

**PERIYAR UNIVERSITY**

**SALEM – 636 011**

**PERIYAR INSTITUTE OF DISTANCE EDUCATION (PRIDE)**

**P.G. DIPLOMA IN LABOUR AND SOCIAL WELFARE**

**ONE YEAR**



**REGULATION AND SYLLABUS**

**(Effective from the Academic Year 2014 - 2015)**

**P.G. 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 any degree of this University or any of the degree of any other University accepted by the syndicate as equivalent thereto subject to such conditions as may be prescribed therefore shall be permitted to appear and qualify for the Post Graduate Diploma in Labour AND SOCIAL WELFARE degree examination of this University after a course of study of One Academic Years.

**2. DURATION OF THE COURSE**

The course for the Post Graduate Diploma in Labor Social Law shall consist of one academic Year.

**3. ELIGIBILITY FOR THE PG. DIPLOMA**

A candidate shall be eligible for the P.G. Diploma in Labor and Social welfare if he/she has satisfactorily undergone the prescribed course of study for a period of not less than one year and passed the examinations in all the papers.

**4. COURSE OF STUDY**

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

1. Industrial relations and Labour welfare
2. Laws on Compensation
3. Laws on Industrial Relations
4. Laws on Social Security
5. Laws on Labor Welfare of Agricultural and Unorganized Sectors labors
6. Laws on Various Legislation
7. Personnel Management & Industrial Psychology
8. International Labour Organization & Labour Jurisprudence
9. Labour Economics and Industrial Sociology
10. Dissertation

**5. 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.

## 6. SCHEME OF EXAMINATIONS

The scheme of examination shall be as follow

Sl. No	Paper Code	Title of the Paper	Exam Duration	Maximum Marks
1.		Industrial relations and Labour welfare	3 Hrs	100
2.		Laws on Compensation	3 Hrs	100
3.		Laws on Industrial Relations	3 Hrs	100
4.		Laws on Social Security	3 Hrs	100
5.		Laws on Labor Welfare of Agricultural and Unorganized Sectors labors	3 Hrs	100
6.		Laws on Various Legislation	3 Hrs	100
7.		Personnel Management & Industrial Psychology	3 Hrs	100
8.		International Labour Organization & Labour Jurisprudence	3 Hrs	100
9.		Labour Economics and Industrial Sociology	3 Hrs	100
10		Project Work	3 Hrs	100
<b>Total Marks</b>				<b>1000</b>

## 7. QUESTIONS PAPER PATTERN

### a. For Theory

Time: 3 Hrs.

Max. Marks : 100

PART – A : 5 X 5 = 25

(Answer all Questions)

(Two Questions from each unit with Internal Choice)

PART – A : 5 X 15 = 75

(Answer all Questions)

(Two Questions from each unit with Internal Choice)

### b. For Project work

Max Marks: 100

**The Project report containing 50 – 100 Pages is to be submitted at the end of the Course and the report to be valued for 100 Marks.**

## 8. PASSING MINIMUM

A candidate shall be declared to have passed the examination in a theory / practical of study only if he/she scores not than 50 Marks out of 100 in the University Examination

## 9. 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. INDUSTRIAL RELATIONS AND LABOUR 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, 6<sup>th</sup> edition, 2012.
6. P. N. Singh, Neeraj Kumar. Employee Relations Management. Pearson. 2011.
7. P.R.N Sinha, Indu Bala Sinha, Seema Priyardarshini Shekhar. Industrial Relations, Trade Unions and Labour Legislation. Pearson., 4<sup>th</sup> edition, 2013.

## **2. LAWS ON COMPENSATION**

### **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. PadhiP.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, Industrail 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.**

### **3. LAWS ON INDUSTRIAL RELATIONS**

**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. LAWS ON SOCIAL SECURITY**

### **Unit 1: Workmen's compensation Act - 1923**

Objectives, Employer to pay compensation, when employer is not liable, Amount of compensation Notices, Claim, Appeal, recovers.

### **Unit 2: Employee's State Insurance Act – 1948,**

Preliminary, Corporation, standing committee and medical benefits council, Finance and Audit, Labor tribunals, Benefits, Transitory provision.

### **Unit 3: Employee's Provident Funds Act – 1952**

Short title, extent & application, Employers provident fund scheme, General Board , Executive committee, Appointment of officer, Employers provision scheme. 7, Deposit linked insurances scheme.

### **Unit 4: Payment of gradually Act – 1972**

Short title, Extent, Application & commencement, Controlling authority, Payment authority, Compulsory insurance, Power to example.

### **Unit 5 : The Fatal Accident Act – 1855**

Suit for compensation to the family of a person for loss occasioned to it by his death by actionable wrong, Not more than one suit to be brought. 2. Plaintiff shall deliver particulars etc. 3. Interpretation clause.

### **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.

## **5. LAWS ON LABOR WELFARE OF AGRICULTURAL AND UNORGANIZED SECTORS LABORS**

**Unit 1:** Introduction, meaning, unorganised labour, Types and Causes of Problems.

### **Unit 2: The sales promotion Employee's Act – 1976.**

Short title, commencement, Application. Power of central government. Leave. Issue of appointment letter. Register. Inspector. Penalty. Offences by companies .

### **Unit 3: interstate migrants workmen's Act – 1979.**

Title, extent, commencement & applied. Definition. Registration of Establishment employing interstate instant workers. Licensing of contractors. Duties and obligations of contractors. Wages, welfare & other facilities. Inspecting staff. Miscellaneous.

