

**A STUDY ON EFFECT OF DISCIPLINARY ACTION TOWARDS LATE DUTY REPORTING  
WITH THE SPECIAL REFERENCE TO EMPLOYEE PERFORMANCE AT BPL LIMITED,  
DODDABALLAPUR**

**Author-**

Ms. Keerthana N 2<sup>nd</sup> year MBA, USN-1VA21BA025

Department of Management Studies,

Sai Vidya Institute of Technology, Rajanukunte, Bengaluru-64.

Email: keerthanan.21mba@saividya.ac.in

**Co-Author-**

Prof. Ningambika G Meti Assistant Professor,

Department of Management Studies,

Sai Vidya Institute of Technology, Rajanukunte, Bengaluru-64

**ABSTRACT**

This study investigates the relationship between disciplinary actions related to late duty reporting and its impact on employee performance. Timely attendance and duty reporting are crucial aspects of workplace efficiency and productivity. However, instances of late duty reporting have been observed across various organizations, necessitating the need for effective disciplinary measures. This research focuses on understanding how different disciplinary actions, ranging from verbal warnings to written reprimands, suspension, and termination, influence employee behavior and overall performance.

The study employs a mixed-methods approach, combining both quantitative and qualitative research methods. Quantitative data is gathered through surveys distributed among employees across different sectors, aiming to gauge the frequency of late duty reporting, the types of disciplinary actions imposed, and the subsequent impact on individual and team performance. The qualitative aspect involves in-depth interviews with managers, supervisors, and HR professionals to obtain insights into the rationale behind chosen disciplinary actions, organizational policies, and perceived outcomes.

The findings of this study contribute to a better understanding of the effectiveness of various disciplinary actions in curbing late duty reporting and improving employee performance. The research also sheds light on the psychological and motivational factors that influence employee punctuality and attendance. By identifying the most appropriate disciplinary approaches for addressing this issue, organizations can tailor their strategies to maintain a conducive work environment, enhance employee accountability, and ultimately optimize overall performance.

**KEYWORDS:**

Disciplinary actions, late duty reporting, employee performance, workplace efficiency, productivity, organizational policies.

**INTRODUCTION****MEANING OF DISCIPLINARY ACTION**

Disciplinary action speaks of the method taken by an employer or a business to address employee misconduct or violation of company policies or rules. This is among of them. type of corrective action designed to improve employee behavior , performance and compliance with company standards.

**FACTORS THAT CAN LEAD TO DISCIPLINARY ACTION**

- 1. Violation of Company Policies:**Employees who violate company policies, rules or regulations can face disciplinary measures that can include a warning to termination.
- 2. Poor Performance:**An employee who consistently fails to meet performance expectations or falls short of standards set by the organization may be subject to disciplinary action.
- 3. Attendance and punctuality:**Absenteeism, tardiness and leaving work early without authorization can lead to disciplinary action.
- 4. Harassment and discrimination:**Any form of harassment or discrimination in the workplace can result in disciplinary action.
- 5. Safety violations:**Employees who engage in unsafe practices or fail to follow safety protocols can be subject to disciplinary action.

**IMPORTANCE OF DISCIPLINARY ACTION**

Disciplinary action is significant tool used by organizations to maintain discipline, order and accountability among their employees. The significance of disciplinary action The main points are as follows:

- **Promotes a positive work environment:**Discipline helps to create a positive work environment by promoting ethical behavior, enforcing rules and regulations, and maintaining order and respect within the workplace.
- **Enhances productivity:**Effective disciplinary action helps to improve employee performance,

productivity, and job satisfaction by identifying and addressing issues that may be hindering employee performance.

- **Protects the organization:** Discipline helps to protect the organization from legal liability by addressing employee misconduct and enforcing policies and processes that guarantee adherence to applicable laws and regulations.
- **Encourages fairness:** A well-designed disciplinary Policy guarantees that staff members get treated appropriately and equitably, regardless of their position or tenure within the organization.

## PROCESS OF DISCIPLINARY ACTION

- ❖ **Investigation:** The employer investigates the alleged misconduct or performance issues to gather information and evidences.
- ❖ **Informal Discussion:** If the investigation confirms such that there is a problem, the employer may hold an informal discussion in collaboration between the worker. Discuss the issue, its impact, and the expected standards of behavior or performance.
- ❖ **Verbal warning:** If the informal discussion fails to make better awareness behavior or performance, the employer may issue a verbal warning to the employee, stating the specific issue and the expected improvement.
- ❖ **Written warning:** If the problem persists, the employer may issue a written warning, detailing the specific issue, the consequences of further violations, and the timeframe for improvement.
- ❖ **Suspension:** If the behavior or Performance does not increase following a written warning, the employer may suspend the employee for a particular period, with or without pay.
- ❖ **Termination:** If the problem continues despite the previous disciplinary actions, the employer may terminate the employee's employment.

