

## A Study on Employee's Discipline and Its Effect on Organizational Performances.

P.Bhavani

Assistant Professor, Dr. M. G. R. Educational and Research Institute, Madhuravoyal, Chennai- 600095

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### **ABSTRACT:**

The objective of this study is to examine the workplace discipline and its effect on organization effectiveness. The study aims to explain how discipline has an effect in organization performance. In order to achieve the research objectives, an in-depth literature review through various related articles. The researcher employed the descriptive study and to examine the role of discipline in an organization. The study explains the relationship between discipline and organization effectiveness. The study examines major causes for employees' undisciplined. The research states that the organizations should maintain proper records of disciplinary cases; new employees should know the objectives and goals of the organization and should also be acquainted with the rules and regulations governing the organization. The study therefore concludes that discipline is the most important factor that contributes to the overall performance of the organization. The discipline should start by having self-discipline and hence discipline should not be seen as a punitive measure; it is meant to correct and enforce standards in the organization.

**KEY WORDS:** discipline, organization, performance, effectiveness.

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### **I. INTRODUCTION**

Discipline is the most important for a healthy atmosphere, sustainable growth of Industry, and for achievement of organizational goals. The term discipline refers to the employee's willingness to abide by the company's rules and executive orders and behave in such a manner. The proper maintenance and promotion of employee discipline is the most essential function for the smooth running of an organization. Disciplinary action of employees helps the organization to achieve its goal effectively. The aim of the study is to describe what discipline is, how the employee discipline varies and how the discipline can be positively implemented. The study also examines the various steps involved in the disciplinary actions and what are the ways to deal with indiscipline.

We all understand the term discipline in different ways. As a child, when you did something wrong you may have been punished by your parents for. During school days, going late to class, not doing homework, not attending the classes is indiscipline. At other times, you may not have realized that what you did was wrong. On these occasions, disciplinary action like punishment may have taught you not to repeat that indiscipline again.

In a similar way, in the Organization 'Discipline' refers to the employee's self-control and effectiveness in his work. It indicates the development of overall performance of employees (teamwork). In an organization, Discipline implies a state of order. The willing of employees for cooperation and the observance of the rules of the organization contribute to the essence of discipline. We have to consider discipline in its positive meaning "The level of perseverance and discipline is measured by the employee's performance, active involvement, and their outcome".

Every employee should follow the rules framed by the organization. Disciplinary policies should be informed to the employees at the time of joining. The punishment for the breach constitutes the major part of the discipline. Rules and Laws are necessary for the existence of a peaceful society. The activities are generally observed when their advantages are known and accepted.

The supervisors have to take action for behavioral problems in the workplace and call the employees to ensure that the problem is corrected by the particular person. The Organization should understand the importance of discipline; they cannot be underestimated, since productivity, employee morale and even company profitability can be adversely affected due to indiscipline in an organization. A positive approach may resolve a problem before it worsens; however, discipline should be used carefully by following company policy while respecting the worker's rights.

**Types of organizational discipline:**

**Self discipline:** This is the situation where the employees motivate by themselves to regulate the action like time management, behavior. The organization does not take any effort to make the employees discipline

**Task discipline:** The employees has to be discipline and responsible enough to do their work in the best possible way by them

**Group discipline:** Group discipline is a team work. Most jobs in an organization have a group of employees. In that the behavior of the whole group members will be taken into consideration.

## **II. LITERATURE REVIEW**

**Organizational Commitment** Allen and Meyer (2009: 19) formulates a definition of organizational commitment in organizing as a psychological construct that is characteristic of the relationship of members of the organization with its organization and has implications for individual decisions to continue membership in organizing. Based on these definitions, members who are committed to their organization will be more able to survive as part of the organization than members who are not committed to the organization. Luthans (2008: 112) says the organization's commitment explains the relative strength of an individual's identification with involvement in an organization. Organizational commitment presents something beyond mere loyalty to an organization. In addition, it includes an active relationship with organizations in which individuals are willing to give something of them to help the success and prosperity of the organization.

**Consequences of Commitment** Irefin & Mechanic (2014), affirming that Employee commitment becomes an important factor in achieving organizational success. Less committed employees are more likely to see themselves as outsiders and not as members of the organization. Very easily interested to even move to another agency if there is an interesting job offer. Conversely, employees with high commitment to an organization see themselves as an integral part of the organization. Anything that threatens the organization is a danger to them as well. Employees like being creative engage in mission and organizational values, as well as constantly thinking about ways to do their jobs better. Essentially, employees are committed to working for the organization as if it were their own organization. Low-committed employees will have an impact on turnover, high attendance, increased employee lag and lack of intensity to survive as employees in the organization, poor quality of work and lack of agency loyalty.

**Discipline** Hasibuan (2012) argues that discipline is the awareness and willingness of a person to obey all the rules of the institution and the prevailing social norms. Discipline must be enforced within an organization. Without the support of good employee discipline, it is difficult for a company to realize its goals. So, discipline is the key to a company's success in achieving its goals. Discipline is the adherence to the rules in the organization related to the absence, quality of work, quantity of work, knowledge of work, and so forth (Koopmans et al, 2014). Discipline is the capital needed in achieving the desired goals. So that the existence of work discipline is needed in an agency or organization, because in the atmosphere of discipline an agency or organization will be able to implement its work programs to achieve the target set. The main purpose of discipline is to improve efficiency as much as possible by preventing and correcting the individual actions necessary to support the smoothness of all organizational activities to achieve maximum goal.

