

# University of Mumbai



## **ORDINANCES AND REGULATIONS RELATING TO THE DIPLOMA COURSE IN LABOUR LAWS AND LABOUR WELFARE**

## ORDINANCES AND REGULATIONS RELATING TO THE DIPLOMA COURSE IN LABOUR LAWS AND LABOUR WELFARE.

- O.2875 :** Every candidate for admission to the course for the Diploma in Labour Laws and Labour Welfare must have passed the Bachelor's degree examination in any faculty either of this University or of other Universities whose examinations are recognised as equivalent to the corresponding examinations of this University.
- O.2876 :** The duration of the course shall be one academic year. There shall be two lectures of 50 minutes per week per paper. The rules with regard to attendance for the diploma shall be the same as in the Faculty of Law.
- O.2877 :** The Diploma examination shall be held at the end of every academic year on the dates to be announced by the University.
- R.3051 :** Candidates will be examined in the following subjects
1. Industrial Relations;
  2. Social Security Legislation;
  3. Laws of Wages and Principles of Wage Fixation;
  4. Legislation affecting conditions of work; and
  5. Field Work.
- R.3052 :** The following are the syllabi in the various subjects of the examination:-

### PAPER I-INDUSTRIAL RELATIONS

#### Syllabus :

1. Industrial Disputes Act, 1947.
2. Indian Trade Union Act, 1926.
3. Bombay Industrial Relations Act, 1946.
4. Industrial Employment (Standing Orders) Act.
5. MRTU Act. 1971.

### Paper II- SOCIAL SECURITY LEGISLATION

1. Workmen's Compensation Act, 1923.
2. Employee's Provident Fund Act, 1952
3. Employee's State Insurance Act, 1948.
4. The Indian Maternity Benefit Act, 1961.
5. Bombay Labour Welfare Act, 1953.



**Paper III- LAW OF WAGES AND PRINCIPLES OF WAGE FIXATION**

1. The Minimum Wages Act, 1948.
2. Payment of Wages Act, 1936.
3. The Payment of Bonus Act, 1965.

**Paper IV - LEGISLATION AFFECTING CONDITIONS OF WORK**

1. Indian Factories Act, 1948.
2. The Plantation Labour Act, 1951.
3. The Dock Labour Act.
4. The Dock Workers(Regulation of Employment) Act, 1948. (Alongwith Amendment Act,1962).
5. Mines and Minerals(Regulations and Development) Act, 1957.
6. The Mines Act, 1952.
7. The Bombay Shop and Establishment Act, 1948.

**Paper V - FIELD WORK**

Field Work & Viva-Voce.

It shall consist of the following :-

- (a) Maintaining Journal  
(Every student will require to keep a journal of the Field Work done during the course of his study)
- (b) Study tour reports. 40 marks.  
(It shall include visits to Mines, Industries, Industrial Courts, Government Departments, Labour Union Offices, Employee's State Insurance Corporation Offices, Labour Welfare Centres, Labour Colonies etc. as assigned).
- (c) *Viva- Voce* 40 marks.  
(The field work and *viva-voce* shall be examined by the teacher in-charge of the field work in the Institution concerned and one or more external examiners).

The Journals and study tour reports must reach the University at least three weeks before the commencement of the examination.

**Standard for Passing the examination****R.3053 :**

- (a) Each paper shall carry 100 marks.
- (b) A candidate who secures minimum 40% of marks in each paper and an aggregate of 50% on the whole shall be declared to have passed the examination in the Second Class.
- (c) A candidate who secure minimum 40% of marks each paper and 66% in the aggregate shall be declared to have passed in the First Class.
- (d) In addition to paragraphs (b) and(c) above, if a candidate secures 75% and above marks in any subject he shall be declared to have obtained Distinction in the said subject.

**R.3054 :** A candidate obtaining at least 50% of the total marks in at least two papers shall, at his option, be exempted from appearing at those paper/s at a subsequent examination. He shall, however, have to pass in the remaining paper/s in accordance with the standard of passing laid down above

The amended Regulation 3054 reads as under :-

**R.3054 :** A candidate obtaining 50 percent of the total marks in at least any two papers separately shall, at his option, be exempted from appearing in the said papers at a subsequent examination. He shall, however, have to pass in the remaining paper/s in accordance with the standard of passing laid down above.

                      
(upto 31-12-96)

CROU/J.461-500-8-98.



# University of Bombay



## DIPLOMA IN LABOUR WELFARE (D.L.W.)\*

### General

(N.B.—Every candidate for the Diploma in Labour Welfare shall be required to register himself as a post-graduate student before admission to the course).

O.744. Every candidate for admission to the examination for the Diploma in Labour Welfare must have taken the B.A., B.Sc., B.Com. or the LL.B. degree of this University or a degree of another University recognized as equivalent to one of the said degrees of this University.

O.745. The course of study for the Diploma in Labour Welfare shall be a full-time course and its duration shall extend over two academic years.

O.746. The examination for the Diploma shall be held at the end of the course, i.e. at the end of the 2 years.

