job.

The project study has specific purpose to comprehend various aspect of absenteeism in an organization and to understand about the co- ordinated functions of various department in the company(TRACO) it will also provide better picture about the organization structure and the hierarchy of various position in the organization the study also gives a better understanding about the history of the company and its different phases of development since its inception.

The study of employee and its relation to job satisfaction much useful since the loss of manpower due to absenteeism effect the smooth functioning of the which affect the growth of the organization

The project study is entitled “**A study of Employee absenteeism and its relation with job satisfaction in TRACO CABLES COMPANY LTD, IRIMPANAM**” TRACO CABLE COMPANY LIMITED (TRACO) is one of the Public Sector enterprise in the state of Kerala-South India and is an ISO 9001certified Company, established in 1964. It is a humble effort to understand and comprehend about the Couse, effect and remedies of the problems of absenteeism in the organization where cables and bare conductors are manufactured in this state public sector.

STATEMENT OF THE PROBLEM

- ABSENTEEISM one of the great disaster faced by all the organization in this modernised world which result in turnover. Job satisfaction of employees is also considered as one of element in absenteeism.
- People not only use to leave the organization due to personal reasons, but also the main reason is all about the industrial environmental factors and dissatisfaction in job
- Absenteeism not only indicates the physical presence but also the mental absence of the individual, so the firm has to take care this as an important issue before taking any remedial action through that the participative management.

Objective of study

- To study about absenteeism and its relation with job satisfaction
- To take the measurement and reasons of employee absenteeism
- To find out the steps that need to be taken to reduce absenteeism and to increase job satisfaction among employees

METHODOLOGY OF THE STUDY

Research methodology

Research is an art of scientific investigation. Methodologies refers to various methods used by the researcher Research methodology can be described as what data will be needed. What data gathering will be employed how source of data will be selected and how the data will be analysed and conclusion reached.

Sources of Data collection

1. Primary data

Data which are directly collected by the researcher himself or by the investigators appointed by him form the original sources are called primary data. They are collected for a particular purpose. Since they are collected for the first time for the purpose of study, it is primary in nature. The following primary data collection is used for the study.

- **Questionnaire**

Questionnaire is a list of questions sent to a number of persons for them to answer. Its secure standardized result that can be tabulated and treated statistically.

2. Secondary Data

Data which are directly by the investigator but gathered either from published or unpublished secondary sources are called Secondary Data. Usually secondary data can be collected through;

- Published source of the company
- Official website of the company etc

Population

Population include all the employees of **TRACO CABLES COMPANY LTD, IRIMPANAM**

Population Size

The total no of employees in **TRACO CABLES COMPANY LTD, IRIMPANAM** is 500

Sample

The employees of **TRACO CABLES COMPANY LTD, IRIMPANAM**

Sample Size

In the study the Sample Size taken is 100

LIMITATIONS

- The scope of the company's analysis has been limited by time.
- Depending on the responses from participants, the study may also contain inaccuracies.
- Employee were not willing to give responds to all questions

CHAPTER-2

REVIEW AND LITERATURE

Lina Neuber, Colinda Englitz, Niklas Schulte, Boris Forthmann, and Heinz Holling (2022): How work engagement relates to performance and absenteeism: a meta-analysis This meta-analysis examines the effects of work engagement and its three dimensions (vigour, dedication, and absorption) on task performance and absenteeism. Results show that vigour and devotion are significantly adversely linked to absenteeism, while all three aspects of engagement had comparable effects on performance. The impact of various methodological moderators is investigated, and the findings can be used to create a more productive and healthy work environment for employees.

Samia Shanjabin, Mahfuja Khatun, and Alamgir Hossain (2022): Factors affecting job stress and the impact of stress on absenteeism: A study on the banking sector in Bangladesh This study investigated the variables that determine stress and the effects of stress on absenteeism in Bangladesh's public and private banking sectors. It found that stressors such as workload, role requirements, time constraints and deadlines, and pressure from outside of work are all linked to employee absenteeism, and that male and female bank employees have similar stress levels. This study is helpful to managers and human resource professionals in creating workplace strategies and enhancing positive workplace outcomes by lowering stress.

Nicola Magnavita, Carlo Chiorri, Leila Karimi, and Maria Karanika-Murray (2022): The Impact of Quality of Work Organisation on Distress and Absenteeism among Healthcare Workers This study investigated the impact of quality of work organisation on stress and absenteeism among healthcare workers in Italy. Results showed that the likelihood of being absent from work due to musculoskeletal diseases was significantly influenced by the quality of work organisation. The well-being of employees must be considered along with client or production needs to continuously enhance work organisation.

Jernej Buzeti (2022): The connection between leader behaviour and employee sickness absence in public administration This study examined the relationship between manager behaviour and employee sick leave in public administration. 3,220 public administration employees made up the research sample, and the author discovered a negative one-way link between specific behaviours and absence due to illness. Leadership behaviour is a

multidimensional construct, with each dimension representing a different group of leadership behavioural traits. The most important factor is a leader's "progressiveness," which results in a reduction of 2.8 days in employee sick leave.

Golnaz Darban, Osman M. Karatepe, and Hamed Rezapouraghdam (2022): Does work engagement mediate the impact of green human resource management on absenteeism and green recovery performance? - This study investigates the role of work engagement (WENG) as a mediating factor between success in absenteeism, green recovery, and green human resource management (GHRM). Results show that WENG reduces absenteeism and encourages performance during green recuperation. Positive cognitive evaluations of employees result in increased WENG, which in turn influences behaviours like lower absenteeism and higher green recovery performance.

Ann Kristina Lokk (2022): Leadership and its Influence on Employee Absenteeism This review highlights leadership traits such as task, relational, change, and passive behaviours, as well as leadership styles, social role-modeling and attitudes, and leaders' management of health and absence. Despite significant theoretical contributions, leaders have only had a small impact on employee absenteeism, and research does not go into great detail about specific behaviours and leadership styles.

Marc Bou Khalil (2022): "Sickness-related disease and absenteeism" According to this study, absence is primarily due to illness. Absenteeism from work resulting from disease, accident, or disability is known as illness-related absence. An important indicator of a worker's health and a wealth of data on death trends and occupational risk at work is the percentage of employees in a certain occupation who miss work due to illness. Every institution that is affected may experience a large loss in production and an increase in indirect costs. Fear of spreading infections to fragile patients may be reflected in the high absence rates.

Purwani Puji Utami, Alexius Dwi Widiatna, Faridah Karyati, and Ardy Setya Nurvrita (2021): Does civil servant teachers' job satisfaction influence their absenteeism? - The goal of this study was to determine whether teachers' work satisfaction as public employees directly affected how often they missed class. Results showed that job happiness is the most important

predictor of absenteeism, followed by punctual task completion failure, absenteeism style, and no justification for absence. To increase teacher work satisfaction and reduce absenteeism, the study is expected to offer recommendations to schools.

Ana Nestic (2020): Socio-psychological effects of stress in organizations: absenteeism problems - This study found that absenteeism is influenced by how much stress is present in an organisation, such as the demands of the organisation, the low level of living and lack of care for existence, the avoidance of poor health, and the lack of preventative health care practices. Studying the causes of stress and potential solutions for reducing and preventing it could help lessen the negative impacts on the physical, mental, and financial well-being of both individuals and organisations.

Arne Mastekaasa (2020): Absenteeism in the Public and Private Sectors: Does the Public Sector Attract High absent employees? - This article examines the sociodemographics of the workforce and occupational makeup in the two sectors. It finds that the public sector has a high rate of absence-prone workers, which may be the cause of the high short-term absenteeism rate. This suggests that reduced work attendance motivation in public sector employees may be the primary driver, as motivating elements are likely to be more relevant for short-term goals than for long-term goals. This is consistent with the economic theory that those with low attendance motivation choose the public sector since there are fewer incentives for showing up to work.

Shantha Kajgar (2020): Impact of performance appraisal on employee job performance, motivation, and absenteeism in IT companies in India This study examined how performance reviews affected employee job performance, motivation, and absenteeism in Indian IT firms. It found that men and women get performance reviews in a similar manner, with no appreciable differences in how they perform at work, feel motivated, or behave absentmindedly. Limitations and recommendations were given to enable future studies to provide better results.

Maria Isabel Ribeiro, António Fernandes, and Isabel Maria Lopes (2019): Absenteeism and job satisfaction in a Portuguese municipality This research analysed the correlation between work absenteeism at the Bragança municipality in Portugal and job satisfaction. Although there was no statistically significant link, associations between the nature of the task

and job satisfaction were found. To boost productivity, quality, and efficiency of the service offered to citizens, it is advised that top managers continue to improve working conditions.

Maha Aziz-Ur-Rehman, Danish Ahmed Siddiqui (2019): Relationship between flexible working arrangements and job satisfaction mediated by work-life balance: Evidence from public sector university employees of Pakistan" This study aims to test the null hypothesis that there is no correlation between public university workers in Karachi's flexible working arrangements, work-life balance, and job satisfaction. Flexible work schedules, such as flextime, contractual work, work shifts, and telecommuting, are the independent variables. Smart PLS was used to analyse the quantitative research.

George O. Tasi (2018) Is job satisfaction synonymous with employees' absenteeism? An empirical study of a college in the Iraqi Kurdistan region This essay examines and explains how job satisfaction and employee absenteeism interact, and how to increase employee job satisfaction to reduce absenteeism. According to certain results, the primary factors may be payments, relationships with coworkers, and job satisfaction. Managers can cope with absenteeism by analysing these reasons.

An P Nunes (2018): "The Effect of Employee Assistance Service on Reducing Employment Absenteeism." - Employee assistance programmes (EAPs) can help workers with behavioural health issues, private worries, and employment-related issues that affect employee absenteeism. This study examined how EAPs affected the reduction of employee absenteeism, finding that they were more successful in transitioning from moderate to low levels of sick absence than in lowering sick leave for individuals who were experiencing chronic absenteeism. EAP users tend to reduce their absence more quickly than non-EAP users.

CHAPTER- 3

INDUSTRY AND COMPANY PROFILE

3.1 INDUSTRY PROFILE

Cables are the essential infrastructure backbone of an economy, the fundamental parts that connect telecom and power networks across the country. In recent years, India has made great strides in the fabrication of cables and conductors. Not only has the country become self-sufficient in this industry, but it has also made significant inroads into the international market. Market segmentation and structure of the cable industry in India exist in both the power and telecommunications sectors. Electricity cables are classified as high or low voltage.

Telecom cables are divided into two types: high-capacity cables (Optical Fibre Cables) and low-capacity cables (Jelly Filled Telecom Cables) Organized firms have a greater position in the Indian telecom sector due to more capital and technical inputs, whereas organised players have a greater presence in the Indian power cables segment due to lower investments. The current environment in the Indian cabled business is heavily focused on government policies as well as the demand-supply position. In this context, particular attention has been paid to the influence of government actions on the industry for direct foreign investment, with the goal of ending public sector monopolies in the industry.

For more than 60 years, the Indian Cable Industry has played a critical role in serving the nation by supporting the growth of the power sector. It is believed that the expansion of the electricity industry, particularly in the transmission and distribution segments, will result in an increase in demand for cables.

The industry has remained competitive by constantly improving technology to satisfy the technological demands of the electricity sector. As a government policy in Kerala, the emphasis is on 100% electrification with a focus on rural electrification. Furthermore, telecommunications networks are available throughout the state, particularly in distant rural areas. Because of the proliferation of mobile phones in the workplace, power, telecommunications, and telephone connections have become necessities for everyone.

MILESTONES OF TRACO CABLE COMPANY LTD

1962 TRACO incorporated as a company

1964 TRACO started commercial production of power cables & bare conductors

1971 TRACO product diversification by producing telephone cables

1990 TRACO expanded by starting a new unit at Thiruvalla to produce Jelly filled telecom cables

2011 TRACO diversification/ expansion started a new unit at Kannur to manufacture house wiring cables.

HISTORY OF CABLES

In the 19th century and early 20th centuries, Cable was frequently insulated with thick rubber and even paper. Except for high durability power lines, plastic materials are commonly utilised today. In today's telecommunications, four types of plastic insulation are used: solid, cellular, foam skin, and skin-foam-skin.

By stranding the wire, electrical cable can be made more flexible. Smaller individual wires are twisted or braided together in this method to form larger wires that are more flexible than solid wires of equivalent size. Bunching

The most flexibility is added by using small wires before concentric stranding. Copper wires in cables may be coated with a thin layer of another substance, most commonly tin, but gold, silver, or other materials may also be used. Tin, gold, and silver oxidise considerably less easily than copper, which may increase wire life and make soldering easier. Tight stranding lays make cables more extendable.