### **Unit 4: The employment of manual scavengers and construction of dry latrines (Prohibition )Act – 1993.**

Title, Commencement. Prohibition of employment of manual scavenges. Supplementary authorities and schemes. Penalties and procedures. Miscellaneous.

### **Unit 5: The Dock Workers Act – 1997**

Short title, Commencement. Definition. Inapplicability of provisions of the dock workers of major ports. Transfer of assets and liabilities of the dock Labour Board.

#### **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.

## **6. LAWS ON VARIOUS LEGISLATION**

### **Unit 1: The employers Liability Act – 1938**

Short title. Commencement. Definition. Defence of common employment banned in certain cases. Contracting out. Risk not to be deemed to have been assumed without full knowledge. Savings.

**Unit 2:** The employment Exchange compulsory notification of vacancies Act – 1959. Title. Commencement. Definition. Form I. Form ER-II

### **Unit 3: The collection of statistics Act – 2005**

Preliminary. Collection of Statistics. Disclosure of information in certain cases and restrictions of their use. Miscellaneous

Unit 4: **Statutory Welfare Fund I.**

Labour welfare fund for coal mines Short title, commencement, definition.  
Consequential provision. Constitution of suits etc of the fund to be credited to the consolidated fund of India.

#### **Unit 5: Statutory Welfare Fund II.**

Labour welfare fund for mica mines : short title and extent. Chairman of the advisory board. Power offences

#### **Text Books:**

1. Kapoor N. D, Elements of Merchantile Law, sultan Chand, 2008.
2. PadhiP.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, Industrail 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, Industrail Relations and Labour Laws, Vikas, 2007.
5. Tax Mann, Labour Laws, 2008.

## 7. PERSONNEL MANAGEMENT & 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* (5<sup>th</sup> edition) Wadsworth/Thompson : Belmont, C.A.

## **8. INTERNATIONAL LABOUR ORGANISATION & LABOUR JURISPRUDENCE**

Unit 1: International Labour Organisation : Genesis, development and dimensions, aims and objectives, Organs of the International Labour Organisation (i) The International Labour Conference (ii) The governing Body (iii) The International Labour Office (iv) The Regional Conferences and Industrial Committees, their composition, functions, etc.

Unit 2: The I.L.O Legislative Procedure, Conventions, Recommendation, The I.L.O. Standard and Indian ratification, I.L.O. Conventions and Indian Labour Legislation with special reference to Labour welfare Social Security, Human Rights and Social Justice, Technical Assistance, I.L.O. and Appraisal with special reference to India.

Unit 3: Concept & Growth of Labour Jurisprudence, Concept of Social Natural Justice and Labour, Social Engineering Theory and implementation through Labour Laws.

Unit 4: Constitution of India and Labour, Inter-relationship, Its impact to impart Justice to weaker sections, children and women.

Unit 5: Labour Law and Public Interest Litigation, Legal services programme, Environmental pollution and Human Rights Justice through Labour Laws.

### **Reference Books**

1. Dhyani, S.N.: I.L.O. and India in pursuit of social Justice I.L.O. : International Labour Codes, Vol. I & II
2. Indian Labour Bureau Publication : Year Books, Government
3. Constitution of India : Relevant portions
4. Johnstan, G.A.: The I.L.O.
5. Mahesh Chandra: Industrial Jurisprudence

## 9. LABOUR ECONOMICS AND INDUSTRIAL SOCIOLOGY

**Unit 1: Introduction:** Meaning – Definition - Scope of the labour economics - Labour Force: composition – characteristics - Absenteeism and turnover. Industrial Development: small scale - cottage industries - large scale industries.

**Unit 2: Labour Economics and Industry:** Industrial Planning - Industrial policy - Location and Industrial Finance. Employment - Unemployment and Underemployment. Industrial Workers: Problems and Policies.

**Unit 3: Industrial Sociology:** Concept of the Industrial Sociology - Origin and development, Nature – Scope - Methods - Importance of Industrial Sociology - Concept of Industrialization and problems for workers.

**Unit 4: Development of Industry:** The manorial system - The guild system - The domestic system - The factory system - Industrial evolution in India.

**Unit 5: Dynamics of Industrial Relations:** Approaches to the study of Industrial Relations - Collective Bargaining – Concepts, Types, Scope and Importance - Participative Management – Concept and Practices of Participative Management.

### Reference Books

1. Lester, R.A. (1964), Economics of Labour, (2nd Edition), Macmillan, New York.
2. McConnell, C.R. and S.L. Brue (1986), Contemporary Labour Economics, McGraw-Hill, New York.
3. Papola, T.S., P.P. Ghosh and A.N. Sharma (Eds.) (1993), Labour, employment and industrial Relations in India, B.R. Publishing Corporation, New Delhi.
4. Gisbert, Ascual S J , *Fundamentals of Industrial Sociology*, New Delhi, Tata Mc Graw-Hill 1972 .
5. Gisbert, Pascal, *Fundamentals of Industrial Sociology*, New Delhi, Tata Hill, 1972.
6. Nadkarni, Lakshmi , *Sociology of Industrial Worker*, Jaipur Rawat, 1998
7. Ramaswamy, E. A. *Industrial Relations in India*. Delhi. MacMillian, 1978
8. Sheth, N R , *Industrial Sociology in India*, Jaipur Rawat 1979.

## 10. PROJECT WORK

**The Project report containing 50 – 100 Pages is to be submitted at the end of the Course and the report to be valued for 100 Marks.**