

PERIYAR UNIVERSITY

SALEM – 636 011

PERIYAR INSTITUTE OF DISTANCE EDUCATION (PRIDE)

DIPLOMA IN LABOUR AND SOCIAL WELFARE

ONE YEAR



REGULATION AND SYLLABUS

(Effective from the Academic Year 2014 - 2015)

DIPLOMA IN LABOUR AND SOCIAL WELFARE

REGULATIONS

Effective from the Academic Year 2014-15 and thereafter

1. CONDITION FOR ADMISSION

A candidate who has passed Plus Two or Higher Secondary Examination / +2 or Students undergoing UG or PG degree courses

2. DURATION OF THE COURSE

The course for the Diploma in Labor and Social Welfare shall consist of one academic Year.

3. COURSE OF STUDY

The course of study shall comprise instruction in books prescribed from time to time.

- a. Laws Relating to Labour Social welfare
- b. Labour Welfare and Industrial Sociology
- c. Labour Legislation Act I
- d. Labour Legislation Act II
- e. Personnel Management and Industrial Psychology

4. EXAMINATIONS:

The examination shall be three hours duration to each paper at the end of the year. The candidate failing in any subject(s) will be permitted to appear for each failed subjects(s) in the subsequent examination. Practical Examination should be conducted at the end of the year.

5. SCHEME OF EXAMINATIONS

The scheme of examination shall be as follow

Sl. No	Paper Code	Title of the Paper	Exam Duration	Maximum Marks
1.		Laws Relating to Labour Social welfare	3 Hrs	100
2.		Labour welfare and Industrial Sociology	3 Hrs	100
3.		Labour Legislation Act I	3 Hrs	100
4.		Labour Legislation Act II	3 Hrs	100
5.		Personnel Management and Industrial Psychology	3 Hrs	100

6. QUESTIONS PAPER PATTERN**a. For Theory**

Time: 3 Hrs.

Max. Marks : 100

PART – A : 5 X 5 = 25

(Answer all Five Questions)

Answer to each question shall not exceed two pages.

PART – B: 5X 15 = 75

(Answer all Five Questions)

Answer to each question shall not exceed two pages.

7. PASSING MINIMUM

A candidate shall be declared to have passed the examination in a theory of study only if he/she scores not than 40 Marks out of 100 in the University Examination

8. CLASSIFICATION OF SUCCESSFUL CANDIDATES:

Candidates who secure not less than 60% of the aggregate marks in the whole examination shall be declared to have passed the examination in First Class. All other successful candidates shall be declared to have passed in Second Class. Candidates who obtain 75% of the marks in the aggregate shall be deemed to have passed the examination in First Class with Distinction provided they pass all the examination prescribed for the course at the first appearance.

1. LAWS RELATING TO LABOUR SOCIAL WELFARE

UNIT 1: INDUSTRIAL RELATIONS - Concepts – Importance – Industrial Relations problems in the Public Sector – Growth of Trade Unions – Codes of conduct.

UNIT 2: INDUSTRIAL CONFLICTS - Disputes – Impact – Causes – Strikes – Prevention – Industrial Peace – Government Machinery – Conciliation – Arbitration – Adjudication.

UNIT 3: LABOUR WELFARE - Concept – Objectives – Scope – Need – Voluntary Welfare Measures – Statutory Welfare Measures – Labour – Welfare Funds – Education and Training Schemes.

UNIT 4: INDUSTRIAL SAFETY - Causes of Accidents – Prevention – Safety Provisions – Industrial Health and Hygiene – Importance – Problems – Occupational Hazards – Diseases – Psychological problems – Counseling – Statutory Provisions.

UNIT 5: WELFARE OF SPECIAL CATEGORIES OF LABOUR - Child Labour – Female Labour – Contract Labour – Construction Labour – Agricultural Labour – Differently abled Labour – BPO & KPO Labour - Social Assistance – Social Security – Implications.