At high frequencies, current flows down the conductor's surface and away from the core. The skin effect is the term for this. It could alter the relative attractiveness of solid versus stranded cables.

CABLES OF POWER

A power cabled assembly is made up of two or more electrical conductors that are normally encased in an overall sheath. Electric power cable assemblies can be installed as permanent wiring within a building, buried in the ground, run overhead, or exposed. Portable electronics, mobile tools, and machines all make use of flexible power lines.

Early telegraph systems transmitted a tiny amount of electricity using the first forms of electrical cable. Because it disintegrated quickly when exposed to air, the gutta-percha insulation used on the first undersea cable was unsuitable for use in building wiring.

Thomas Edison created the first electricity distribution system in New York City in 1882, using copper rods wrapped in jute and placed in stiff pipes filled with bituminous compounds.

Although Charles Goodyear patented vulcanised rubber in 1884, it was not employed for cable insulation until the 1880s, when it was used for lighting circuits. In 1897, rubber-insulated cable was utilised to install 1100-volt circuits for the Niagara Waterfalls power project. By 1895, oil-impregnated paper insulated high voltage cables were commercially viable. Many types of etic rubber and polyethylene insulation were used to insulate wires during World War II.

Contemporary power cables come in a wide range of sizes, materials, and types, each perfectly suited to its intended application. In the country, large single-insulated conductors are referred to as power cables.

Stranded copper or aluminium conductors were utilised in power cables, while solid conductors might be used in small power cables. The cables may contain shielded conductor circuits for neutral or groyne (Earth) connection.

WORLD SCENARIO

In the aftermath of the opening of the earth and skies (literally) to commercial operators, India is all ready to face a "war of the accesses". With only a few major competitors, a large geographic footprint, and an incredibly noisy and unstructured cable operator setup, both DTH and cable as access modalities are poised to entice the ever-increasingly picky Indian consumer. The following aims to compile information from numerous countries, all of which are at various phases of developing access provision.

INDIAN SCENARIO

INDIA has made great strides in the production of cables and conductors in recent years. The country has not only achieved sufficient results in this area, but has also made significant inroads into the international market. The passage of the Cable Television Ordinance Law in January 1995 was the most significant event in the cable industry.

This Law compelled cable operators to register and mandated technical requirements that caused most operators to upgrade their systems, in addition to content difficulties. This regulation has effectively put a stop to the "cottage industry" or small-scale industry, at least in secondary cities.

The issue for cable exists in rural areas, where installation and application are exceedingly expensive, and approximately three-quarters of India is designated as rural territory. This has created an opportunity for DTH, which now poses a direct challenge to high-end cable networks. The star, Zee Telefilms (the sub hash- promoted group has decidedly cooled down on it through), and the model group are among the important players who have expressed interest in operating a DTH service. Two or three new DTH packages are scheduled to arrive in 2002, and package choice is likely to enhance subscription rates in the medium term, though varied marketing approaches may generate confusion as advantages change between packages.

Yet, much like in the United States, the exceptionally high penetration of cable in Indian households would pose a serious danger to the country's overly optimistic proponents of DTH. Furthermore, MSOs are actively working to enhance their old works in order to establish a foundation for the new.

The industry has been liberalised. As a result, cable operators appear to have won the first round of the struggle by offering consumers value enhancements such as high-speed internet and other services.

STATE SCENARIO

The cable industry grew and thrived in a non-regulatory environment over the first five years of the last decade. The cable network regulatory act was passed in 1995 to govern the business. One early impact was the advent of major firms, which merged local operations into becoming franchise affiliates of the multi system operator (MOS). A cable business just has to be registered at the local post office. The rest is a matter of attracting and retaining subscribers.

PRESENT SCENARIO

There is a big opportunity in the Indian market for the power cable industry to grow. India is urging for development. India is about using nuclear technology for power development and India is urging for development and India is the fastest growing nation in the telecommunication field. This situation seeks more quality products and is beneficial to the Indian cable industry. Rural areas are fast developing and demand for cable and conductors are rising along with population growth and literacy standards using computer technologies.

3.2 COMPANY PROFILE

TRACO CABLE COMPANY LTD was founded in 1960 and the IRIMPANAM unit began operations in 1964. TRACO, a Premier Kerala Government Business, manufactures high-quality electric cables and has been at the forefront of serving the needs of Public Sector Undertakings in India such as Railways. Electricity Boards throughout the country, as well as elsewhere, for AAC/ACSR Power and Signalling Cables. It has always played a modest role in the process of nation building. With its high-quality goods, TRACO Cable transports energy, activates signals, and connects people in remote locations across this huge subcontinent known as India.

Before the liberalisation of the country's licencing policy, TRACO was one of two manufacturers of telephone cable in India and the only one in the entire South India. This product, one of India's most sought-after Paper insulated Lead Sheathed Telecommunication Cable, was produced in collaboration with Hindustan Cables, West Bengal under a contract signed in 1974.

Paper Insulated Cables gave way to the considerably more sophisticated Jelly Filled Telephone Cables, which are well suited for communications, as Cable Technology advanced. TRACO was among the first to benefit from the potential afforded by this new breakthrough. It immediately formed a technical collaboration with General Cables Inc., one of the world's leading manufacturers of communication cables, and began producing them in India to rigorous standards.

The superiority of TRACO Cables is the product of exceptional know-how paired with well-equipped machinery and an efficient team. Every stage of production is subjected to stringent quality control, ensuring that the products that reach the market meet the IS criteria.

TRACO'S business vision is to grow in the country as one of the pioneers in the cable industry, providing to the demands of all its clients with timely delivered quality goods with a workforce of 500 employees.

TRACO Company's goal is to become a national player in cable and conductor delivery by continuously improving R&D and quality.

The mission of the TRACO Company to achieve a revenue of \$300 million by 2023 while meeting the needs of customers with high-quality products. Constantly implementing cutting-edge technologies in the industry and offering products at reasonable costs.

SHIFT TIMING OF TRACO

S.NO	SHIFT	TIME
1	General shift	9am-5pm
2	First shift	12pm-8am
3	Second shift	8am- 4am
4	Third shift	4pm -12 night

The shift chart published periodically ensured staggered weekly off for employees in the factory and Sunday weekly for staff.

INFRASTRUCTURE

LAND	15.38 Hectares
PLANT AREA	7500 sq. meters
TOTAL BUILT UP AREA	9500 sq. meters
ELECTRICITY POWER	2 Nos.1000 kVA Transformers in addition to KSEB connection
WATER	3 Nos. borewell process water and 3 Nos. wells for drinking water (7000 liters/ day)
COOLING WATER	1 FRP/ spray cooling tower with overhead tank and ground level tank.

PRODUCT PROFILE

1. Flat Twin Cable

Flat twin weatherproof cables are PVC insulated aluminum for twin cable which are extensively used for providing power connection to domestic customers.

2. Self- Supported Aerial Cable

Polythene Insulated moisture barrier self-Supported aerial Cable Suspension wire and the cable cars are contained in a single polyethylene sheath 10pairs with 0403063- And 0-mm gauge Speed Telecommunication.

3. PVC Drop Wire

PVC insulated drop wire speed ID SE No. S/WS -118D and PVC insulated and polythene sheathed aerial cables 5 pairs/ 10 pairs

4. Bare Conductors

Bare Conductors AAC, ACSR and all Aluminum Alloy conductors for transmission and distribution purposes.

5. Power Cable with Aluminum Conductor

PVC insulated and sheathed armored unarmored Aluminum power cables 1100 V. Grade6
Power Cable with Copper Conductor PVC insulated and sheathed armored unarmored copper power cables standard specification 1100 V. Grade

6. Railway Signalling Cables

Signalling Cables used by Railways. PVC Insulated and sheathed unarmoured copper cables 1100 V. Grade

7. Jelly-Coated Telephone Cables

They have a pressure pump that makes them resistant to moisture and are filled with excellent quality jelly. The petroleum jelly used in the construction of this cable is of a high and pure quality, enabling each pair to have good insulation, water resistance, and fire resistance.

Policy on Quality

By addressing the needs of both internal and external clients while adhering to rules with the help of all of its workers, Traco Cable Company Ltd. will work to continuously enhance its performance.

Policy on the Environment

Traco Cable Company Ltd. will strive for continuous progress in pollution prevention, resource management, and compliance with applicable environmental legislation.

UNITS OF TRACO CABLE COMPANY LIMITED

❖ CORPORATE OFFICE

The registered office of Traco Cable Company is in Ernakulam, the industrial city of Kerala Chairman's. MD's office and Heads of various Departments are located at the registered office.

❖ IRIMPANAM UNIT

The initial units at Irimpanam have two divisions. Power Cable & Telephone Cable division.

❖ THIRUVALLA UNIT

Thiruvalla unit or Traco Cables is situated at Chumathra in Pathanamthitta District.

❖ KANNUR UNIT

Kannur unit is the recent expansion and is mainly focused on house wiring cables and expects commercial production in 2012.

FUNCTIONAL DEPARTMENTS

The major Functional Departments at TRACO Cable Ltd are

MARKETING DEPARTMENT

The marketing division is essential to the production planning process because it provides continuous feedback on the quality of finished goods, which is periodically verified to determine if it will be possible to complete production of the user-specified products on schedule. The marketing division's responsibility is to connect with potential clients, investors, and the community and develop an image that accurately portrays the business.

The company's advertising, promotions, sales, product development, and market research departments are just a few of the ones that frequently work together with the marketing department.

Department of Marketing Functions

- Order canvassing
- Tender Participation
- Monitoring the activities of the agents
- Giving necessary information to all other departments

DEPARTMENT OF PRODUCTION

Production's primary function is to convert inputs (raw materials) into outputs (Finished goods). A final good or service is referred to as an output, while the raw resources required to make a certain product are known as inputs. A company that successfully completes this procedure is able to produce items that are suitable for their intended application and ready for usage.

For each item manufactured, the production division is in charge of assuring quality. Companies will have to conduct audits and put in place the proper quality efforts.

The following are the production department's functions:

- Ensure the goods being produced meet the customer's quality expectations
- Maintain a production schedule
- The production department coordinates the production of each part of the Assembled goods.
- production Planning which includes material planning and production Scheduling.

PURCHASE DEPARTMENT

Purchasing provides a necessary support service to its organization. The Purchasing Department is the liaison between the organization and its supplier excellent vendor relations are vital in obtaining best value and best pricing.

Functions of Purchasing Department

- The purchasing department's primary duty is to buy machinery and raw materials. parts and general merchandise. The very efficient purchase department
- The production process will only proceed without any delays if the materials are ordered and delivered on schedule.

DEPARTMENT OF FINANCE

A finance Manager's roles and responsibilities necessitate a real devotion and an insatiable desire for new challenges. Each sector has its own set of laws and spending requirements that finance managers must follow and, more significantly, hold each section of the firm accountable to in order to keep the corporation running and federally compliant. Finance managers may allocate resources to each department and plan for future department budgets in an effort to maximise corporate finance or optimal performance, and they also have final permission for any financial transactions including purchases made outside the organisation.

Money is the lifeblood of any company. As a result, in order to function properly, the corporation keeps all financial statements.

The major functions the finance department are

- Making arrangements for funds
- Working capital management
- Maintaining counts
- Costing Systems

STORE DEPARTMENT

TRACO CABLE COMPANY maintains an efficient store department to handle raw materials, completed goods, spares, and tools. All sections require material that deals with general retailers. The store Department of TRACO Cable Company typically uses the FIFO technique of storage. This FIFO strategy will help to reduce material deterioration and price fluctuation misunderstanding. In this store area, a day book is kept to document all of the daily transactions.

DEPARTMENT OF QUALITY ASSURANCE

Quality control exists to verify that the product being sold is not dangerous or defective in any way. Quality control is a technique used to guarantee that a product or service meets a specified standard of quality. It may involve any steps taken by a company to ensure the control and verification of particular features of a product or service. The primary purpose of quality control is to guarantee that the products, services, or procedures delivered fulfil precise specifications and are dependable, satisfactory, and cost-effective. The evaluation of a product or process for specific minimum standards of quality is known as quality control. A quality control team's purpose is to identify items or services that do not fulfil a company's quality standards.

Department of quality assurance functions

- All arriving raw materials, packing materials in process/intermediates, and final products are tested and released or rejected according to standards.
- Keeping testing records for raw materials, packing materials, in-process intermediates, and completed products in accordance with specified protocols.

DEPARTMENT OF MAINTENANCE

The plant maintenance department is in charge of ensuring that all machines are operational. So that workers are safe and the plant can function efficiently. The department performs routine maintenance and improvements on all machines and equipment.