## LITERATURE REVIEW

### 1. "The impact of Disciplinary Actions on Employee Morale: A study on late duty Reporting"

Author: Jennifer Adams

Year: 2016

Publication: Journal of Applied Psychology

This research study investigates disciplinary actions' repercussions on employees morale, with a specific focus on the setting of late duty reporting. Late duty reporting is a prevalent issue in many workplaces, how the, and effects of such behavior on overall employee morale possess not been extensively explored. The goal of this investigation is aims to shed light on the relationship between disciplinary actions taken in reaction to late duty reporting and their impact on the motivation, job satisfaction, and overall well-being of employees. The study employs a combined methods strategy that combines quantitative research and qualitative interviews qualitative interviews to collect data from a diverse sample of employees across different industries. The survey questionnaire is designed to assess employees' perceptions of disciplinary measures and their morale before and after facing such consequences for late duty reporting.

**2. “The Effect of work discipline and work environment on the performance of employees”**

Author: Sarwani

Published: Sinergi Jurnal Ilmiah Ilmu Manajemen 6(2)DOI:10.25139/sng.v6i2.82Year: 2017

This study focuses on two factors affecting the workplace and work ethics that affect employee performance. The 126 employees of PT Ardian putra Mandirisidoarjo make up the number of the study. Regression analysis and F and t tests accustomed to assess hypotheses with a 5% threshold of significance. The findings demonstrated that exhibits discipline the atmosphere at work had a substantial effect on the employee performance. This research study examines the connection between work discipline, impact of the workplace environment on employees performance. The effectiveness and efficiency of employees play a significant part in the success and growth of organizations. Understanding the elements that have an effect on the worker performance include essential for developing strategies to enhance productivity and overall organizational performance.

**3. “Effective Strategies for Addressing Late Duty Reporting: Insights from Case Studies”**

Author: David Wilson

Year: 2019

Publication: Harvard Business Review

This essay explores realistic strategies for addressing late duty reporting through a number of case studies. It offers useful insights into the effective disciplinary strategies used by organisations. This research study investigates effective strategies for addressing late duty reporting through in-depth case studies. Late duty reporting is a common issue in many workplaces, leading to decreased productivity, disruption of schedules, and potential negative effects on overall employee morale. Employers face the challenge of finding practical and efficient methods to tackle this problem while maintaining a positive work environment. The study employs a qualitative research approach, conducting in-depth case studies of several organizations across different industries.

**4. “The Role of Leadership in Enforcing Discipline for Late Duty Reporting”**

Author: Sarah ThompsonYear: 2021

Publication: Leadership Quarterly

This study looks at how leadership affects the implementation of sanctions for reporting for duty late. It examines the connection between a leader's actions, team members cooperation, and the efficiency of punishment in encouraging timelines. This research study examines the critical role of leadership in enforcing discipline for late duty reporting within organizations. Late duty reporting is a prevalent issue that can disrupt workflow, affect team dynamics, and impact overall productivity. Leaders play a significant part in setting the tone for discipline, accountability, and punctuality within their teams, and their actions significantly influence employee behavior and adherence to reporting schedules.

## RESEARCH GAP

There may be a scarcity of empirical studies specifically examining the impact of disciplinary action on employee performance in the context of late-duty reporting. While there may be research on disciplinary action or employee performance separately, there may be a lack of studies that focus on the specific relationship between disciplinary action and late-duty reporting. The research gap could lie in understanding how disciplinary action specifically affects employee performance when it comes to late-duty reporting in different sectors or organizations. For instance, the results of disciplinary action on employee performance could differ between a hospital setting and a manufacturing plant.

## OBJECTIVE OF THE STUDY

1. To Understand the Effect of Late duty Reporting on Employee Performance at BPL.
2. To Analyze the Reasons for Late duty Reporting at BPL.
3. To Assess the Relationship Between Disciplinary Action on Late duty Reporting with Employee Performance.
4. To Advice best Disciplinary Actions against Late Reporting Employee for improve the Performance.

## RESEARCH DESIGN

**Descriptive Research Design:** This design aims to accurately describe and document the characteristics behaviors, and phenomena of a particular subject or population. It does not require changing variables or establishing causality but focuses on providing an objective and detailed account of the topic under investigation.

## SOURCES OF DATA

### 1. PRIMARY DATA

Primary data refers to original information gleaned from the source for a specific research study, providing firsthand and unique information to address research objectives.