Reference Books

1. Mamoria C.B. and Sathish Mamoria, Dynamics of Industrial Relations, Himalaya Publishing House, New Delhi, 2010.
2. Arun Monappa, Ranjeet Nambudiri, Patturaja Selvaraj. Industrial Relations & Labour Laws. Tata McGraw Hill. 2012
3. Ratna Sen, Industrial Relations in India, Shifting Paradigms, Macmillan India Ltd., New Delhi, 2009.
4. C.S.Venkata Ratnam, Globalisation and Labour Management Relations, Response Books, 2010.
5. Srivastava, Industrial Relations and Labour Laws, Vikas, 6th edition, 2012.
6. P. N. Singh, Neeraj Kumar. Employee Relations Management. Pearson. 2011.
7. P.R.N Sinha, Indu Bala Sinha, Seema Priyadarshini Shekhar. Industrial Relations, Trade Unions and Labour Legislation. Pearson., 4th edition, 2013.

2. LABOUR WELFARE AND INDUSTRIAL SOCIOLOGY

Unit 1: Introduction: Concept of Social Justice, Working conditions in Organized and Unorganized sectors: Origin and growth of State Regulation.

Unit 2: Concept of Labour Welfare: Scope of Labour Welfare within and outside Factory premises. Theories of Labour Welfare. Labour Welfare with special reference to Indian Constitution

Unit 3: Industrial Sociology: Nature and Scope of Industrial Sociology-Development of Industrial Sociology.

Unit 4: Rise and Development of Industry: Early Industrialism – Types of Productive Systems – The Manorial or Feudal system – The guild system – The domestic or putting-out system – and the factory system – Characteristics of the factory system – causes and Consequences of industrialization.

Unit 5: Provisions of Health, Safety and Welfare under the Factories Act Provisions relating to working hours, Young persons, Annual Leave with wages.

REFERENCE BOOKS

1. Saxena, R.C. : Labour Problems and Social Welfare in India
2. Barwell and Kar : Law of Service in India, Vol. II (1956), Service in Industries
3. Vaid, K.N. : Labour Welfare in India
4. GISBERT PASCAL, Fundamentals of Industrial sociology, Tata McGraw Hill Publishing Co., New Delhi, 1972.
5. SCHNEIDER ENGNO V., Industrial Sociology 2nd Edition, McGraw Hill Publishing Co., New Delhi, 1979.
6. MAMORIA C.B. And MAMORIA S., Dynamics of Industrial Relations in India.
7. SINHA G.P. and P.R.N. SINHA, Industrial Relations and Labour Legislations, New Delhi, Oxford and IBH Publishing Co., 1977.

3. LABOUR LEGISLATION ACT I

Unit 1: THE TRADE UNIONS ACT, 1926: Introduction - Definitions - Scope and Objectives - Registration-Cancellation – Rights and Privileges – Amalgamation – Dissolution – Regulations and Penalties.

Unit 2: THE INDUSTRIAL EMPLOYMENT (STANDING ORDERS) ACT, 1946: Definitions - Scope and Objectives - Submission and Certification of Standing Orders – Enforcement of the Act – Miscellaneous.

Unit 3: THE INDUSTRIAL DISPUTES ACT, 1947: Introduction – Definitions - Scope and objectives of the Act. Machineries and Authorities under the Act: Conciliation - Adjudication and Arbitration. Provisions relating to lay off – Retrenchment – Closure - Strikes and Lock outs.

Unit 4: THE FACTORIES ACT, 1948: Introduction – Definitions - Scope and Objectives of the Act. Health, Safety and Welfare Provisions under the Act. Working hours and Employment – Annual Leave – Penalties and Procedure.

Unit 5: THE APPRENTICES ACT, 1969: Definitions, Scope and Objectives of the Act- Apprentices and their Training – Hours of Work – Overtime – Leave and Holidays – Obligations of Employers and Apprentices - Authorities.

Reference Books

- 1.Sarma, A.M. (2011) Industrial Jurisprudence and Labour Legislation, Himalaya Publishing House, Mumbai.
2. Taxmann (2009) Labour Laws”, Taxmann Allied Services Pvt. Ltd.
3. Srivastava, S. C. (2008) Industrial Relations and Labour Laws, Vikas Publishing House Pvt Ltd, New Delhi.
4. Sinha, P.R.N., Sinha, Indu Bala and Shekhar, Seema Priyadarshini (2004) Industrial Relations, Trade Unions and Labour Legislation, Pearson Education, New Delhi.
5. Kapoor , N.D. (2006). Elements of Industrial Law, Sultan Chand & Sons, New Delhi.