The maintenance department at TRACO Cable is efficient. The maintenance department's primary responsibility is to maintain and protect machinery and infrastructure. It is the maintenance department's obligation to ensure that the factory premises are clean and that all necessary amenities are provided for a safe working environment. The maintenance department should verify that all machines for production are in good working order. Machines used in manufacturing should be properly maintained and repaired as needed. As a result, the production process will run smoothly and without interruption. The maintenance department is primarily responsible for: The maintenance department is primarily responsible for:

- Controlling maintenance personnel
- Deciding inspection methods and routine
- Developing and issuing standard instructions
- issuing maintenance work orders
- Maintaining maintenance records
- Measuring efficiency of maintenance

PERSONNEL AND ADMINISTRATION DEPARTMENT

The Personnel and Administration department is in charge of hiring and firing, as well as labour relations. Because TRACO is a government agency, they hire through PSC examinations and employment exchanges. All employees are assigned according to their pay scales, which are completed as part of a long-term agreement made in periodic settlements. Wages and earnings rise every year. Wages at TRACO are also paid per work, with overtime compensation. Deductions are also made for reasons such as leave, late arrival, and so on. On retirement, employees will get a fixed sum. This is applicable to the workers and officers. There is provident funds for the employees.

The major functions of personnel and administration department are:

- Develop the human resource by proper training
- Utilize the human power at the right place at right
- Administrative functions including canteen, security, housekeeping, vehicle for Employees
- Determine and manage the work environment.

CHAPTER 4

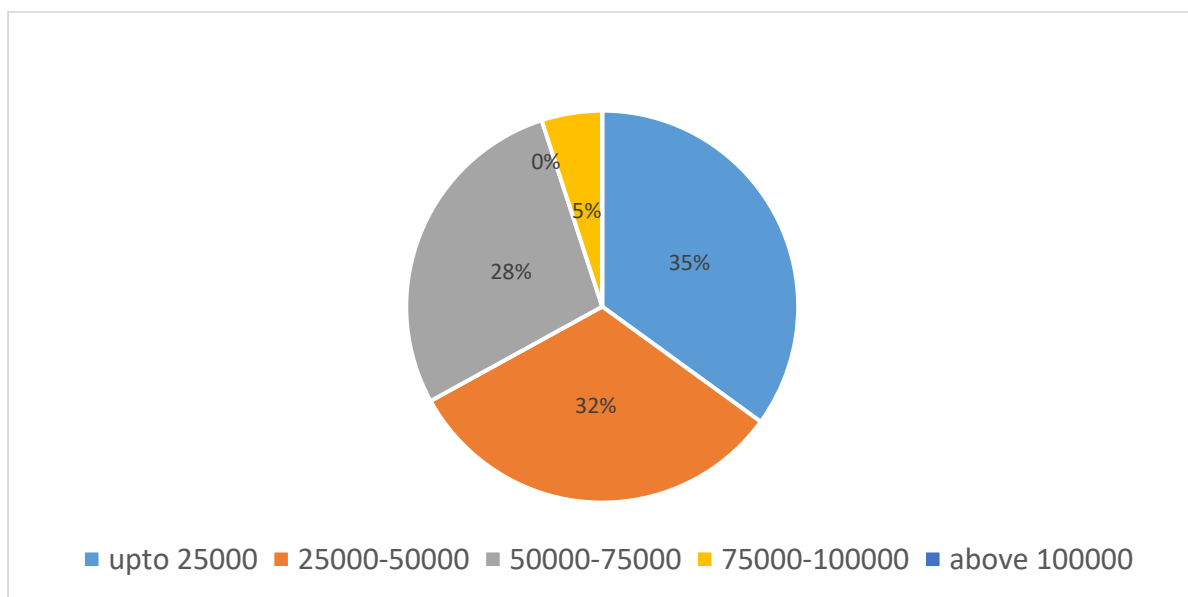
DATA ANALYSIS AND INTERPRETATION

4.4 Monthly income.

Table 4.1

Particulars	No. of respondents	Percentage %
UPTO 25000	35	35
25000-50000	32	32
50000-75000	28	28
75000-100000	5	5
Above 100000	0	0
Total	100	100

Figure 4.1 Monthly income



Interpretation

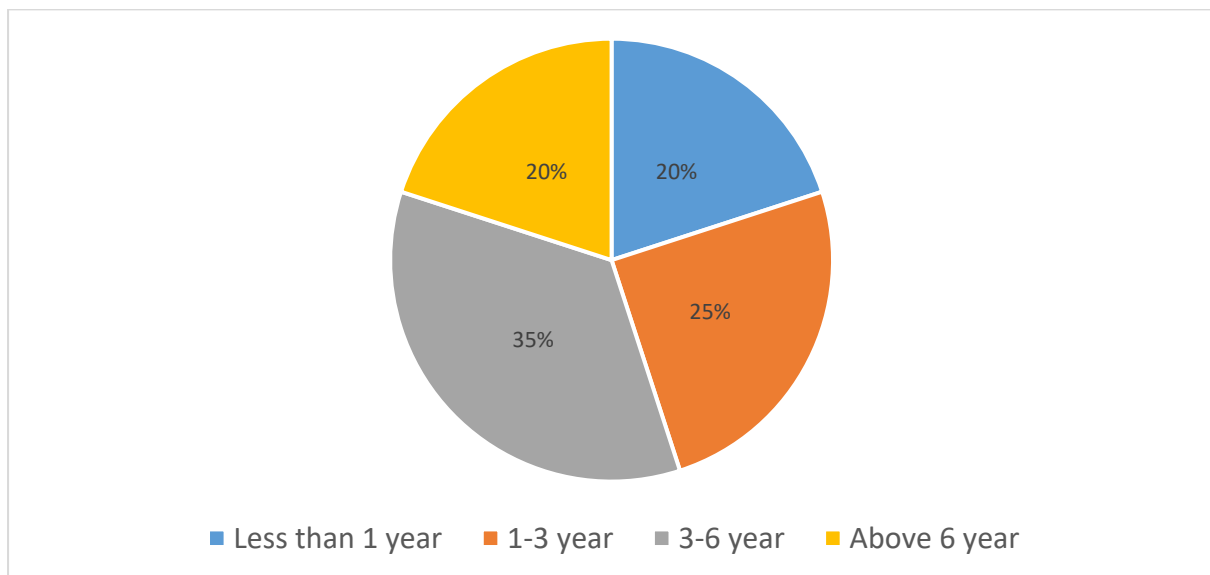
The figure above depicts the monthly earnings of workers that work in their department. 35% of employees earn up to Rs 25,000 per month; 32% earn between Rs 25,000 and Rs 50,000 per month; 28% earn between Rs 50,000 and Rs 75,000 per month; and 5% earn between Rs 75,000 and Rs 100,000 per month.

4.5 Service period.

Table 4.2

Particulars	No. of respondents	Percentage %
Less than 1 year	20	20
1-3 year	25	25
3-6 year	35	35
Above 6 years	20	20
Total	100	100

Figure 4.2 Service period



Interpretation

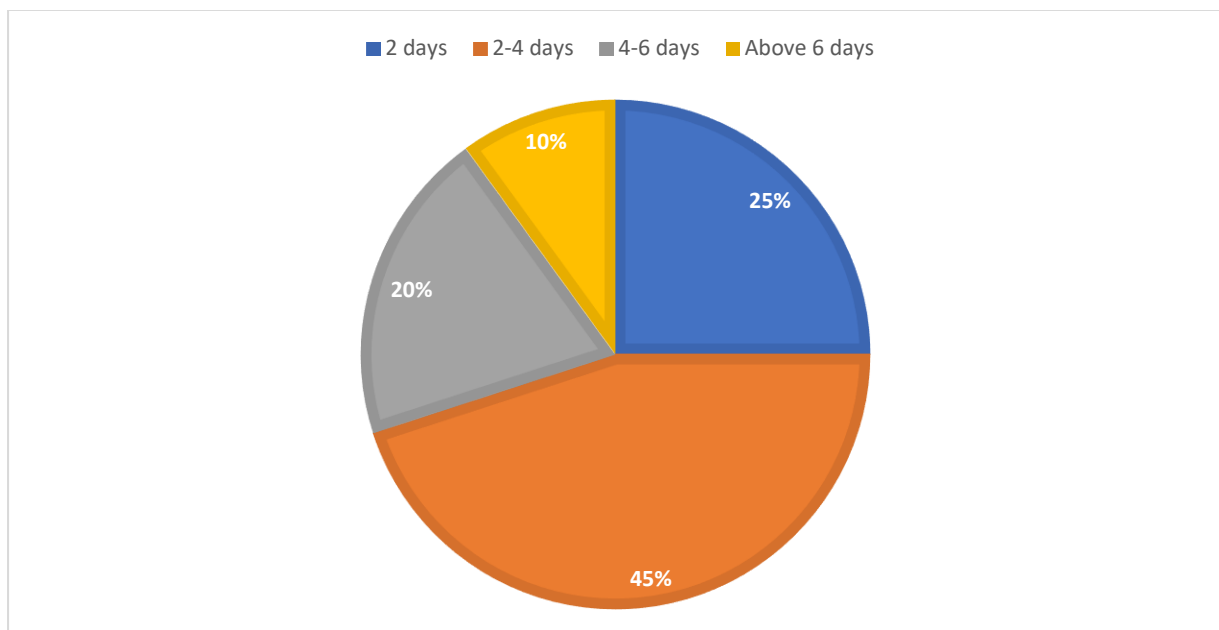
The figure above depicts the duration of service for workers. In this firm, 20% of employees have been with the company for less than a year. 25% of employees have been with the firm for one to three years. 35% of employees have been with the firm for 3-6 years, and 20% have more than 6 years of experience.

4.6 Number of leave taken.

Table 4.3

Particulars	No. of respondents	Percentage %
2 days	25	25
2-4 days	45	45
4-6 days	20	20
Above 6 days	10	10
Total	100	100

Figure 4.3 Number of leave taken



Interpretation

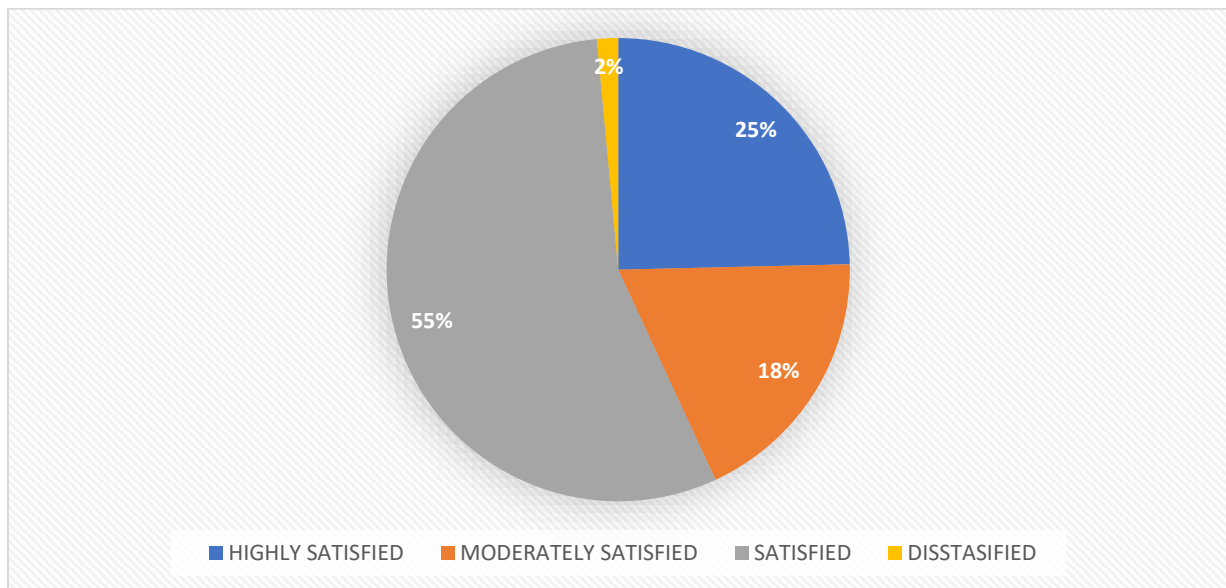
The above figure shows the absence rate of employees. Here, 25% of employees take leave for 2 days, 45% of employees take leave for 2-4 days, 20% of employees take leave for 4-6 days, and 10% of employees take leave for more than 6 days.

