



**BHARATI VIDYAPEETH
DEEMED TO BE UNIVERSITY, PUNE (INDIA)**

(Established u/s 3 of the UGC Act, 1956 vide Notification No.F.9-15/95-U-3 of the Govt. of India)

'A+' Grade Accreditation by NAAC

"Social Transformation Through Dynamic Education"

SCHOOL OF DISTANCE EDUCATION

PROGRAMME GUIDE

OF

**DIPLOMA IN LABOUR LAWS AND LABOUR WELFARE
(DLL&LW)**

With effect from 2018-19

BHARATI VIDYAPEETH DEEMED TO BE UNIVERSITY, PUNE
SCHOOL OF DISTANCE EDUCATION
 Under The Faculty of Law
DIPLOMA IN LABOUR LAWS AND LABOUR WELFARE
 (Choice Based Credit and Grade System)
 (To be implemented from July 2018)

1. AIM AND OBJECTIVE

The important objective of Labour Law is to protecting workers and ensuring fair, safe and healthy workplace leading to increased productivity.

2. ACADEMIC PLANNER

	For June Admission Session Students	For January Admission Session Students
Admission Date	1 st July to 30 th September	1 st January to 28 th February
Eligibility Document Submission	1 st July to 30 th September	1 st January to 31 st March
Internal Home Assignment Submission	1 st October to 31 st October	1 st March to 31 st March
Examination Form Submission	January to February	July to August
University Examinations	April - May	October - November

3. ADMISSION PROCEDURE

The Application Form is available at each Academic Study Centres. The candidate will have to apply for admission to any academic programme of his / her choice in the prescribed form attached with Information booklet. University has made available the facility of 'Online application for Admission' to the students to apply for admission to the various programs. The candidate will be admitted provisionally to the programme on verification of the eligibility for admission. He / She will be asked to complete the eligibility requirement by submitting the required Marksheets, Leaving/Transfer Certificate, Educational Gap Certificate (if required), Aadhaar Card etc. After verification of required documents candidate admission will be confirmed.

4. ELIGIBILITY:

The candidate must be a graduate of any Faculty either of this University or of any other University whose degree is recognized, or equivalent to the corresponding degree of this University.

5. DURATION:

The duration of diploma programme conducted through open and distance learning mode is a one academic year although student may complete the programme gradually within a maximum period of Three years.

6. MEDIUM OF COURSE:

The medium of instruction and examination is English only.

7. COURSE STRUCTURE :

Sr. No.	Name of the Course	No. of Marks	No. of Credits	Study Input (in hrs.)
1.	LAW RELATING TO INDUSTRIAL RELATIONS AND ADJUDICATION	100	8	240
2.	SOCIAL SECURITY LEGISLATION	100	8	240
3.	LAW OF WAGES AND PRINCIPLES OF WAGE FIXATION	100	8	240
4.	LEGISLATION AFFECTING CONDITIONS OF WORK	100	8	240
Total		400 Marks	32 Credits	960 Hours

8. CREDIT SYSTEM:

Each Diploma Programme consists of four courses. Each course is allotted 8 credits. The total number of credits for every programme is 32. Each credit constitutes 30 hrs. Hence the study input hours for each course shall be 240 hrs. The study input has to be fulfilled as follows:

Study Input = 240 hrs (per course)			
Credit = 8 credits (per course)			
Counseling sessions (24 hrs)		Self-Learning Material (SLM) Size of e-content	Assignments
Synchronous Chat	Asynchronous Chat (Discussion forum)		
12 hrs	8 Topics	30 Units	4

* Synchronous Chat:

It shall be a face to face interaction of the student with the faculty which shall include the counseling sessions, difficulty solving etc.

*Asynchronous Chat:

It shall provide a virtual platform where the faculty through online discussion forums resolves the difficulties of the student related to particular topics

*Self-Learning Material (SLM):

As the programme is conducted in distance learning mode the student shall be provided with necessary self learning material which he/she needs to review regularly.