O.747. The Diploma in Labour Welfare shall not be conferred upon a candidate unless he has passed in all the subjects of the examination and in practical work in accordance with the provisions of R.626.

R.624. Candidates will be examined in the following subjects :—  
Industries, their structure and organization with special reference to India. 1 Paper carrying 100 marks and of 3 hours' duration.

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\* The examination for the Diploma in Labour Welfare was held for the last time in October, 1972.



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| 2. Labour Economics, Statistics and Labour Administration. | 1 Paper carrying 100 marks and of 3 hours' duration. |
| 3. Organization of Workers.                                | 1 Paper carrying 100 marks and of 3 hours' duration. |
| 4. Industrial Hygiene and Psychology.                      | 1 Paper carrying 100 marks and of 3 hours' duration. |
| 5. Industrial Sociology.                                   | 1 Paper carrying 100 marks and of 3 hours' duration. |
| 6. Labour Legislation and Industrial Relations.            | 1 Paper carrying 100 marks and of 3 hours' duration. |
| 7. Practical work.   | 100 marks.   |

(Candidates will be required to keep a Journal of the Field Work done during the course of their study).

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| 8. Oral. | 100 marks. |
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R.625. The following are the syllabuses for the various subjects of the Examination :—

1. Industries—Their Structure and Organisation, with special reference to India

(One paper—100 marks—3 hours)

Stages of economic development and importance of industry—Climate for industrial development—Growth of entrepreneurship and industry in India since 1850—Evolution of State Policy—Rise of Indian business communities—Forms of enterprise—Size, ownership and control of firms—Competition, monopoly and imperfect competition—Production Cost, Markets and Prices.

Financing of industries—Company Finance—Capital structures of Companies—Organisation and functioning of various financing agencies—Stock Exchange—Commercial banks—Industrial banks and special industrial institutions—Investment Trusts—Finance Corporations—World Bank—International Finance Corporation—Savings, Investment and Capital formation—Reserves—State aid—Tax and Subsidy policies.

Industries and the Plans—State in relation to industry—Industrial policy of the Government—Problems of mixed economy—Aid to the private sector, regulation and control—Public vs. Private Sector—Capital vs. Consumption—Goods Industries—Small-scale, cottage and village industries—Factors influencing industrial efficiency—Location of industries in India—Managing Agency System—Evolution, regulation and future—Special problems of nationalised industries—Organisation, pricing, scale, management and location.



## 2. Labour Economics, Statistics and Labour Administration

(One paper—100 marks—3 hours)

### *Labour economics :*

Labour problems of underdeveloped countries ; evolution of the modern labour problems ; Labour market ; Employment, unemployment and under-employment ; recruitment and placement ; employment exchanges ; migration ; absenteeism ; Labour turnover ; productivity ; rationalisation ; worker's participation in management ; wages ; social security ; trade unions ; industrial relations ; problems of agricultural labour ; Gandhian approach to labour problems ; labour problems under Capitalism, Communism and Socialism.

### *Statistics :*

*Descriptive* : Statistics as a science of social measurement ; Designs of experiments and stages in statistical investigation ; Census enumeration ; Sampling—Techniques, methods, size and tests of accuracy ; Collection of Data—Observation, interview, schedule and questionnaire ; Errors and approximation ; Classification and tabulation ; Graphics ; Family Budget investigations.

*Theoretical* : Measures of Central tendency and dispersion ; Frequency distribution—constants and graphical representation ; Correlation ; Time series and historigram ; Index numbers of price, quantity and value.

*Applied* : Consumer's Price index number ; cost of living index number ; Wage dispersion and adjustment.

*General* : Industrial Statistics Act of 1942 ; Collection of Statistics Act of 1953. Statutory Statistical returns and other Labour Statistics.

### *Labour Administration :*

Working of the Central and State Labour Offices ; machinery for the enforcement of various Labour Acts ; Labour policy of the Central and State Governments ; role of the State in industrial relations, wage regulation, labour welfare and social security.

## 3. Organisation of Workers

(One Paper—100 marks—3 hours)

Labour movement as a result of modern industrialisation process ; various phases of labour movement ; social welfare as a part of labour movement ; co-operatives and the labour movement ; trade unionism and labour movement.

Development of labour movement in India since 1875; role of the movement in labour legislation; origin and growth of Indian trade union society; methods of trade unions; their place in democratic and membership; federations of unions; structure and administration; finance committees and labour officers; role of unions in wage determination, industrial relations and labour welfare.

Recognition of unions by employers; constitution and rules governing recruitment of members, management and funds of the unions; closed shop, open shop and check-off systems; representative unions; small organisational units and federations of particular classes of workers; unions of State and Central Government employees; unions of employees of State-controlled corporations.

Trade Unionism in Asian countries, and in certain foreign countries like U.K., U.S.A., Germany, Sweden and U.S.S.R.—International labour problems; the I.L.O.—Its history, objectives and functions; I.L.O. Conventions and Recommendations; the W.F.T.U. and the I.C.F.T.U.

Tripartite labour conferences in India: Central organisations of Labour in India.