4.7 Employee's satisfaction with current leave facility.

Table 4.4

Particulars	No. of respondents	Percentage %
Highly satisfied	25	25
Moderately satisfied	18	18
Satisfied	55	55
Dissatisfied	2	2
Total	100	100

Figure 4.4 Employee's satisfaction with current leave facility



Interpretation

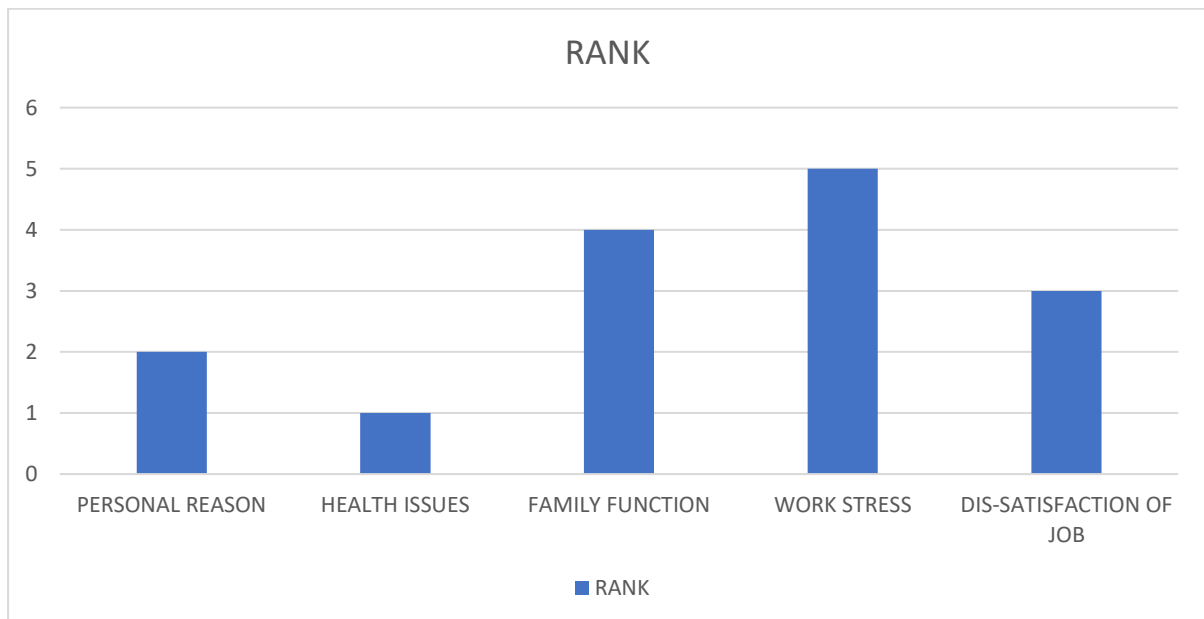
The graph above depicts employee satisfaction with the leave facility. In this case, 25% of the employees are highly satisfied, 18% of workers are moderately satisfied, 55% of employees are satisfied with the leave facility, and 2% of them are dissatisfied.

4.8 Reason for taking leave.

Table 4.5

SL no.	Factors	Rank
1	Personal reasons	2
2	Health issues	1
3	Family function	4
4	Work stress	5
5	Dis- satisfaction of job	3

Figure 4.5 Reason for taking leave



Interpretation

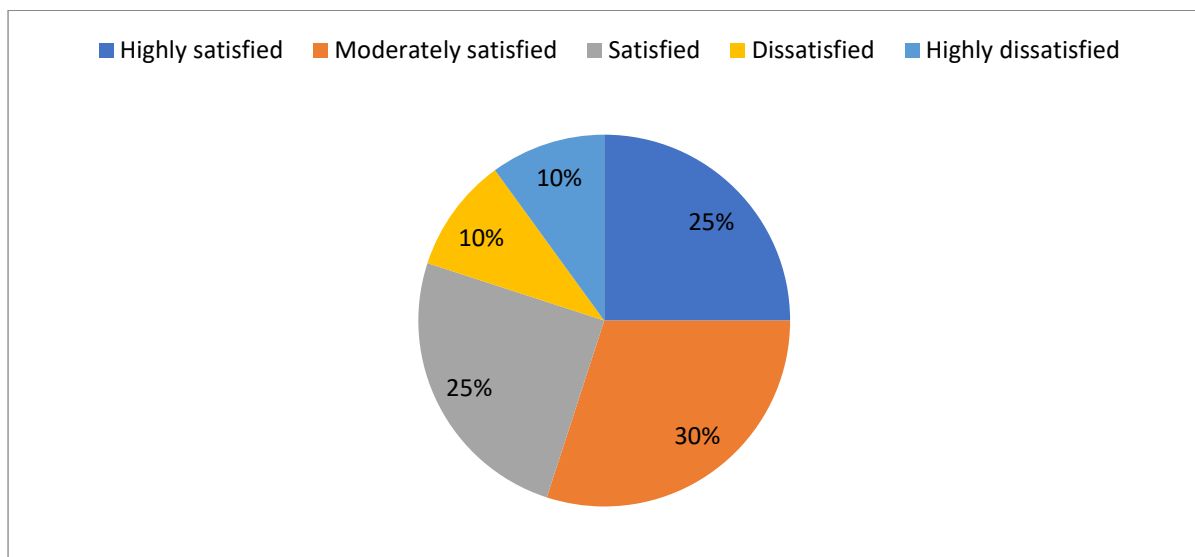
The chart above depicts the rank based on the reason for taking leave. Health difficulties are placed first, followed by personal reasons, job dissatisfaction, family function, and work stress.

4.9 Employee's satisfaction with leave application procedures.

Table 4.6

Particulars	No. of respondents	Percentage %
Highly satisfied	25	25
Moderately satisfied	30	30
Satisfied	25	25
Dissatisfied	10	10
Highly dissatisfied	10	10
Total	100	100

Figure 4.6 Employee's satisfaction with leave application procedures



Interpretation

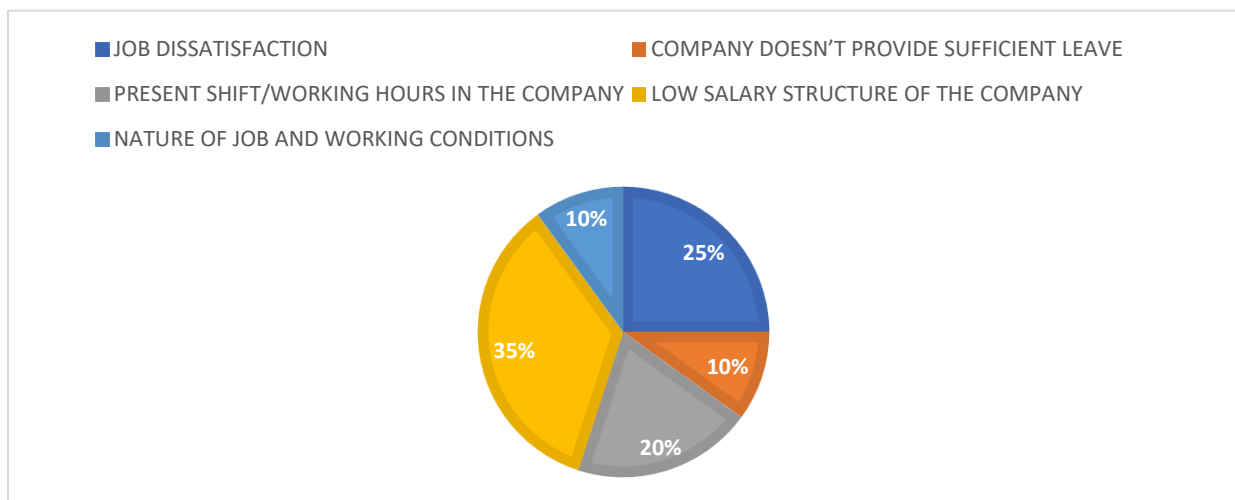
The above figure shows employees satisfaction with leave application procedures here 30% of employees are moderately satisfied, 25% of employees are highly satisfied, 25% of employees are satisfied, 10% of employees are dissatisfied, and 10% of employees are highly dissatisfied.

4.10 Reasons for absenteeism.

Table 4. 7

Particulars	No. of respondents	Percentage %
Job dissatisfaction	25	25
Company doesn't provide sufficient leave	10	10
Present shift/ working hours in the company	20	20
Low salary structure of the company	35	35
Nature of job and working condition	10	10
Total	100	100

Figure 4.7 Reasons for absenteeism.



Interpretation

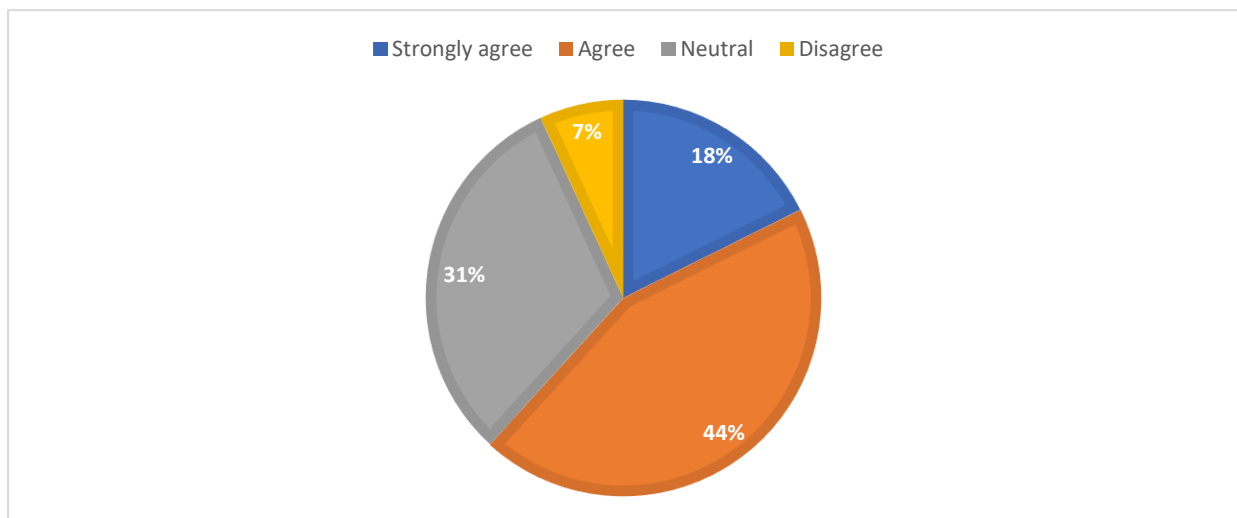
From the above chart it shows us the reason for absenteeism Here 25% of employees says it is due to job dissatisfaction, 10% of them says due to company doesn't provide sufficient leave 20% of them says due to present shift/working hours in the company 35% of them due to low salary structure of the company and 10% due to nature of job and working conditions.

4. 11 Employees’ opinions on absenteeism have a relation to job dissatisfaction.

Table 4.8

Particulars	No. of respondent	Percentage %
Strongly agree	18	18
Agree	44	44
Neutral	31	31
Disagree	7	7
Total	100	100

Figure 4. 8 Employees’ opinions on absenteeism have a relation to job dissatisfaction



Interpretation

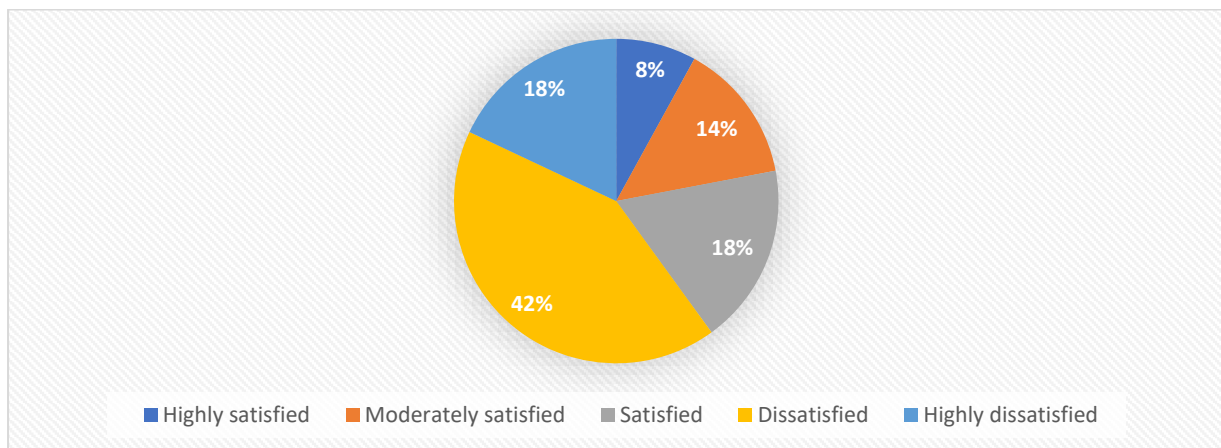
The above chart reveals workers opinions on absenteeism have a relation to job dissatisfaction. Here, 18% of the workers strongly agree with the opinion, 44% of them just agree with it, 31% of the workers turn neutral with the opinion, and the remaining 7% disagree.