*Assignments:

The student needs to submit 4 assignments which shall carry 20 marks (5 marks per assignment)

9. SCHEME OF EXAMINATION:

The examination for the diploma programme will be held at the end of the academic year. The medium of instruction and the examination shall be in English. Each course shall be evaluated out of 100 marks out of which 80 marks are for a written examination which will be conducted by the university & 20 marks for submission of assignments.

10. STANDARD OF PASSING:

In order to pass in the course and to earn the assigned credits the student must obtain 50% marks at the written examination and 50% marks in evaluation of assignments.

11. AWARD OF HONORS:

The criteria for the award of honors are as follows:

Range of Marks (in %)	Division
75% and above	Distinction
60% and above but less than 75%	First class
50 % and above but less than 60%	Second class

COURSE PAPER I: LAW RELATING TO INDUSTRIAL RELATIONS AND ADJUDICATION

Chapter 1: Industrial Disputes Act, 1947:

- i. Definition, Authorities for the settlement of disputes, methods of settlement, collective bargaining, conciliation, arbitration and adjudication.
- ii. Scope of Industry, Workmen, Employers, Industrial Disputes, Authorities under the Industrial Dispute Act, 1947; Procedure, Power and Duties of Authorities, Reference of Disputes to Boards, Courts or Tribunals.
- iii. Strike, Lock Out, Lay Off, Retrenchment and Closure Unfair Labour Practices, Penalties, Offences by Companies etc.

Chapter 2: The Trade Union Act. 1926:

- i. Collective Bargaining- Concept and Process, Legal control, Factor affecting collective bargaining, Merit and Demerit of collective bargaining
- ii. History and Development of Trade Union Movement with reference to India, Registration of Trade Union, Rights and Liabilities of Registered Trade Union, Penalties.

Chapter3: Bombay Industrial Relations Act, 1946:

- i. Authorities under
- ii. Registration of unions, procedure for registration, cancellation of registration
- iii. Powers and duties of Labour officers
- iv. Penalties and procedure

Chapter 4: Industrial Employment (Standing Order) Act, 1946

- i. Definition, Historical Background, application of the Act
- ii. Submission of drafts standing orders, conditions for standing orders, certification of standing order, Posting, Duration and modification of standing orders
- iii. Payment of subsistence allowance
- iv. Powers of Certifying officers and appellate authority
- v. Penalties and procedure

Chapter 5: Maharashtra Recognition of Trade Union and Prevention of Unfair Labour Practice Act, 1971

- i. Authorities under Maharashtra Recognition of Trade Union and Prevention of Unfair Labour Practice Act, powers and duties
- ii. Unfair Labour Practices
- iii Penalties and Procedure

PAPER II - SOCIAL SECURITY LEGISLATION

Chapter 1: Employee's Compensation Act, 2010

- i. Definitions, Aims & Object, Liability of Employer, Notional Extension & Defenses, Determination of Amount of Compensation, Compensation when due-Penalty for default, Contracting Out ,
- ii. Commissioner for Employees' Compensation- his duties, powers and procedure

Chapter 2: Employee's Provident Fund Act, 1952

- i. Definition, Object and scope of the Act
- ii. Employee's Provident Fund Scheme
- iii. Penalties, Offences by Companies
- iv. Enhanced punishment in certain cases after previous conviction

Chapter 3: Employee's State Insurance Act 1948

- i. Authorities under the Act –their powers and function.
Employees State Insurance Fund-Contributions to the fund by the Employer and Employees, Grant by Central and State Government.
- ii. Purposes for which the fund may be expended.
- iii. Benefits available, conditions under which available, persons entitled.
- iv. Corporation's right to recover damages or other amounts from employer, or to be indemnified in certain cases.
- v. Adjudication of disputes and claims

Chapter 4: The Maternity Benefit Act, 1961

- i. Applicability, Nature of benefits and privileges available under the Act
- i. Procedure for claiming payment
- ii. Inspectors – their powers and functions.
- iii. Penalties.