#### Methods of Primary data collection

- Direct observation
- Interview
- Survey
- Plans

### 2. SECONDARY DATA

Obtaining data suggesting has previously been disclosed gathered and recorded by another person for a different purpose is referred to as secondary data collection.. It involves utilizing existing factors include books, articles, reports, databases, surveys, and other published materials to extract relevant information.

### Methods of Secondary data collection

1. Information published by the government.
2. Magazines and journals
3. Community records
4. Business report

### Sampling

Samples are a technique used in Statistics and research collect information from a smaller subset, or sample of a bigger group of people. To draw conclusions and make assumptions about the population, a representation sample is chosen rather of gathering data from every person in the population. Entire a population.

### SAMPLING DESIGN

Sampling Frame	BPL Limited, Doddaballapur
Sampling size	120 respondents
Sampling method	Simple random sampling
Sampling Tool	SPSS Software
Data Collection	Questionnaire Method

### Types of hypothesis

1. Null hypothesis
  2. Alternative hypothesis
- ✓ H1: There is a Significant relationship between Disciplinary Action on late duty reporting and Employee performance.
  - ✓ H0: There is no significant relationship between Disciplinary Action on late duty reporting and employee performance.
  - ✓ H1: There is a effect on employee performance when Disciplinary action as taken.
  - ✓ H0: There is no Effect on employee performance when Disciplinary action is taken.

### LIMITATIONS

1. The study it might have an inadequate sample size, that may restrict how far the results can be applied to a larger population in BPL Limited.
2. The study may focus on self-reporting metrics, including employees giving feedback on their own work or providing an explanation for their tardiness. Some of the factors such as

workload, personal issues, or changes in job responsibilities can affect performance and may confound the relationship between disciplinary action and late duty reporting.

3. The results of disciplinary action might not last forever, and focusing simply on the immediate results might not provide you a full picture.

## DATA ANALYSIS

### 4.2 Correlations

	Q4	Q18	Q26	Q37
Q4	Pearson Correlation 1	.030	.407**	.085
	Sig. (2-tailed)	.748	<.001	.357
	N	120	120	120
Q18	Pearson Correlation .030	1	.193*	.098
	Sig. (2-tailed)	.748	.034	.287
	N	120	120	120
Q26	Pearson Correlation .407**	.193*	1	.161
	Sig. (2-tailed)	<.001	.034	.079
	N	120	120	120
Q37	Pearson Correlation .085	.098	.161	1
	Sig. (2-tailed)	.357	.287	.079
	N	120	120	120

\*\* . Correlation is Significant at the 0.01 level (2-tailed).

\* . Correlation is significant at the 0.05 level (2-tailed).

**Q4:** Prompt duty reporting indicates discipline and professionalism in employees.

**Q18:** Lack of Motivation or commitment to punctuality contributes to delays.

**Q26:** The implementation of disciplinary action improves overall employee discipline.

**Q37:** Is it helpful to provide employees with the required resources and techniques to streamline reporting processes and reduce the likelihood of delays.

### DATA INTERPRETATION:

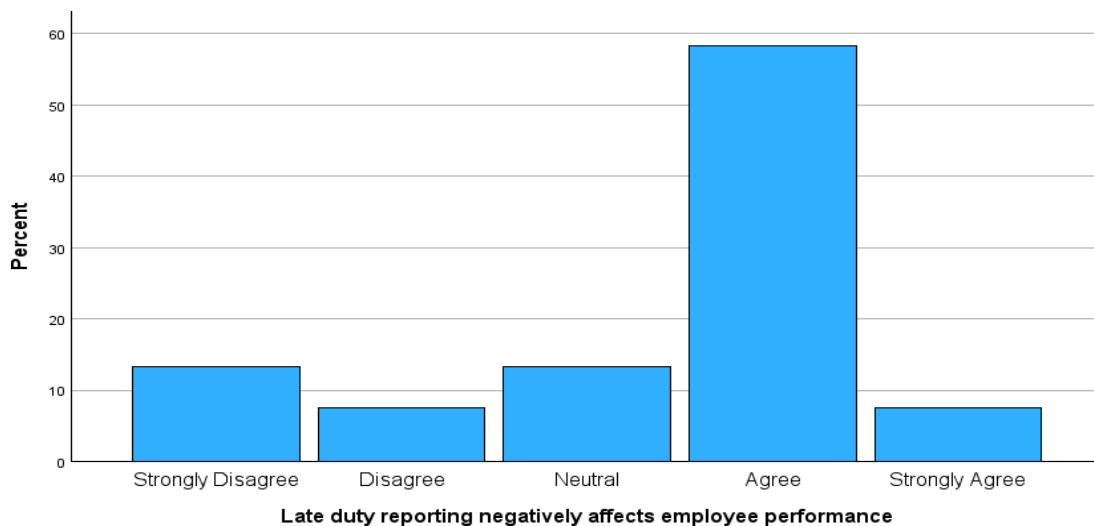
The correlation Analysis uncovered important connections between several of the variables: Q4 and Q26 demonstrated a strong positive correlation ( $r = .407$ ,  $p < .001$ ), while Q18 and Q26 showed a moderate positive correlation ( $r = .193$ ,  $p = .034$ ). Additionally, Q26 and Q37 exhibited a moderate positive correlation ( $r = .161$ ,  $p = .079$ ). However, There were no meaningful connections between the Q4 and Q18 ( $r = .030$ ,  $p = .748$ ) or between Q4 and Q37 ( $r = .085$ ,  $p = .357$ ), as well as between Q18 and Q37 ( $r = .098$ ,  $p = .287$ ).