### **Statement of problem**

Disciplinary issues in many organization lead to conflict and many other problems. It will finally affect the outcome of employees overall it may lead to poor management. To avoid this organization should frame a rules and policies to be followed by all the fellow employees working in an organization.

### **Objective of the study**

1. To examine the employee's discipline and its effect on organization performance.
2. To identify the major cause for employees undisciplined.
3. To determine the extent which discipline contributes to organizational effectiveness?
4. To suggest measures to be taken to enhance more effective discipline.

### **The employee's discipline and its effect on organization performance.**

The employee is said to be discipline when they obey the order and rules of organization. Work place discipline is based on the various factors in an organization. The factors which contribute to organization effectiveness are as follows:

**Careful selection of employees:** Before selecting the employees various test have to be conducted to examine the discipline of employees. If we give importance to discipline at the selection process itself, there is no need for us to spent more time for disciplinary action after training period. The employers can concentrate on other most important aspects. The various tests for employees can also be conducted during the training period. The follows points will help you to know whether the employee will follow the disciplinary policies

**An Effective Motivational System:** The employees who follow the rules and should be motivated by giving monetary or non – monetary incentives. This type of motivational system will encourage all other employees to behave properly and do their work on time. This type of reward system will motivate the employees to be more productive, punctual and obey the rules in an organization. If the productivity increases the output increases, if the output increases the organization profit increases. Overall it contributes to the organization goals.

**Necessary Rules and Regulations:** Rules once they have implemented should be thrown out. Rules should specify the employees to whom they apply. It should be easily understandable by the employees. It should be noted that rules related to disciplinary action have to be updated from time to time. The rules in an organization should be short and simple. There should not be too many rules and regulations because it suggests to employees that they lack the intelligence and maturity for self-discipline.

**Awareness that Rules will be enforced:** Employees working in an organization should be aware of the rules. The rules should be informed to all the employees at the time of joining. The updated rules should be informed to employees by conducting a meeting or circular can be issued.

### **Concept of organizational effectiveness**

Organizational effectiveness aptly defined is the extent to which an organization achieves its predetermined objectives the given amount of resources and means without placing undue strain on its members. Since organization cannot function without the human element, it becomes very expedient for organization to give more attention to its employee and ensure they are given the right environment to operate. If the workforce is ineffective it will have an overall effect on the production capacity of the organization (Armstrong, 2010).

In most contexts, the two terms effectiveness and efficiency are used synonymously in an organization. However, there is a difference between them. Efficiency refers to the optimal use of minimum resources to achieve maximum output. It is a ratio of input to output and it is a concept that pertains to the internal workings of an organization. Effectiveness on the other hand is concerned with more with the human side of the organization values and activities. It is the ability of an individual to meet his or predetermined goal within the timeframe set for the job.

### **The major cause for employee's indiscipline.**

1. **General misconduct:** It describes unacceptable behavior of employees in an organization. The employees will be warned for misbehaving, if he continues the same the organization will issue the memo

2. **Poor performance/ capacity:** The employee's performance is evaluated periodically. If the performance of the employee is poor. The organization finds the reason for poor performance. Some of the employees lack training; in that case the organization provides additional training to employees. Some employees will be excellent in doing the work, but they spend the time by being idle, in the case the organization will warn the employees and monitored by the supervisor

3. **Poor timekeeping:** The work has to be completed by employees on time. The work done by the employees is measured based on the quality of work, quantity of work, time taken to complete the task. If the employees completed the task before the time specified he should be encouraged and

He should be given some free time for relaxation. If the employees fail to do so the particular employees have to be guided by the senior executive or he must be given additional training. Some employees even thought they are excellent in doing the work, but they sit idle and do unnecessary activities in an organization.

4. **Unauthorized absence:** The employees have to get the prior permission from the manager before taking leave. If the employees fail to do that the organization will suffer. The employees who are absent without getting permission will be warned by the employer.

5. **Misuse of office documents:** The document in organization is kept confidential and only some employees have access to it. If any confidential documents are misused by the employees a strict action will be taken against them. Punitive measures like suspension, demotion will be given to employees.

### **Measures to be taken to enhance more effective discipline.**

1. **Understand the law related to employees discipline:**

Framing a company policy for discipline

Informing employees what behavior is accepted before selection

2. **The rules of organization have to be informed properly to every individual employee**

Proper and stable working hours have to be informed

Attire and dress code

Behavior rules

Productivity and work ethic  
Information regarding usage of mobile phones

**3. If there is a separate rules for managers, employers, employees, that has to be specified clearly.**  
Some of the difference in rules for managers, employers. Employees in Working hours has to be mentioned clearly.

Period of Vacation  
Pay scale  
Additional benefits

### III. CONCLUSION:

Discipline is considered as an important factor that contributes to the overall outcome in an organization. The organization should take proper measures to maintain discipline. The rules framed should to inform to all the workers or employees in the organization. The employees who fail to follow the rules have to be monitored and called for counseling they have to be informed about their mistake. Even after if he doesn't correct his mistakes he will be given punishment. Proper guidelines and flow of communication helps to maintain a good discipline. There can a discipline manager in an organization to monitor the employees discipline and to deal with employee's indiscipline.

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