4.12 Employee's satisfaction on salary and incentives provided by the organisation.

Table 4.9

Particulars	No .of respondents	Percentage %
Highly satisfied	8	8
Moderately satisfied	14	14
Satisfied	18	18
Dissatisfied	42	42
Highly dissatisfied	18	18
Total	100	100

Figure 4.9 Employee's satisfaction on salary and incentives provided by the organisation



Interpretation

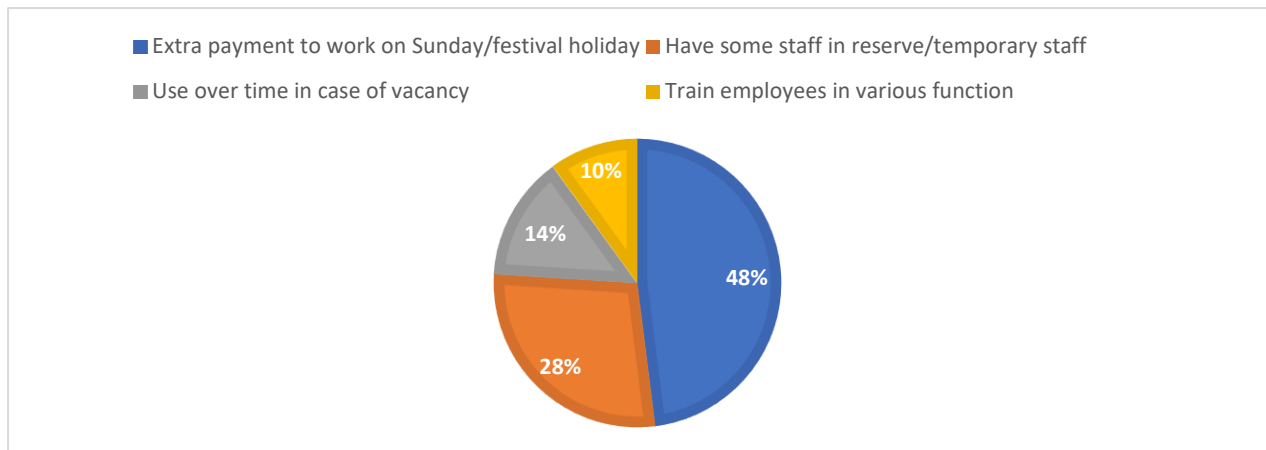
The above figure shows employee satisfaction with salary and incentives provided by the organization. 8% of employees are highly satisfied, 18% of employees are satisfied, 14% of employees are moderately satisfied, 42% of employees are dissatisfied, and 18% of employees are highly dissatisfied.

4.13 Employee's response on organisation managing absenteeism.

Table 4.10

Particulars	No. of respondents	Percentage %
Extra payment to work on Sunday/festival holiday	48	48
Have some staff in reserve/temporary staff	28	28
Use over time in case of vacancy	14	14
Train employees in various function	10	10
Total	100	100

Figure 4.10 Employee's response on organisation managing absenteeism



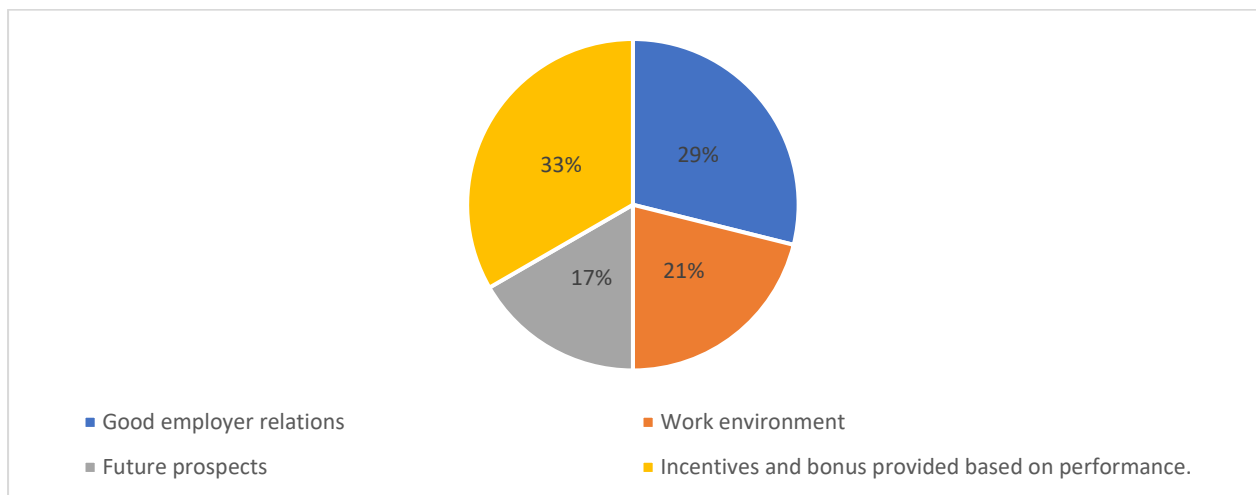
Interpretation: The above figure shows the response of employees on organization managing absenteeism. Here, 48% workers demand for extra payment to work on Sunday/ festival holidays. 28% of them responds to have some staff in reserve/ temporary section. Other 14% demands to use over time in case of vacancy, meanwhile the rest 10% replies like to train employees in various function.

4.14 Employees' response to the factors that will motivate them to attend regular work.

Table 4.11

Particulars	No. of respondents	Percentage %
Good employer relations	29	29
Work environment	21	21
Future prospects	17	17
Incentives and bonus provided based on performance.	33	33
Total	100	100

Figure 4.11 Employees' response to the factors that will motivate them to attend regular work.



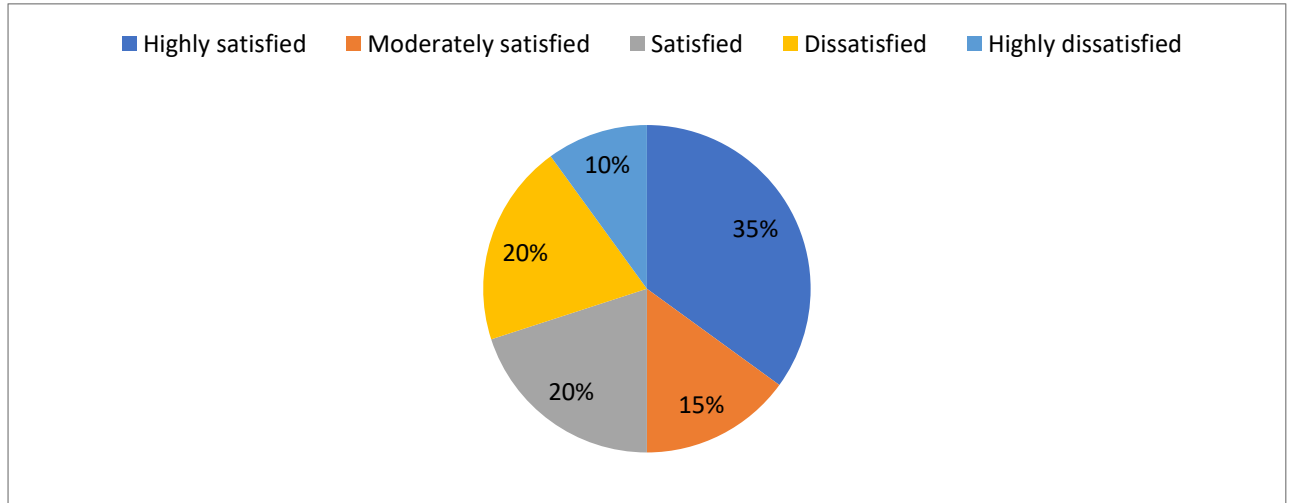
Interpretation: The above figure shows the response to the factors that will motivate them to attend regular work. Here, 29% of the employees responds on good employer relations, 21% of them demands on work environment. 17% of the workers replies were on the future prospects factor and the rest 33% responds on the incentives and bonus provided based on performance.

4.15 Employee satisfaction with working conditions and safety measures

Table 4.12

Particulars	No. of respondents	Percentage %
Highly satisfied	35	35
Moderately satisfied	15	15
Satisfied	20	20
Dissatisfied	20	20
Highly dissatisfied	10	10
Total	100	100

Figure 4.12 Employee satisfaction with working condition and safety measures



Interpretation

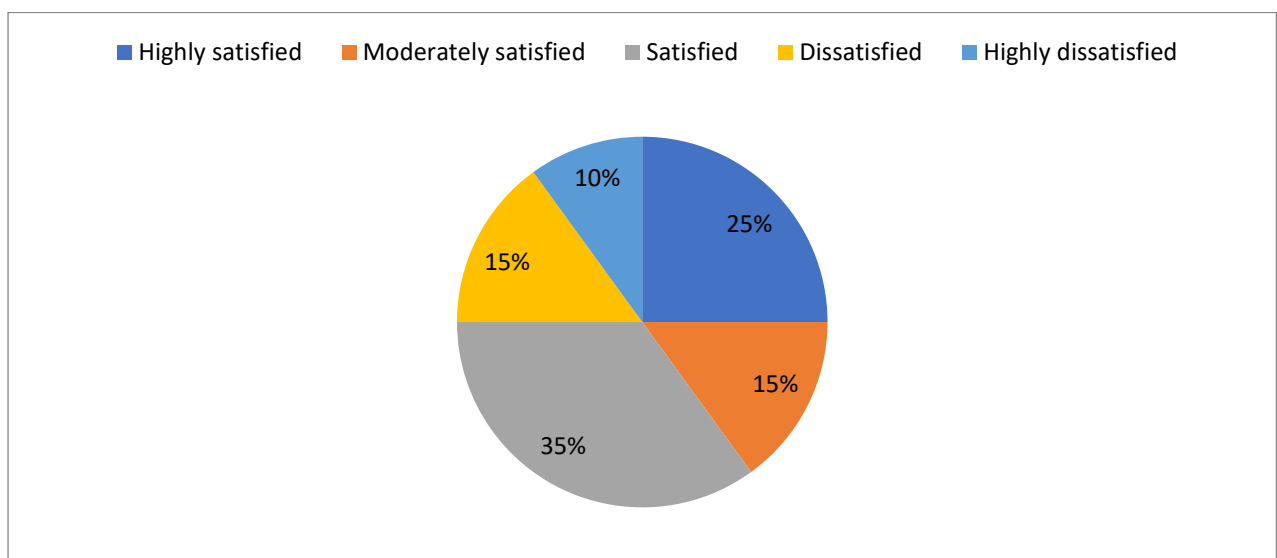
The above figure shows employee satisfaction with working conditions and safety measures. 35% of employees are highly satisfied, 20% of employees are satisfied, 20% of employees are dissatisfied, 15% of employees are moderately satisfied, and 10% of employees are highly dissatisfied.