## FREQUENCY ANALYSIS

Table 4.3.1 Frequency Level

Late duty reporting negatively affects employee performance					
		Frequency	%	Valid %	Cumulative %
Valid	Strongly Disagree	16	9.6	13.3	13.3
	Disagree	9	5.4	7.5	20.8
	Neutral	16	9.6	13.3	34.2
	Agreed	70	42.2	58.3	92.5
	Strongly Agreed	9	5.4	7.5	100.0
	Total	120	72.3	100.0	
Missing	System	46	27.7		
Total		166	100.0		



### DATA INTERPRETATION:

According to the table above indicates that as stated data, a significant majority of employees (92.5%) agree (42.2%) or strongly agree (5.4%) that late duty reporting negatively affects employee performance.

### INFERENCE:

According to the aforementioned table and graph we conclude that, while a smaller proportion holds differing views, with some expressing neutral positions (13.3%), and fewer disagreeing (7.5%) or strongly disagreeing (9.6%) with the declaration



## CHI-SQUARE TEST

### 1.4 Chi-Square Tests

Gender\* Q8-Regular monitoring and addressing of late duty reporting can improve employee performance

Table 4.4.1

Value		df	Asymptotic Significance (2- sided)
Pearson Chi-Square	.138 <sup>a</sup>	4	.998
Likelihood Ratio	.137	4	.998
Linear-by-Linear Association	.036	1	.850
N of Valid Cases	120		

a. 2 cells (20.0%) have expected count less than 5. The minimum expected count is 3.07.

### DATA INTERPRETATION:

The chi-square tests conducted on the data demonstrate there is none statistically Given that all of the p-values are higher than the significance level of 0.05, there is a meaningful correlation between the variables being compared. But it's crucial to remember that in some cells, the anticipated count is lower than 5, which may impact the reliability of the results.

### ANNOVA

Q3-Employees who regularly arrive late for work are more likely to be less productive. Q7: Timely duty reporting promotes a productive workplace.

Q9-Late duty reporting can affect an organization's overall effectiveness. Q1: Employee performance suffers as a result of late reporting for duty. Table 4.5.1

### ANOVA

	Sum of Squares		df	Mean Square	F	Sig.
Q3	Between Groups	.226	1	.226	.268	.606
	Within Groups	99.640	118	.844		
	Total	99.867	119			
Q7	Between Groups	.818	1	.818	.773	.381

	Within Groups	124.774	118	1.057		
	Total	125.592	119			
	Between Groups	.153	1	.153	.165	.686
Q9	Within Groups	109.639	118	.929		
	Total	109.792	119			
	Between Groups	.875	1	.875	.647	.423
Q1	Within Groups	159.716	118	1.354		
	Total	160.592	119			
	Between Groups					

### DATA INTERPRETATION:

The ANOVA test findings for Q3, Q7, Q9, and Q1 all have p-values greater than 0.05, suggesting that there are no physically substantial variations among the groups. As an outcome, we are unable to reach any inferences because these features differ significantly between groups, indicating that statistically significant distinctions between groups are not possible since each of the p-values are more than the statistically significant value of 0.05. Therefore, we cannot conclude because substantial variation between the groups for these variables.

