

Diploma in Labour Law & Personnel Management

(Syllabus)

2018-19



SCHOOL OF SOCIAL SCIENCES
(SOSS)

Devi Ahilya Vishwavidyalaya, Indore(M.P.)

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SCHOOL OF SOCIAL SCIENCES
Diploma in LLPM (Syllabus) 2018-19

Semester – I			
Paper	Code	Title of paper	Credits
Core	DLLPM 101	Labour, Industry and Social work	3
Core	DLLPM 102	Labour Legislations	3
Soft skill	DLLPM 103	Social Communication and Personality Development	2
	DLLPM 104	Comprehensive viva-voce	4
	Total		12

Semester – II			
Paper	Code	Title of paper	Credits
Core	DLLPM 201	Industrial Relations and Trade Unionism	3
Core	DLLPM 202	Management of Human Resource	3
Core	DLLPM 203	Essay or Dissertation	4
	DLLPM 204	Comprehensive viva-voce	4
	Total		14

Scheme of Examination:-

This Course carries both internal and external assessment which carries 40% internal and 60% External marks. Internal assessment has 3 test scheme out of which student score calculation is done for best of two whereas External Examination carries 60% marks, this include different structure including short question, Long Question and Application based, Case studies etc.

S. Dixit

V. K. Singh

SCHOOL OF SOCIAL SCIENCES
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Semester – I

DLLPM -101: Labour, Industry and Social work

Objectives- To enhance knowledge about Labour, Industry and Social work.

Learning Outcomes: - By reading this paper learners know about industrial process, Working and living conditions of labour, wage theories Social security & concept in industrial sector.

Unit -I

1. Industrial growth in India with reference to MP
2. Impact of industrialisation and urbanisation on life of workers.
3. Productivity concept & importance.
4. Productivity and rationalisation.

Unit - II

1. Working and living conditions of labour.
2. Industrial housing, industrial pollution, slums.
3. Absenteeism
4. Labour turnover and its impact.

Unit – III

1. Wages : wage theories
2. Concept of minimum wages, fair wage and living wage
3. Models of wage payment
4. Major components of wages and incentives.

Unit – IV

1. Social security: concept and its scope in India.
2. Social work in industry
3. The welfare officer: role, duties and status.

Unit - V

1. Concept, scope of labour welfare .
2. Philosophy and theories of labour welfare.
3. Agencies of labour welfare.
4. Role of trade union in labour welfare.

References :-

1. Saxena R.C. 1971: Labour problems and social welfare, New academic publishers, Jalandhar.
2. Pillai M.K 1986 : Labour and industry laws, Allahabad law agency, Allahabad.
3. Pant S.C 1986 : Indian labour problems, Allahabad law agency, Allahabad.
4. Mehrotra S.N 1981: Labour problems in India , S Chand and Company Lts., New Delhi.

DLLPM -102 : Labour Legislations

Objective: - Main objective of this paper is to enhance understanding about the Labour laws..

Learning Outcome's: - After reading this paper learners know about labour legislations which is important in industrial sector.

Unit – 1

1. Need and scope of labour legislation.
2. Labour administration at central and state level.
3. Importance of labour legislation.

Unit –II

1. Payment of wages act, 1936.
2. Minimum wages act, 1948.
3. Payment of bonus act, 1965.

Unit –III

1. E.S.I act, 1948.
2. Maternity benefit act, 1961.
3. Payment of gratuity act, 1951.

Unit –IV

1. The Factories act , 1948
2. Employees provident and misc. Act, 1971
3. Sexual harassment at work place.

Unit –V

1. Indian trade union act , 1926.
2. Industrial dispute act, 1947.
3. Industrial relation act, 1961

References :-

1. Saxena R.C. 1971: Labour problems and social welfare, New academic publishers, Jalandhar.
2. Pant S.C 1986 : Indian labour problems, Allahabad law agency, Allahabad.
3. Mehrotra S.N 1981: Labour problems in India , S Chand and Company Lts., New Delhi
4. Malik PL,1981 : Industrial law eastern book company, Lucknow.

DLLPM -103: COMMUNICATION & PERSONALITY DEVELOPMENT

Objective: By reading this paper the student will be able to develop understanding in the enhancement of communication skills and exercises to boost their personality development.

Learning Outcomes :- After reading this paper learners can be able to communicate among their professional settings, Defining Communication, types and Essentials of effective listening, Definition & how to articulate, Effective presentation skills, Spoken exercises, listen & repeat and tongue twister.

Unit-I : Framework to Business Communication:

Defining Communication, Process of communication, and Principles of effective communication, importance and objectives of business communication, Physical, Mechanical and Psychological barriers to communication.