4.16 Employee satisfaction with the performance appraisal system and promotional facilities

Table 4.13

Particulars	No. of respondents	Percentage %
Highly satisfied	25	25
Moderately satisfied	15	15
Satisfied	35	35
Dissatisfied	15	15
Highly dissatisfied	10	10
Total	100	100

Figure 4.13 Employee satisfaction with the performance appraisal system and promotional facilities



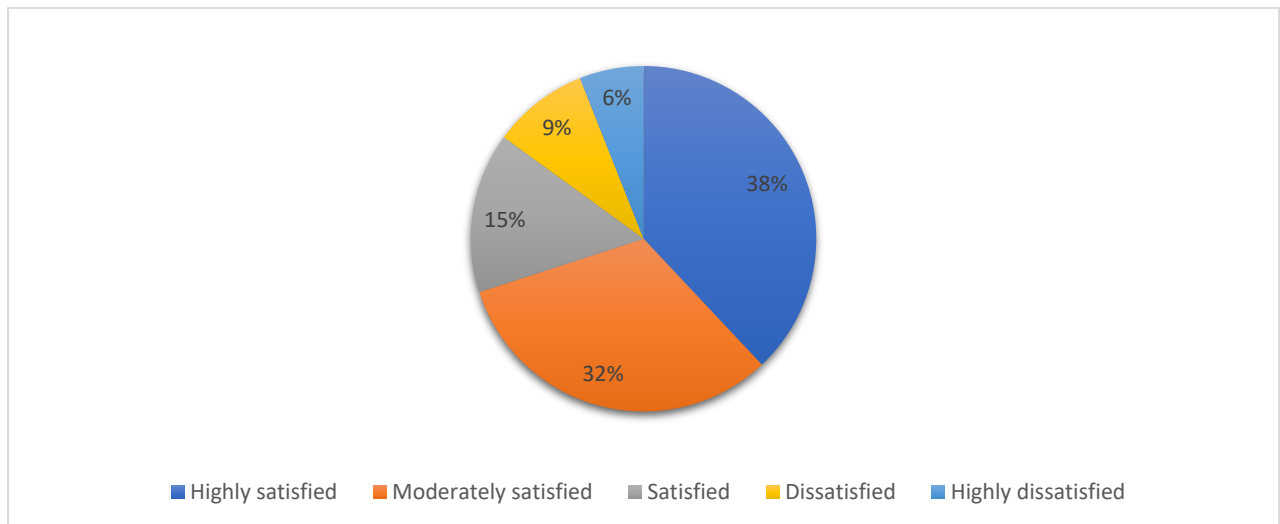
Interpretation: The figure above shows employee satisfaction with the performance appraisal system and promotional facilities. Here, 35% of employees are satisfied, 25% of employees are highly satisfied, 15% of employees are moderately satisfied, 15% of employees are dissatisfied, and 10% of employees are highly dissatisfied.

4.17 Employee satisfaction with the employer employee relationship in the organisation

Table 4.14

Particulars	No. of respondent	Percentage %
Highly satisfied	38	38
Moderately satisfied	32	32
Satisfied	15	15
Dissatisfied	9	9
Highly dissatisfied	6	6
Total	100	100

Figure 4.14 Employee satisfaction with the employer employee relationship in the organisation



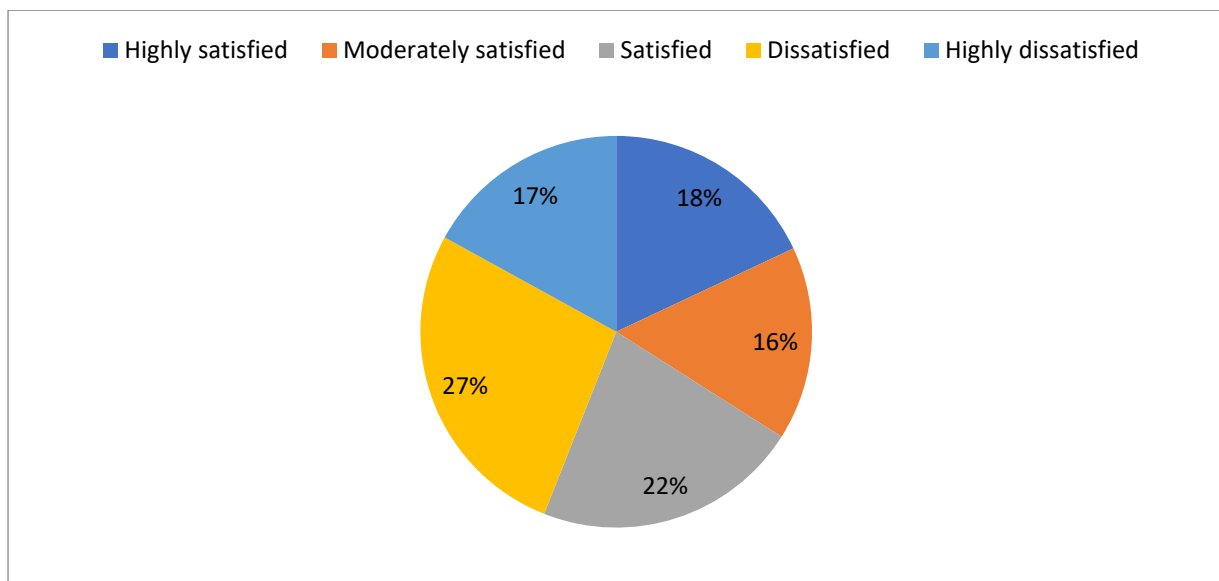
Interpretation: The above figure shows employee satisfaction with employee-employer relationships in the organization. 38% of employees are highly satisfied, 32% of employees are moderately satisfied, 15% of employees are satisfied, 9% of employees are dissatisfied, and 6% of employees are highly dissatisfied.

4.18 Employee satisfaction with shifts and working hours in the company

Table 4.15

Particulars	No. of respondents	Percentage %
Highly satisfied	18	18
Moderately satisfied	16	16
Satisfied	22	22
Dissatisfied	27	27
Highly dissatisfied	17	17
Total	100	100

Figure 4.15 Employee satisfaction with shifts and working hours in the company



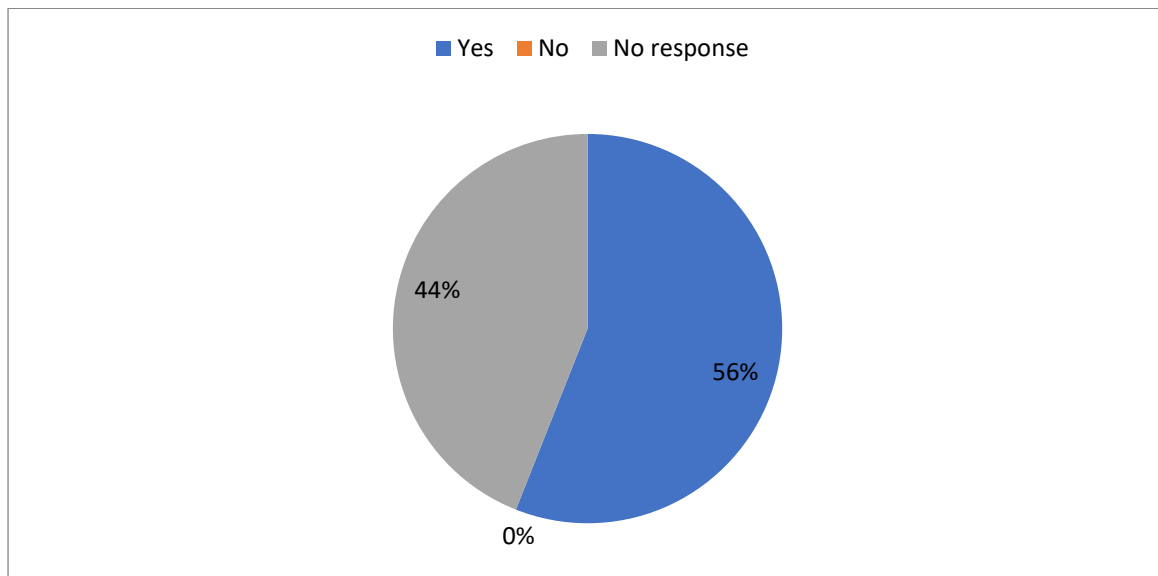
Interpretation: The above figure shows employee satisfaction on shifts and working hours in the company. 27% of employees are dissatisfied, 22% of employees are satisfied, 18% of employees are highly satisfied, 17% of employees are highly dissatisfied, and 16% of employees are moderately satisfied.

4.19 Employee's opinion about balancing their personal life with their professional life

Table 4.16

Particulars	No. of respondents	Percentage %
Yes	56	56
No	0	0
No response	44	44
Total	100	100

Figure 4.16 Employee's opinion about balancing their personal life with their professional life



Interpretation

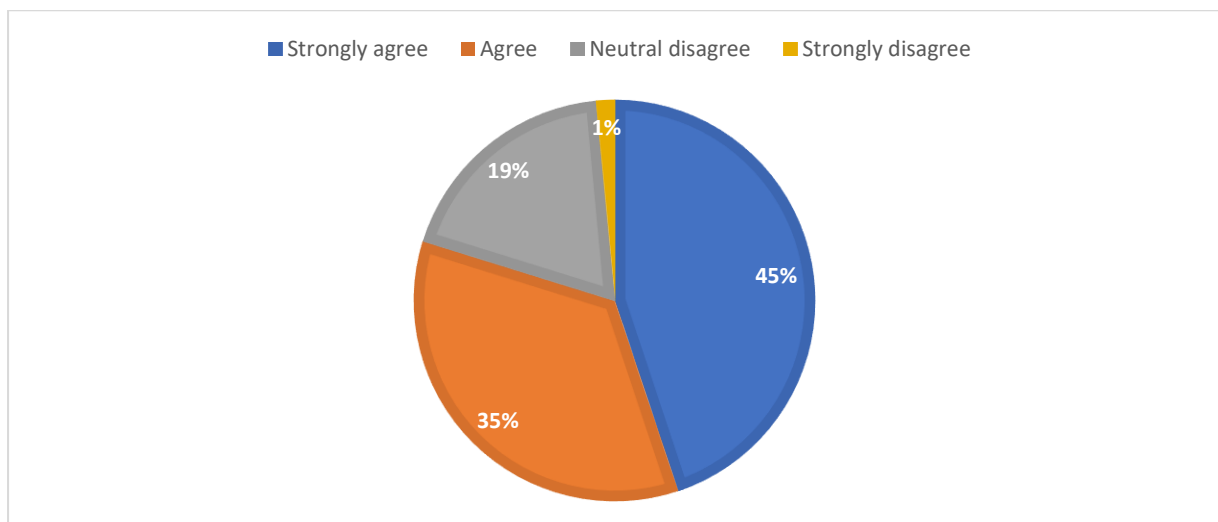
The graph above depicts employees' perspectives on balancing their personal and professional lives; 56% of employees say they balance their personal and professional lives, 44% have no response, and 0% did not respond.

4.20 Employees' opinions on employee satisfaction have an impact on the absenteeism rate

Table 4.17

Particulars	No. of respondents	Percentage %
Strongly agree	45	45
Agree	35	35
Neutral disagree	19	19
Strongly disagree	1	1
Total	100	100

Figure 4.17 Employees' opinions on employee satisfaction have an impact on the absenteeism rate



Interpretation

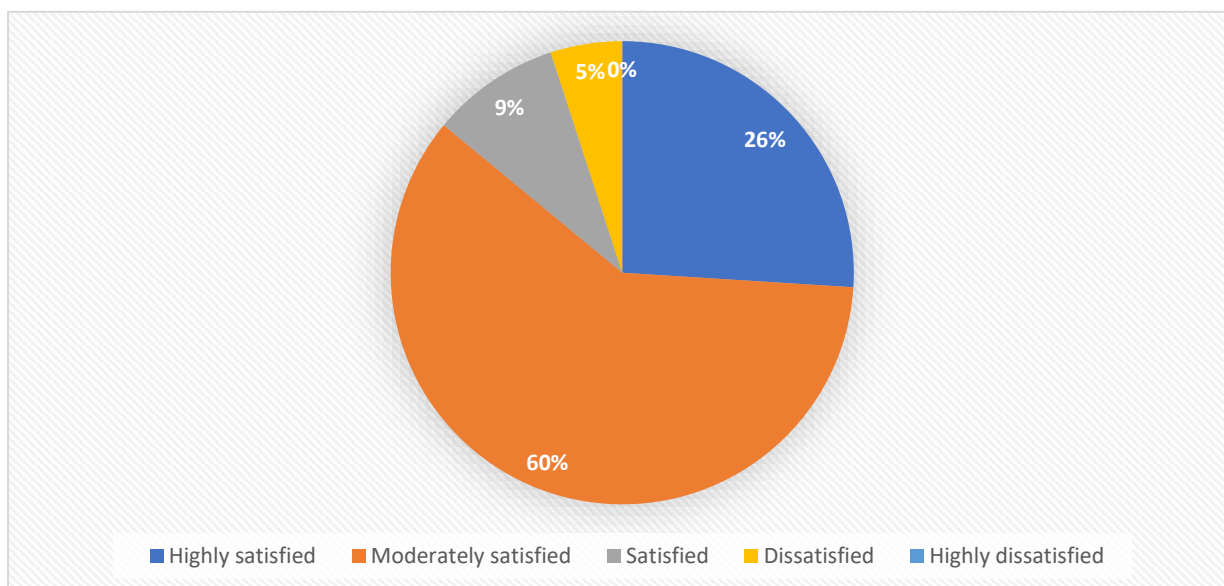
The above figure shows employees' opinions on employee satisfaction have an impact on the absenteeism rate. Here, 45% of the workers strongly agree with the opinion, 35% of them just agree with it, 19% of the workers turn neutral with the opinion, and the remaining 1% strongly disagree.