#### 4. Industrial Hygiene and Psychology

(One Paper—100 marks—3 hours)

Factory, mine and workshop—their lighting, ventilation, sanitation and health protection.

Safety and medical Departments of factory, mine and workshop.

Accidents, their occurrence and prevention.

Occupational diseases and their prevention.

Philosophy of work—incentives and motives.

Fatigue and monotony.

Psychology and individual differences.

Vocational Selection, Job analysis and Psychological Testing. Merit rating procedure, efficiency and productivity.

Morale building.



### 5. Industrial Sociology

*(One Paper—100 marks—3 hours)*

The industry and society; factory and workshop as organisation; industrial bureaucracy; the role of the executive; the role of the specialist; the technician; the office worker and the foreman; the role of the workers; social background of these sections; hierarchical communication; horizontal communication; source and origin; caste; housing; family; nature of human relations within the factory and the workshop; competition and rivalry; the nature of industrial conflicts.

Representative factory organizational set up in America, Japan and India; automation, its repercussions on the factory and the society.

### 6. Labour Legislation and Industrial Relations

*(One Paper—100 marks—3 hours)*

History of Labour Legislation in India.

Factory Legislation in India.

Acts relating to Trade Unions in India.

Industrial Disputes in India, causes and history, Strike as a labour weapon. Law relating to Industrial Disputes (Industrial Disputes Act and Bombay Industrial Relations Act and other State Legislations). Methods of Settlement of Disputes—Negotiations, Conciliation, Arbitration, Adjudication and Collective Bargaining.

Development of contractual relations between employer and employee. (Industrial employment) (Standing Orders Act.).

Minimum Wages Act and the payment of Wages Act.

Laws relating to Health, Welfare and Social security—Factories Act, the Mines Act, Employees' State Insurance Act, Workmen's Compensation Act, Maternity Benefit Acts in different States, Provident Fund Act, Coal Mines Welfare Fund Act.

Labour Relations Law in the United Kingdom, Australia, New Zealand and the United States.

Labour-Management co-operation.

Personnel management in India.

Superannuation benefits.

Organisation of employers and workers.

## 7. Practical Work

(100 marks)

(Candidates will be required to keep a Journal of the Field work done during the course of their study).

### Scheme

#### I. Observation Visits to—

- (a) 2 Engineering concerns, 3 textile mills, 1 pharmaceutical factory, 1 railway workshop and the docks.
- (b) Government Labour Departments.
- (c) Industrial Tribunals and Court.

II. A two-week study tour covering a large engineering concern and a mine and, if possible, a plantation.

III. A two-week study tour covering Labour Associations, Factories, and Labour Research Institutions and Associations.

IV. Four weeks of supervised work in Employees' State Insurance Corporations' offices, Labour Union Offices, Government or Municipal Welfare Centres distributed as follows :—

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|---|---------------|
| 1 Week of work in E.S.I.C. offices.       | } Four weeks. |
| 1 Week of work in Union offices           |               |
| 2 Weeks of work in Labour Welfare Centres |               |

#### V. Case studies consisting of—

- 2 cases in Home setting.
- 2 cases in Factory setting, and
- 2 cases in Union setting.

VI. Ten weeks of supervised practical work *i.e.* 5 weeks of work in one textile unit and 5 weeks in one non-textile unit. Practical work shall consist of 5 job descriptions ; work in the welfare area such as creche, canteen, co-operatives in the industrial relations area such as grievances, works committee's constitution and functioning, collective bargaining, labour management participation scheme ; and in the personnel management field, work such as recruitment and induction, discipline and retainment policies and retirement plans.

*N.B.*—A journal recording the student's experience shall be maintained by the student one for each head I to VI.



## 8. Oral

(100 marks)

The heads under which the candidates shall be examined and the marks allotted for each head are as follows :—

1. Evaluation on the basis of practical work	50 marks
2. General Knowledge	10 marks
3. Personality-Quality of leadership etc.	20 marks
4. Theory and purpose of Labour Welfare	20 marks
	<hr/> 100 marks

## Standard for Passing the Examination

R.626. In order to qualify for the Diploma, a candidate must obtain 35 per cent of the full marks in each paper, in the practical work and in the Oral Examination and 50 per cent of the aggregate marks. Candidates who obtain 65 per cent marks in the aggregate will be declared to have passed with distinction.

R.626A. A candidate who has passed in Practical Work in accordance with R.626 or a candidate who has obtained 50 per cent of the total marks in any of the subject heads other than Practical Work may, at his option, be exempted from submitting a fresh Journal of the field work under that subject or be excused from appearing in that subject head, as the case may be, at a subsequent examination and will be declared to have passed the whole examination when he has passed in the remaining subject heads in accordance with R.626.

For the purpose of deciding whether a candidate has secured the required number of marks on the aggregate in order to qualify for the Diploma, the marks secured by the candidate in Practical Work and in other subject heads at the previous examination shall be carried over. Candidates passing the examination in this manner will not be eligible for the award of distinction or a prize or a scholarship to be awarded at the examination.