

Diploma in Labour Law & Personnel Management

Syllabus 2020-21



**SCHOOL OF SOCIAL SCIENCES
(SOSS)**

Devi Ahilya Vishwavidyalaya, Indore (M.P .)

SCHOOL OF SOCIAL SCIENCES
Diplomain LLPM (Syllabus) 2020-21

Semester -I			
Paper	Code	Title of the Paper	Credits
Core	DLLPM 101	Labour, Industry & Social Work	04
Core	DLLPM 102	Labour Legislations	04
Soft Skill	DLLPM 103	Social Communication & Personality Development	04
	DLLPM 104	Comprehensive Viva- Voce	04
	TOTAL		16

Semester -II			
Paper	Code	Title of the Paper	Credits
Core	DLLPM 201	Industrial Relation & Trade Unionism	04
Core	DLLPM 202	Management of Human Resource	04
Soft Skill	DLLPM 203	Essay or Dissertation	04
	DLLPM 204	Comprehensive Viva- Voce	04
	TOTAL		16

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.

SCHOOL OF SOCIAL SCIENCES
Diploma in LLPM (Syllabus) 2020-21
Semester –I

PAPER CODE: 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 industrialization and urbanization on life of workers.
3. Productivity concept & importance.
4. Productivity and rationalization.

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 Ltd., New Delhi.

PAPER CODE: 102: Labour Legislations

Objectives- Main objective of this paper is to enhance understanding Labour laws..

Learning Outcomes:- By reading this paper learners know about Labour Legislations which is important in industrial sector.

Unit –I

1. Need & Scope of Labour Legislations.
2. Labour Administration at Central & State level.
3. Importance of Labour Legislaions.

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 Fund & Misc. Act, 1971.
3. Sexual Harassment of Women at Workplace Act, 2013.

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.

PAPER CODE: 103: COMMUNICATION & PERSONALITY DEVELOPMENT (SOFT SKILLS)

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:- By reading this paper learners will 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

PAPER CODE: 201: Industrial Relations and Trade Unionism

Objectives- To enhance knowledge about Industrial Relations and Trade Unionism

Learning Outcomes:- By reading this paper learners 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 factors.
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 & 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 organization.
3. Total quality management: meaning and 5S concept.
4. Job satisfaction, motivation and morale.

References:-

1. Arnold and Feldman, 1987: organizational behavior, Mc Graw hill co., New Delhi.
2. Bhatia K, 1980: Personnel management and industrial relations. Deep and deep publications. New Delhi.
3. Dayal Ishwar, 1984: Management training in organizations. Prentice hall of India Pvt. Ltd.
4. Dwivedi RS, 1982: Management of human resource. Oxford and 11311 publishing co. New Delhi.
5. Lal Das DK. 1991: Personnel Management, Industrial relations and labour welfare. YK publisher's. Agra.

PAPER CODE: 202: Management of Human Resource

Objectives- To enhance knowledge about Management of Human Resource.

Learning Outcomes:- By reading this paper learners will be able to understand about the concept of management of human resource and development , organizational behavior, 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. Compensation & 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 Behavior: concept, components and organizational 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: organizational behavior, Mc Graw hill co., New Delhi.
2. Bhatia K, 1980: Personnel management and industrial relations. Deep and deep publications. New Delhi.
3. Dayal Ishwar , 1984: Management training in organizations .Prentice hall of India Pvt. Ltd.
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