Unit-II: Channels, Types and Forms Of Communication:

Channels, Verbal, Non-verbal, Formal, Informal, Internal, External and communication networks, Effective listening – types and Essentials of effective listening, Development of intrapersonal and interpersonal skills for Personal effectiveness.

Unit-III: Articulation and Drafting:

Definition & how to articulate, techniques for better articulation, Speak clearly & distinctly, Basic patterns of Business Letters & its drafting, notices, Resumes, Sales letter writing, letters of bank correspondence, complaint letters & project reports, Dealing with print and electronic media, writing a press release.

Unit-IV: Enhancement Skills / Employability Skills:

Effective presentation skills: body language, eye contact, gesticulation, use of audio visual aids, Handling audience, conduct during presentation Interview skills: types of interview, preparing for an interview, how to handle stress interview, attire for an interview, learn how to say No, positive thinking tips & tricks, have an effective brain storming session.

Unit-V: Practical Exercises:

Spoken exercises listen & repeat and tongue twister, Group discussions, Mock meetings & interviews, Presentations on a technical topic, role plays, Confidence building exercises, and submission of reports prepared. Note: At least five cases should be discussed in the class.

Required readings:

1. Business Communication – K.K.Sinha, Galgotia Publishing Company, Latest Edition
2. Business Communication – Chhabra.T.N. , Sun India Publication, 2005
3. Business Communication – ParagDiwan, Excel Books, Latest Edition
4. Essentials of Business Communication – Rajendra Pal, Sultanchand Publication, 2000
5. Business Communication-- R.K.Madhurkar, Vikas Publishing House Pvt. Limited, Latest

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Semester – II

DLLPM-201 : Industrial Relations and Trade Unionism

Objective :- To enhance understanding about Industrial Relations and Trade Unionism.

Learning Outcomes: - By studying this paper learner can know about industrial relations, conflicts, disputes, collective bargaining and workers participation in management, ILO , trade union in India , leadership.

Unit -I

1. Introduction to industrial relations- concept, key actors.
2. Nature and importance of industrial relations.
3. Industrial conflict : concept, nature.
4. Industrial disputes, strikes, lockouts, closure, go slow.

Unit -II

1. Collective bargaining: concept , process.
2. Advantages and limitations of collective bargaining.
3. Workers participation in management : meaning and objectives.
4. Forms and levels of workers participation in management.

Unit -III

1. Tripartite approach in industrial relations.
2. I.L.O its structure and functions.
3. Role of I.L.O in labour movement and industrial development.
4. Methods of resolving industrial disputes: negotiation, conciliation , voluntary arbitration and adjudication .

Unit -IV

1. Growth and development of trade union in India.
2. Trade union: meaning types and functions.
3. Role of union in job security, wage determination, workers education.
4. Role of trade union in environment protection and safety promotions.

Unit -V

1. Leadership: meaning, characteristics and its types .
2. Traits of effective leadership & impact of effective leadership on organisation.
3. Total quality management: meaning and 5S concept.
4. Job satisfaction, motivation and morale.

References :-

1. Arnold and Feldman, 1987: organisational behaviour , Mc Graw hill co., New Delhi
2. Bhatia SK, 1980 : Personnel management and industrial relations , Deep and deep publications, New Delhi.
3. Dayal Ishwar , 1984: Management training in organisations ,Prentice hall of India Pvt. Ltd.
4. Dwivedi RS, 1982 : Management of human resource, Oxford and IBH publishing co., New Delhi.
5. Lal Das DK, 1991 : Personnel Management , Industrial relations and labour welfare, YK publishers , Agra.

DLLPM-202 : Management of Human Resource

Objective: - To enhance understanding of learners about Management of Human Resource.

Learning Outcomes: - By studying this paper learners will be able to understand about the concept of management of human resource and development, organizational behaviour, Human audit and research.

Unit -I

1. Concept and approaches to management.
2. Concept and evolution of HRM as a profession.
3. HR Dept.: structure and functions.
4. Human resource planning.

Unit -II

1. Recruitment and selection.
2. Placement and induction.
3. Compensatory reward.
4. Internal mobility and attrition.

Unit -III

1. HRD: Conceptual framework
2. Potential and performance appraisal.
3. Training and development.

Unit -IV

1. Organizational Behaviour: concept, components and organisational culture.
2. Monotony and fatigue.
3. Accidents and accident proneness.

Unit -V

1. Human audit and research.
2. Managing change and challenges.
3. Globalization and the future of HRM.
4. Application of social work skills to HRM.

References :-

1. Arnold and Feldman, 1987: organisational behaviour, Mc Graw hill co., New Delhi
2. Bhatia SK, 1980 : Personnel management and industrial relations, Deep and deep publications, New Delhi.
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