4.21 Employees' opinion about the hygiene facilities

Table 4.18

Particulars	No. of respondents	Percentage %
Highly satisfied	26	26
Moderately satisfied	60	60
Satisfied	9	9
Dissatisfied	5	5
Highly dissatisfied	0	0
Total	100	100

Figure 4.18 Employees' opinion about the hygiene facilities



Interpretation

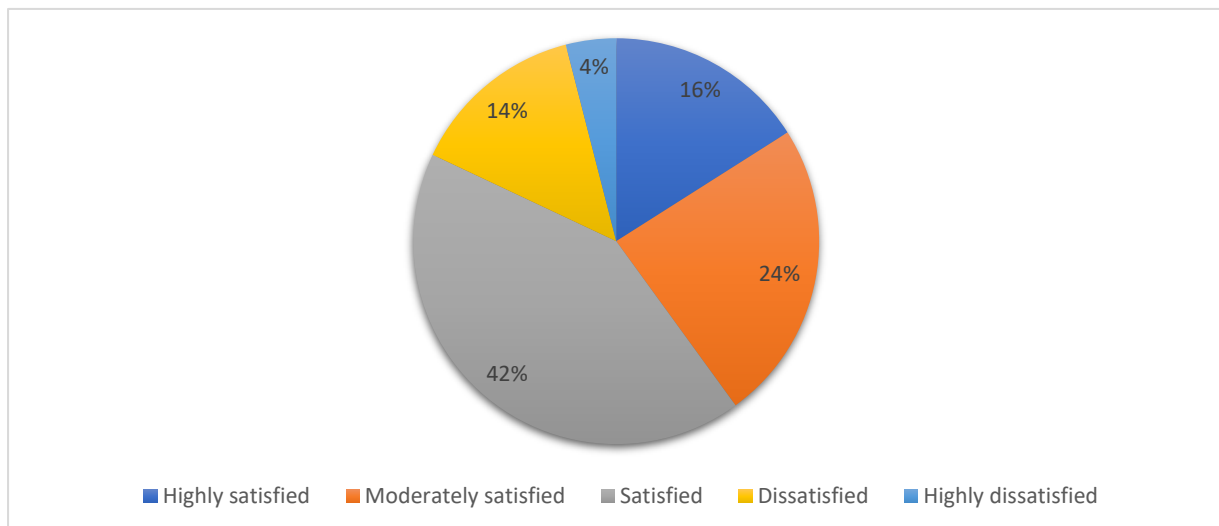
The above figure shows employees' opinions about the hygiene facilities here. 26% of employees are highly satisfied, 60% are moderately satisfied, 9% are just satisfied, 5% are dissatisfied, and 0% are highly dissatisfied.

4.22 Employees' opinion about the medical insurance provided by the company

Table 4.19

Particulars	No. of respondents	Percentage %
Highly satisfied	16	16
Moderately satisfied	24	24
Satisfied	42	42
Dissatisfied	14	14
Highly dissatisfied	4	4
Total	100	100

Figure 4.19 Employees' opinion about the medical insurance provided by the company



Interpretation

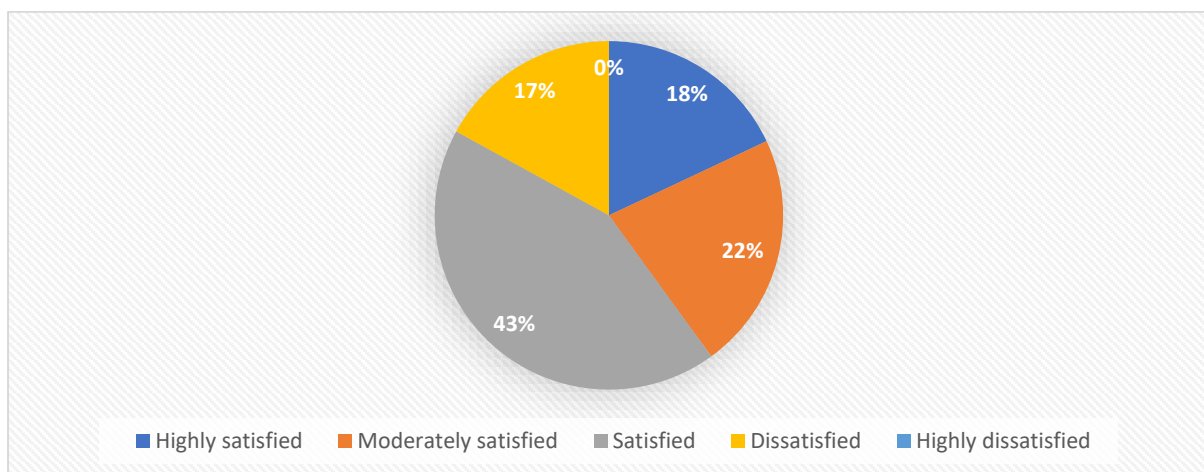
The above figure depicts employees' opinions about the medical insurance provided by the company. Here, 16% of employees are highly satisfied, 24% are moderately satisfied, 42% are just satisfied, 14% are dissatisfied, and 4% are highly dissatisfied.

4.23 Employees' opinion about the job security provided by the company.

Table 4.20

Particulars	No. of respondents	Percentage %
Highly satisfied	18	18
Moderately satisfied	22	22
Satisfied	43	43
Dissatisfied	17	17
Highly dissatisfied	0	0
Total	100	100

Figure 4.20 Employees' opinion about the job security provided by the company.



Interpretation

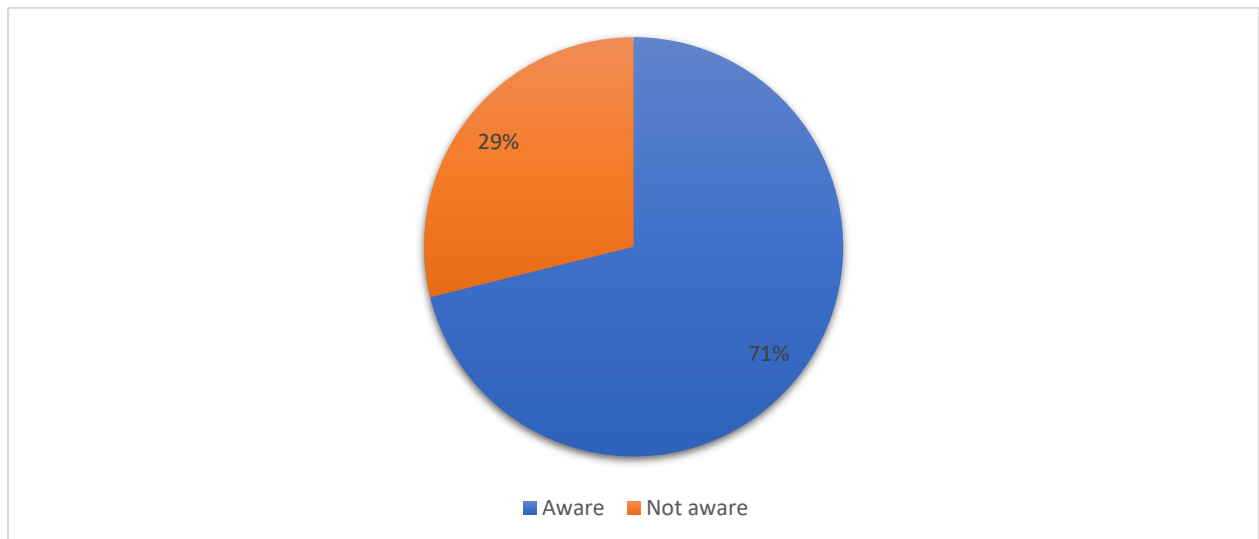
The figure above shows how employees feel about the company's commitment to job security. In this company, 18% of employees are extremely satisfied, 22% are moderately satisfied, 43% are just satisfied, 17% are dissatisfied, and 0% are highly dissatisfied.

4.24 Employees' awareness level of company policies and procedures.

Table 4.21

Particulars	No. of respondents	Percentage %
Aware	71	71
Not aware	29	29
Total	100	100

Figure 4.21 Employees' awareness level of company policies and procedures.



Interpretation

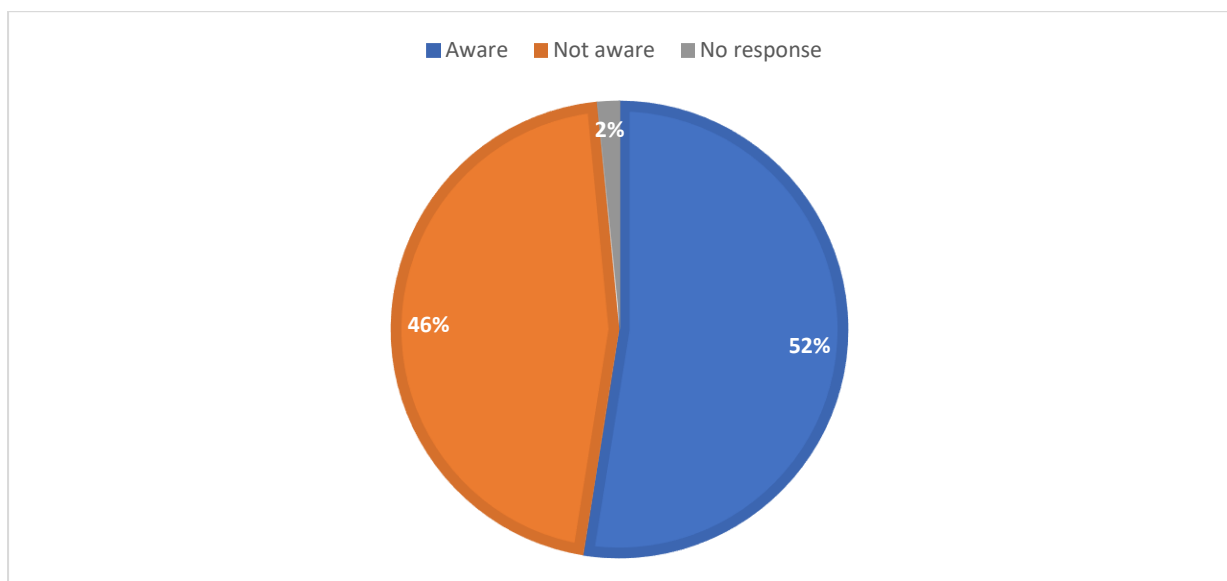
The figure above shows the employee awareness ratio of company policies and procedures. Here, 71% of the employees are well aware of the company policies and procedures, while the remaining 29% are not.

4.25 Employees' awareness of whether the company faces sufficient absenteeism or not.

Table 4.22

Particulars	No. of respondents	Percentage %
Aware	52	52
Not aware	46	46
No response	2	2
Total	100	100

Figure 4.22 Employees' awareness about company facing sufficient absenteeism or not.



Interpretation

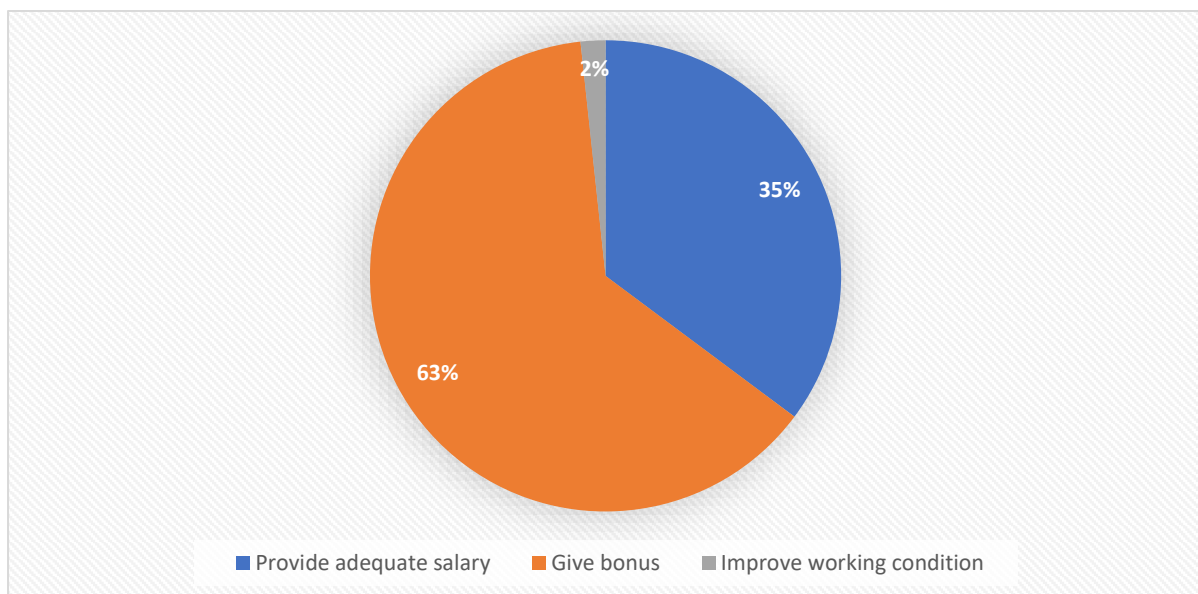
The graph above depicts employee awareness of whether or not the company is experiencing excessive absenteeism. Here, 52% of the total workers are well aware of the situation, 46% of them are not aware of such an issue, and the rest, 2%, have not responded.