Chapter 5: Bombay Labour Welfare Fund Act, 1953

- i. Salient features of Bombay Labour Welfare Fund Act, 1953.
- ii. Payment of contribution to the fund
- iii. Unpaid accumulation
- iv. Powers of State Government under the Act

Chapter 6: The Payment of Gratuity Act 1972

- i. Definition, Scope and application of the Act
- ii. Controlling authority
- iii. Inspector, powers of Inspector
- iv. Penalties, Exemption of employer from liability in certain cases

COURSE PAPER III: LAW OF WAGES AND PRINCIPLES OF WAGE FIXATION

Chapter 1: The Minimum Wages Act, 1948

- i. Theories and Concept of Wages , Aims & Objects of Act, Definition, Fixation & Revision of rates of Wages, Working Hours and Determination of Wages and Claim etc.
- ii. Authority appointment & Powers of the Authority.
- iii. Offences and penalties and Exemptions
- iv. Concepts of Dearness Allowance and Principles for determination of Dearness allowances

Chapter 2: The Payment of Wages Act, 1936

- i. Responsibility for payment of wages.
- ii. Authorised deductions of wages and delay in payment.
- iii. Obligations of employer and employee
- iv. Offences, their trial procedure and penalties.
- v. Enforcement machinery under the Act- their powers and functions.

Chapter 3: The Payment of Bonus Act, 1965

- i. Concept of Profit Sharing- Desirability.
- ii. Difficulties in Implementation.
- iii. Concept of Bonus.
- iv. Interpretation by Indian Courts and Tribunals.
- v. Basis for the calculation of Bonus under the Payment of Bonus Act, 1965.
- vi. Eligibility for Bonus, minimum and maximum bonus.
- vii. Set on and Set off of allocable.

Chapter 4: The Equal Remuneration Act, 1976

- i. Payment of Remuneration at equal rates to Men and Women workers and other matters.
- ii. Duties of the employer
- iii. Penalties

COURSE PAPER IV : LEGISLATION AFFECTING CONDITIONS OF WORK

Chapter 1: The Factories Act, 1948

- i. Definition of factory, Manufacturing process, Worker, Occupies,
- ii. Health, welfare and safety provisions under the Act
- iii. Employer's liability- liability for hazardous and inherently dangerous industries,

Chapter 2: The Plantation Labour Act, 1951

- i. Registration of Plantation
- ii. Inspecting staff- Powers and liability
- iii. Hours and Limitation of employment, leave with wages, accidents
- iv. Penalties and Procedure

Chapter 3: The Dock Workers (Regulation of Employment) Act, 1948

- i. Establishment and constitution of first advisory committee and Dock labour Board- their function
- ii. Dock Worker Scheme
- iii. Powers of Inspector under the Act

Chapter 4: The Mines Act, 1952

- i. Inspector and Certifying Surgeons, Committee - Powers and Function
- ii. Mining operations and Management of Mines
- iii Hours and limitation of employment, leave with wages
- iv Penalties and procedure

Chapter 5: Mines and Minerals (Regulations and Development) Act, 1957

- i. Procedure for obtaining prospective licenses and mining leases in respect of land
- ii. Restriction on the grant of prospective licenses

Chapter 6: The Bombay Shop and Establishment Act, 1948

- i. Definition of commercial establishment shop
- ii. Registration of establishment, working hours of shops. Restaurant, theatres
- iii. Employment of women and children, health and safety, obligation of employer's

Chapter 7: Contract Labour (Regulation and Abolition) Act, 1970

- i. Central and state advisory board, power to constitute committee
- ii Registration of establishments employing contract Labour, Licensing of contractors
- iii Welfare and health of contract Labour
- iv Penalties and procedure

Chapter 8: Child Labour (Prohibition and Regulation) Act, 1986

- i. Object and scope of the Act, Prohibition of employment of children in certain occupation and processes
- ii Regulation of condition of work of children
- iii Penalties