

# Certificate Course 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 (SOSS)**

**Devi Ahilya Vishwavidyalaya, Indore(M.P.)**

**Certificate Course in CLLPM (Syllabus) 2018-19**

<b>Semester – 1</b>			
<b>Paper</b>	<b>Code</b>	<b>Title of paper</b>	<b>Credits</b>
Core	CLLPM 101	<b>Labour, Industry and Social work</b>	<b>3</b>
Core	CLLPM 102	<b>Labour Legislations</b>	<b>3</b>
Soft skill	CLLPM 103	<b>Social Communication and Personality Development</b>	<b>2</b>
	CLLPM 104	Comprehensive viva-voce	<b>4</b>
	<b>Total</b>		<b>12</b>

**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. Dial

V. Patil

**SCHOOL OF SOCIAL SCIENCES**  
**Certificate Course in LLPM (Syllabus) 2018-19**  
**Semester – I**

**CLLPM -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, Wages: 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.
- 5.

**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.

## **CLLPM -102 : Labour Legislations**

**Objective:** - To main objective of this paper in to enhance understanding about the Labour law.

**Learning Out Comes:** - After reading of 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 easten book company, Lucknow.

## **CLLPM-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 :-** After reading this paper learner able to communicate among in their professional settings.

### **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