4.26 Employees opinion to avoid absenteeism.

Table 4.23

Particulars	No. of respondents	Percentage %
Provide adequate salary	35	35
Give bonus	63	63
Improve working condition	2	2
Total	100	100

Figure 4.23 Employees opinion to avoid absenteeism.



Interpretation

The figure above shows the employees' opinion on how to avoid absenteeism. In this case, 35% of total workers' demands are for adequate pay, 63% want bonuses, and the remaining 2% want better working conditions.

CHAPTER 5
FINDINGS AND SUGGESTIONS

FINDINGS

- Majority of respondents income is upto 25000 and no employees are getting salary above 100000.This may sometimes increases labour turnover or absenteeism to the company
- It is been found that 35% of employees are working in the company for more than 3-6 years. So that company is having experienced people
- The majority of leaves taken by the employees is between 2 – 4 days and only 10% of employees have taken leave for above 6 days. This may affect the production and working process of the company
- 55% of employees are satisfied with current leave facility. The company should maintain their leave facility properly otherwise they may face a sufficient increase of absenteeism
- Majority of employees have given health issues as first rank and dissatisfaction of job as fifth rank as reasons for taking leave
- Employees are moderately satisfied with leave applying procedures and 10% of employees are highly dissatisfied. This shows that the procedures causes both positive and negative impact to the employees
- 35% of employees reveals that main reasons for absenteeism is due low salary structure of the company and 25% of employees also vote for job dissatisfaction this may cause the company to face sufficient absenteeism because these are the basic things that keeps the employees to work in an organisation
- 48%of employee have agreed that job dissatisfaction have a relation with absenteeism
- Majority of employees are dissatisfied with the present salary structure of the company. Only 8% of employees are satisfied. This affects the company because employees will be unwilling to do work
- It is being found that the company is managing the absenteeism by providing extra payment to work in Sunday/holiday or by appointing temporary staff
- The factors that affects employees to work are providing incentives good relationship with employer etc this may stimulate employees to work and reduce them to being absent
- Majority of employee are highly satisfied with the present working condition and safety measure of the company. This makes the employees to feel safe while working in the company

- Only 25% of employees have a satisfaction on performance appraisal and promotional facilities. This may reluctant the employees to show their full potential ability in their work
- Majority of the employees are more than satisfied with the employer-employee relation in the organisation and only 15% of the employees are less than satisfied which shows that the company has a mostly good working relation between the employer and the employee.
- There are more employees not satisfied with the shift and working hours in the company, but there are also many who are more than satisfied with it. The employees have a mixed reaction on the shift and working hours in the company.
- Most of the employees are able to Balance their personal and professional life. Though none of the employees have said that they cannot balance both their personal and professional life, many not responding to the question might suggest that balancing the personal and professional life might be quite difficult for some employees.
- Majority of the employees agree that employee opinion on employee satisfaction have an impact on absenteeism rate and only a smaller percent disagree with this.
- Majority of the employees are moderately satisfied with the hygiene facilities of the company.
- Majority of the employees are satisfied with the medical insurance provided by the company.
- Most of the employees are satisfied with the job security provided by the company.
- Almost 3/4th of the employees are aware about the company policies and procedures and more than 1/4th are not aware.
- Just above half of the employees are aware about whether or not the company is experiencing excessive absenteeism or not, and less than half of the employees are unaware about the situation.
- Majority of the employees are of the opinion that the company provide bonuses to avoid absenteeism while the rest are of the opinion that the company provide a better and more adequate salary to avoid absenteeism

SUGGESTIONS

- The company should provide better healthcare benefits to the employees.
- The company should provide paid leave if the reason for leave is due to medical conditions.
- Incentives and bonuses should be provided for employees who have not taken leaves for reasons other than medical conditions or health problems.
- The company should improve its hygiene and medical facilities.
- Reduce working hours so that employees can properly balance their personal life with their career.
- The company should provide more bonuses for the employees who are performing more efficiently than the others.
- The company should improve upon the present salary structure to satisfy the employees.
- The company should make the leave application procedure less complicated and easy to apply.
- The company should improve their leave facility, they should make sure for giving public holidays etc so that employees doesn't feel that they are stick to a work. This try to reduce absenteeism
- The company should address the situation concerning excessive employee absenteeism to all the employees of the company.
- Company should make sure that employees are aware about company policies this can be done by circulating their new policies through employees email, staff meeting etc
- The company should increase their promotional appraisal by providing promotion, salary hike, development programs, rewards etc this may motivate the employees and also result in employee satisfaction and reduce absenteeism
- Improving work space communication can help to reduce absenteeism in a long way
- Disciplinary action should be improved inorder to avoid purposeful absenteeism

CONCLUSION

This report is the outcome of the study conducted on the topic “A STUDY ON EMPLOYEE ABSENTEEISM AND ITS RELATION WITH JOB SATISFACTION AT TRACO CABLE COMPANY LIMITED IRIMPANUM”. Employees absenteeism affects the organisations and also the other co workers in the organisation. It affects the performance and also the efficiency of an organisation. When employees get absent it may affect the completion of work.

A reasonable level of absenteeism is caused to genuine reason like illness personal reasons. The other type of absenteeism is caused purposefully. When employees get absent from duty his/her colleagues get overtime in double wages thereby causing burden to employees Thus the absenteeism becomes more expensive in monetary term. Sufficient measure are being taken inorder to increase employees satisfaction .Absenteeism is often linked with overtime and hence become unnoticeable. It is also being found that job satisfaction have a relation with absenteeism. Dissatisfied employees are more likely to leave a job . It is one of the factor in absenteeism. By increasing satisfaction in job among employees may help to reduce a certain percentage of absenteeism

From the above study it is being observed that the traco company are facing a slight percentage of absenteeism but by taking sufficient measures this helps them to reduce a sufficient percentage of absenteeism. Also by taking measures to increase job satisfaction will help the employees to have an interest in their work and will be regular in job.

Thus, it can be conclude that when satisfaction is high absenteeism can be low and when satisfaction is low absenteeism can be high.

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APPENDIX

QUESTIONNAIRE

A STUDY ON EMPLOYEE ABSENTEESIM AND ITS RELATION WITH JOB
SATISFACTION AT TRACO CABLE LTD, IRIMPANAM

1) NAME:

2) GENDER: MALE FEMALE

3) EDUCATIONAL QUALIFICATION:

UPTO SSLC UP TO PLUS TWO UPTO DEGREE

ABOVE DEGREE

4) MONTHLY INCOME:

UPTO 25000 25000-50000 50000-75000 75000 – 100000

ABOVE 1 LAKH

5) SINCE HOW MANY YEARS YOU ARE WORKING WITH THIS COMPANY?

LESS THAN 1 YEAR 1-3 YEARS 3-6 YEARS

ABOVE 6 YEARS

6) HOW OFTEN HAVE YOU TAKE LEAVE FROM YOUR JOB?

2 DAYS 2-4 DAYS 4-6 DAYS ABOVE 6 DAYS

7) ARE YOU SATISFIED WITH THE CURRENT LEAVE FACILITY?

HIGHLY SATISFIED

MODERATELY SATISFIED

SATISFIED

DIS SATISFIED

HIGHLY DISSATISFIED

8) RATE THE FOLLOWING BASED ON THE REASON FOR TAKING LEAVE?

SL NO.	FACTOR	RANK
1	PERSONAL REASON	
2	HEALTH ISSUES	
3	FAMILY FUNCTION	
4	WORK STRESS	
5	DIS- SATISFACTION OF JOB	

9) WHETHER YOU SATISFIED WITH LEAVE APPLICATION PROCEDURES?

HIGHLY SATISFIED

MODERATELY SATISFIED

SATISFIED

DIS SATISFIED

HIGHLY DISSATISFIED

10) WHAT ARE THE REASONS FOR ABSENTEEISM?

• JOB DISSATISFACTION

• COMPANY DOESN'T PROVIDE SUFFICIENT LEAVE

• PRESENT SHIFT/ WORKING HOURS IN THE COMPANY

• LOW SALARY STRUCTURE OF THE COMPANY

• NATURE OF JOB AND WORKING CONDITIONS

11) DO YOU AGREE THAT THE ABSENTEEISM HAVE A RELATION TO JOB DISSATISFACTION?

STRONGLY AGREE AGREE NEUTRAL DISAGREE

STRONGLY DISAGREE

12) ARE YOU SATISFIED WITH THE SALARY AND INCENTIVES PROVIDED BY THE ORGANISATION?

HIGHLY SATISFIED

MODERATELY SATISFIED

SATISFIED

DIS SATISFIED

HIGHLY DISSATISFIED

13)HOW DOES YOUR ORGANISATION MANAGE ABSENTEEISM?

- EXTRA PAYMENT TO WORK ON SUNDAY/FESTIVAL HOLIDAY
- HAVE SOME STAFF IN RESERVE/TEMPORARY STAFF
- USE OVER TIME IN CASE OF VACANCY
- TRAIN EMPLOYEES IN VARIOUS FUNCTIONS

14) WHAT FACTORS WILL MOTIVATE YOU TO ATTEND REGULARLY?

- GOOD EMPLOYER RELATIONS
- WORK ENVIRONMENT

• FUTURE PROSPECTS

• INCENTIVES AND BONUS PROVIDED BASED ON PERFORMANCE

15) ARE YOU SATISFIED WITH THE WORKING CONDITION AND SAFETY MEASURES?

HIGHLY SATISFIED

MODERATELY SATISFIED

SATISFIED

DIS SATISFIED

HIGHLY DISSATISFIED

16) ARE YOU SATISFIED WITH THE PERFORMANCE APPRAISAL SYSTEM AND PROMOTIONAL FACILITIES?

HIGHLY SATISFIED

MODERATELY SATISFIED

SATISFIED

DIS SATISFIED

HIGHLY DISSATISFIED

**17) WHETHER YOU SATISFIED WITH THE EMPLOYER, EMPLOYEE'S
RELATIONSHIP IN THE ORGANISATION?**

- HIGHLY SATISFIED
- MODERATELY SATISFIED
- SATISFIED
- DIS SATISFIED
- HIGHLY DISSATISFIED

**18) ARE YOU SATISFIED WITH THE SHIFT AND WORKING HOURS IN THE
COMPANY?**

- HIGHLY SATISFIED
- MODERATELY SATISFIED
- SATISFIED
- DIS SATISFIED
- HIGHLY DISSATISFIED

19) CAN YOU BALANCE YOUR PERSONAL LIFE WITH PROFESSIONAL LIFE?

- YES NO NO RESPONSE

20) DO YOU AGREE THAT THE EMPLOYEE SATISFACTION HAVE AN IMPACT ON ABSENTEESIM RATE?

STRONGLY AGREE AGREE NEUTRAL DISAGREE
STRONGLY DISAGREE

21) HOW DO YOU FEEL ABOUT THE HYGIENE FACILITIES?

HIGHLY SATISFIED
MODERATELY SATISFIED
SATISFIED
DIS SATISFIED
HIGHLY DISSATISFIED

22) ARE YOU SATISFIED WITH THE MEDICAL INSURANCE PROVIDED BY THE COMPANY?

HIGHLY SATISFIED
MODERATELY SATISFIED
SATISFIED
DIS SATISFIED
HIGHLY DISSATISFIED

23) ARE YOU SATISFIED WITH THE JOB SECURITY PROVIDED IN THE COMPANY?

HIGHLY SATISFIED

MODERATELY SATISFIED

SATISFIED

DIS SATISFIED

HIGHLY DISSATISFIED

24) ARE YOU AWARE ABOUT THE POLICIES AND PROCEDURES OF THE COMPANY?

AWARE NOT AWARE

25) ARE YOU AWARE THAT THIS COMPANY FACING SUFFICIENT ABSENTEEISM OR NOT?

AWARE NOT AWARE NO RESPONSE.

26) WHAT IS YOUR OPINION TO AVOID ABSENTEEISM?

PROVIDE ADEQUATE SALARY

GIVE BONUS

IMPROVE WORKING CONDITION