4. LABOUR LEGISLATION ACT II

Unit I : The Payment of Wages – 1936

Objective of the Act - Definitions - Scope and Jurisdiction- Rules for Payment of Wages, Deductions - Benefits and Legal remedies – Enforcement – Inspectors - Exemptions of the Act – Appeal – Offences and Penalty – Miscellaneous.

Unit II : The Minimum Wages Act 1948

Objective of the Act - Definitions - Scope and Jurisdiction – Fixation of Wages Revision – Advisory Boards - Rules - Benefits and Legal remedies – Enforcement – Exemptions of the Act – Offences and Penalty - Power to Make rule – Miscellaneous.

Unit III : The Payment of Bonus Act 1965

Objective of the Act - Definitions - Scope and Jurisdiction – Categories not applicable – Eligibility Rules – Benefits and Legal remedies - Exemptions of the Act Determination of Bonus – Special Provisions – Inspectors - Offences and Penalty – Miscellaneous.

Unit IV: The Contract Labour Regulation and Abolition Act 1970

Introduction - Definitions - Objective of the Act - Scope and Jurisdiction of the Act - Rules to be followed as per the Act- Advisory Boards - Benefits and Legal remedies of the Act – Penalties and Procedures – Records to be maintained – Exemptions of the Act – Miscellaneous.

Unit V: Employee Pension Scheme 1995

Introduction – Definitions – Employees Pension Fund – Payment of Contribution – Recovery of Damages for Default in Payment of any contribution – Membership of the employee Pension Scheme – Subscriptions – Options for return of Capital – Benefits – Duties of Employers – Accounts Management – Exemptions – Rules & Regulations

Text Books:

1. Kapoor N. D, Elements of Merchantile Law, sultan Chand, 2008.
2. Padhi P.K., Industrial Laws, PHI , 2008.
3. Senapathi.R. Legal Systems in Business – ARS Publications, Chennai,2008
4. Tripathi.P.C, Gupta.C.B., Kapoor.N.D, Industrial Relations and Labour Laws.2011

Reference Books:

1. Arun Monappa, Ranjeet Numbudiri, Patturaja Selvaraj, Industrial Relations & Labor Laws, Tata McGraw hill 2012.
2. Respective Bare Acts.
3. Sinha. D.R. N., Indu Balasinha & Semma Priyadarshini Shekar, Industrial Relations, Trade Unions and Labor Legislation 2004.
4. Srivastava, Industrial Relations and Labour Laws, Vikas, 2007.
5. Tax Mann, Labour Laws, 2008.

5. PERSONNEL MANAGEMENT AND INDUSTRIAL PSYCHOLOGY

Unit 1: Introduction: Growth and Development of Personnel Management with special reference to India. Definition - Objective – Areas - Scope and Subject Matter of Personnel Management.

Unit 2: Role and Functions: Role of Personnel Management in developing Industries - Status and Functions of Personnel Officer and Labour Welfare Officer.

Unit 3: Personnel Planning and Analysis: Manpower Planning, Recruitment, Job Evaluation, Job Analysis, Selection procedure and methods. Placement, Promotion, Demotion, transfer, Dismissal, Discharge.

Unit 4: Introduction to Industrial Psychology: Definitions & Scope. Major influences on industrial Psychology- Scientific management and human relations schools Hawthorne Experiments.

Unit 5: Individual in Workplace: Training and Motivation, Job satisfaction, Performance Appraisal, stress management. Organizational culture, Leadership & group dynamics.

Reference Books

1. Gomez, Meja, Balkin, Cardy, “*Managing Human Resources*,” New Delhi, Pearson Education.
2. Aswathappa, K., “*Human Resource Management*”, *Text and Cases*. New Delhi, Tata McGraw – Hill.
3. Snell, Scott, and Bohlander, George, “*Human Resource Management*,” New Delhi, Cengage Learning.
4. Mamoria and Rao, “*Personnel Management*”, New Delhi, Himalaya Publishing House.
5. Miner J.B. (1992) *Industrial/Organizational Psychology*. N Y : McGraw Hill.
6. Blum & Naylor (1982) *Industrial Psychology. Its Theoretical & Social Foundations* CBS Publication.
7. Aamodt, M.G. (2007) *Industrial/Organizational Psychology: An Applied Approach* (5th edition) Wadsworth/Thompson : Belmont, C.A.