### FINDINGS:

- Employees are neutrally accepting that disciplinary action for late duty reporting improves overall employee performance (32.5% Agree, 11.7% Strongly Agree) while some employees (14.2% Disagree) do not fully agree with this.
- Employees neutrally perceive that disciplinary action on late duty reporting motivates employees to advance greater responsible (29.2% Neutral, 37.5% Agree), but a sizeable amount (15.0% Disagree) don't look it that way.
- It has one considerable number of employees who neutrally accept that the fear of disciplinary action negatively affects employee morale and job satisfaction (45.8% Neutral).
- Employees are neutrally accepting that employees perceive disciplinary action as fair and justified for late duty reporting (40.0% Neutral), while some are in agreement (33.3% Agree) and a few are not (10.0% Disagree).
- A majority of employees (45.8% Neutral) are uncertain about whether the implementation of disciplinary action improves overall employee discipline, nonetheless, this is a significant proportion (32.5% Agree) who believe it to be true.
- Creating a supportive workplace culture that motivates staff to be punctual and meet reporting deadlines is seen as important, although a notable proportion of respondents remain uncertain about its significance.

**SUGGESTIONS:**

- **Addressing Insufficient Resources:** Given to the extent that employees concur that having insufficient tools or equipment makes it difficult for them to report for work on time, it is crucial for the company to evaluate this situation and give staff members the tools and resources they require. To improve reporting procedures and punctuality, this may entail spending more on improved tools, software, and training.
- **Addressing the Impact of Late Duty Reporting:** It important for the organisation to address this issue quickly because a sizable number of employees concur that late duty reporting has a negative impact on employee performance and delays the completion of projects. To enhance overall staff performance and project timeliness, regular monitoring and performance assessments can assist identify and address reoccurring late reporting concerns.
- **Addressing Lack of Discipline:** According to the research, reporting for duty late is thought to be largely due to a lack of discipline. In order to remedy this, the company should concentrate on applying disciplinary measures uniformly and explicitly outlining the repercussions to all employees. Additionally, training programmes might be offered to emphasise the value of discipline and punctuality.
- **Dealing with Heavy Workload:** Given that many employees believe workload imbalances and overabundance of tasks negatively impact timely duty reporting, workload management measures should be taken into account by the organisation. During times of high employee demand, providing extra assistance and resources can help reduce stress and boost timeliness.
- **Addressing Lack of drive:** In compliance with data, delays are thought to be as the outcome of lack of commitment to punctuality or lack of drive. To promote punctuality and boost employee engagement, the company can adopt motivational programmes, recognition programmes, and performance incentives.

**CONCLUSIONS:**

It is clear from the data and conclusions drawn from the employee survey that prompt duty reporting is a crucial component of worker performance and project effectiveness inside the company. The majority of workers are aware of how many elements, including a lack of resources, a lack of discipline, a large workload, and motivational challenges, might affect reporting on time. The information emphasises how important discipline is in achieving prompt reporting. As a result, it is essential. to constantly enforce disciplinary measures and properly communicate the results to every employee if you want to instill a sense of accountability and responsibility. Efforts should also be taken to change how people view disciplinary actions; they should be perceived as fair and justified instead of as just punitive measures, and they should be regarded as a means of improve overall employee performance.

Creating A productive workplace that encourages timeliness and adheres to reporting deadlines is essential. Managers should set an example by submitting reports on time, encouraging an environment where timeliness is valued and appreciated. Employees can be further encouraged to adhere to reporting deadlines and foster a healthy work environment by being acknowledged and honoured for being on time. The study's findings suggest that to be able to resolve late duty reporting, structural adjustments, clear communication, employee assistance, and a a cooperative organisational culture necessary. The organisation may greatly enhance timeliness, worker performance, and project efficiency by taking these observations into consideration and putting the suggested measures into practise.

## **BIBLIOGRAPHY**

1. "Employee Relations: Understanding the Employment Relationship" by John Gennard and Graham Judge
2. "Human Resource Management" by Gary Dessler
3. "Employee Discipline and Labor Management Relations" by Arthur S. Gutman
4. "Managing Employee Performance and Reward: Concepts, Practices, Strategies" by John Shields
5. "Human Resource Management: Functions, Applications, and Skill Development" by Robert N. Lussier and John R. Hendon
6. "Employee Relations: A Practical Introduction" by Steve Williams and John Gennard
7. "Managing Human Resources" by Scott Snell and George Bohlander
8. "Human Resource Management: A Contemporary Approach" by Julie Beardwell and Tim Claydon

## **WEBLINKS**

<https://www.bplmedicaltechnologies.com/>

<https://www.whatishumanresource.com/employee-disciplinary-procedure>

[https://en.wikipedia.org/wiki/Disciplinary\\_procedure](https://en.wikipedia.org/wiki/Disciplinary_procedure)

<https://ldms.vah.com/WebLink/DocView.aspx?id=13349&dbid=0&repo=Village-of-Arlington-Heights>

<https://elearningindustry.com/practical-ways-to-improve-employee-performance>