Preface

It is often said and believed that out of various resources an organization may have, people are the most important resource of any organization. This is quite true, because an organization is nothing but a group of people whose activities have been planned and coordinated to meet organizational objectives. Any organization that exists to produce goods and services has a good chance to survive and prosper only if it consists of the right people. Absenteeism in Education institutes is not a new phenomenon. It is the manifestation of a decision by employees not to present themselves at their place of work, at a time when it is planned by the management that they should be in attendance. Many research reports reveal that there has been a phenomenal increase in absenteeism in some industrial sectors. The absenteeism becomes a problem to organizational management particularly when employees absent from their work environment without giving sufficient notice and by justifying their stand by furnishing fake reasons.

Absenteeism is considered to be one of the most complex employee problems associated with a range of variables as well as an array of classifications. The basic input to any organization is its people. It is the matter of common knowledge that every business organization depends for its effective functioning not so much on its material or financial resources as on its pool of able and willing human resources. This ability and willingness of an employee can be enhanced to a great extent by carrying out the systematic exercise on proper managing the absenteeism and its effectiveness on employee’s behavior.

There are various factors which seem to effect employees’ motivation to perform willingly towards the achievement of the larger goal of the organization. These factors may be. It is seen that various organizations are facing the shortage of talented manpower for recruitment. Further, they are finding it difficult to retain the skilled and experienced manpower. The employee attrition rate across some of the private institution has risen to such an alarming proportion and has become so frequent that organizations have accepted it as the order of the day. They have come to an understanding that this problem cannot be eliminated completely. However, they are working really very hard to reduce it to the extent possible. The
management of absenteeism has emerged one of the important aspects to improve the organizational effectiveness.

The present research work has been taken up with the following objectives:

- To analyses the causes of absenteeism among the employees of higher educational organizational in Uttarakhand.
- To understand the organizational environment and its impact on employee absenteeism.
- To study relationship between the factors of absenteeism and employee performance in higher educational organizations of Uttarakhand.
- To study the measures undertaken by organizations of higher educational institutes to control absenteeism.
- To draw conclusions and suggestion on the basis of study.

To achieve the above stated objectives both primary as well as secondary data has been collected to analyses the problem under consideration. Secondary data is being collected from various sources like books, journals & research paper websites and other relevant source. The primary data is being collected through various employees by using questionnaire. A structured questionnaire was designed covering all the dimension of the problems under study. The total study is divided into six chapters. The first chapter introduces to the Introduction to the Absenteeism. The second chapter briefly explains causes, consequences and control measures of Absenteeism. The third chapter discusses literature reviewed. **Fourth chapter discusses the research objectives and methodology.** Analysis of Survey Results is presented in the fifth chapter. Some of the conclusions and suggestions based on the study is presented into last chapter. It is hoped that this Project Work will be able to achieve its stated objectives.

Shikha Verma