

DIPLOMA IN LABOUR LAW
1. SCHEME OF EXAMINATIONS

PAPER	SUBJECTS	CREDIT	MAX MARKS		TOTAL
			INT	EXT	
I SEMESTER					
Core Paper-I	Management Principles and Business Ethics	4	25	75	100
Core Paper – II	Organizational Behaviour	4	25	75	100
Core Paper-III	Accounting for Manager	4	25	75	100
Core Paper-IV	Managerial Economics	4	25	75	100
Core Paper-V	Innovation and Entrepreneurship	4	25	75	100
II SEMESTER					
Core Paper-VI	Industrial Relations	3	25	75	100
Core Paper – VII	Social Security and Labour	3	25	75	100
Core Paper – VIII	Labour Welfare	3	25	75	100
Core Paper – IX	Personnel Management and Industrial Psychology	3	25	75	100
Core Paper – X	Project Report	8	50	150	200

1. SYLLABUS

SEMESTER -I

PAPER –I

MANAGEMENT PRINCIPLES AND BUSINESS ETHICS

UNIT - I

Introduction: Nature of Management – **Management Skills** - The Evolution of Management Thought – Tasks of a Professional Manager – **Manager – Organisational Culture - Environment** – Systems Approach to Management – Levels in Management

UNIT - II

Planning & Decision Making: Steps in Planning Process – Scope and Limitations – Short Term and Long Term Planning – Flexibility in Planning – Characteristics of a Sound Plan – Management By Objectives (MBO). **Strategic Management Process** Decision Making Process and Techniques.

UNIT – III

Nature of Organizing : Organisation Structure and Design - Authority Relationships – Delegation

of Authority and Decentralisation – Interdepartmental Coordinator – emerging Trends in corporate Structure, Strategy and Culture – Impact of Technology on Organisational design – Mechanistic vs. Adoptive Structures – Formal and Informal Organisation. Span of control – Pros and Cons of Narrow and Wide Spans of Control – Optimum Span - **Managing Change and Innovation.**

UNIT – IV

Control: Concept of Control – Application of the Process of Control at Different Levels of Management (top, middle and first line). Performance Standards – Measurements of Performance – Remedial Action - An Integrated Control system in an Organisation – Management by Exception (MBE) – **Leadership – Approaches to Leadership and Communication.**

UNIT – V

Business Ethics: Importance of Business Ethics – Ethical Issues and Dilemmas in Business - Ethical Decision Making and Ethical Leadership – Ethics Audit - **Business Ethics and - CSR Models.**

Reference Books

1. Certo, S C. and Certo, T, Modern Management, 12th Edition, Prentice Hall, January 2011.
2. Griffin, R. W., Management, 11th Edition, South-Western College Publication, January 2012.
3. Koontz, H. and Weihrich, H., Essentials of Management: An International Perspective, 8th Edition, Tata McGraw Hill Education Private Ltd., July 2009.
4. Mukherjee, K., Principles of Management, 2nd Edition, Tata McGraw Hill Education Pvt. Ltd., 2009.
5. Robbins, S and Coulter, M, 11th Edition, Management, Prentice Hall, January 2011.
6. Scherhorn, J.R., Management, 11th Edition, Wiley, July 2012.

PAPER II

ORGANISATIONAL BEHAVIOUR

UNIT - I

Introduction to Organisational Behaviour: Historical background of OB - Concept Relevance of OB - Contributing disciplines - to the field of OB, challenges and opportunities for OB, foundations of Individual Behaviour. Theory - social theory-

UNIT - II

Individual Difference - Personality - concept and determinants of personality - theories of personality - type of theories - trait theory - psycho analytic theory - social learning theory - Erikson's stages of Personality Development Chris Argyris Immaturity to Maturity Continuum. Personality - Job fit. Perception: Meaning Process - Factors influencing perception - Attribution theory

Learning: Classical, Operant and Social Cognitive Approaches - Managerial implications. Attitudes and Values:- Components, Attitude - Behaviour relationship, formation, values.

Motivation: Early Theories of Motivation - Hierarchy of needs theory, Theory X and Theory Y, Two factor theory, McClelland's theory of needs and Contemporary theories of motivation - Self - Determination theory, Job Engagement, Goal Setting theory, Self - efficacy theory, Reinforcement theory, Equity theory, Expectancy theory.

UNIT - III

Group Dynamics - Foundations of Group Behaviour - Group and Team - Stages of Group Development-Factors affecting Group and Team Performance - Group Decision making Interpersonal Communication - Communication Process - Barriers to Communication - Guidelines for Effective Communication

UNIT - IV

Leadership - Trait, Behavioural and Contingency theories, Leaders vs Managers Power and Politics: Sources of Power - Political Behaviour in Organisations - Managing Politics.

Conflict and Negotiation: Sources and Types of Conflict - Negotiation Strategies - Negotiation Process

UNIT - V

Organisational Culture : Concept and Importance – Creating and Sustaining Culture. Emotional Intelligence, Work Life Integration Practices.

Reference Books

1. Stephen P. Robins, Timothy A. Judge and Neharika Vohra, Organisational Behaviour, 15th Edition, Pearson Education, Inc. publishing as Prentice Hall, 2013.
2. K. Aswattappa, Organisational Behaviour, Himalaya Publishing House, 10th Edition, 2012.
3. Luthans, F. Organizational Behavior, 12th Edition, Tata McGraw Hill Education, 2011.
4. McShane, S.L., Von Glinow, M.A., and Sharma, R.R., Organizational Behavior, 5th Edition, Tata McGraw-Hill Education Pvt. Ltd., 2011.
5. Blanchard, K.H., Hersey, P. and Johnson, D.E., Management of Organizational Behavior: Leading Human Resources, 9th Edition, PHI Learning, 2008.
6. Newstrom, J.W., Organizational Behavior, 12th Edition, Tata McGraw-Hill Education Pvt. Ltd., 2010.

PAPER -III
ACCOUNTING FOR MANAGER

Unit I

Financial Accounting – Meaning - Objectives - functions. Branches of Accounting: Financial, Cost and Management Accounting - Accounting Concepts and conventions. Journal – Ledger – Trial Balance – Preparation of Final Accounts: Trading, Profit and Loss Account and Balance Sheet (problems)

UNIT II

Financial Statement Analysis - Objectives - Techniques of Financial Statement Analysis: Accounting Ratios- Classification of Ratios: Profitability, Liquidity, Financial and Turnover Ratio - problems.

Fund Flow Statement - Statement of Changes in Working Capital - Preparation of Fund Flow Statement - Cash Flow Statement Analysis- Distinction between Fund Flow and Cash Flow Statement - problems

UNIT – III

Marginal Costing - Definition - distinction between marginal costing and absorption costing - Break even point Analysis - Contribution, p/v Ratio, margin of safety - Decision making under marginal costing system-key factor analysis, make or buy decisions, export decision, sales mix decision-Problems.

UNIT – IV

Budget, Budgeting, and Budgeting Control - Types of Budgets - Preparation of Flexible and fixed Budgets, master budget and Cash Budget - Problems -Zero Base Budgeting. Standard costing and variance analysis.

UNIT – V

Cost Accounting : meaning – Objectives - Elements of Cost – Cost Sheet(Problems) – classification of cost – Cost Unit and Cost Centre – Methods of Costing – Techniques of Costing. Standard costing and variance analysis Reporting to Management – Uses of Accounting information in Managerial decision-making.

Reference Books

1. Gupta, A., Financial Accounting for Management: An Analytical Perspective, 4th Edition, Pearson, 2012.
2. Khan, M.Y. and Jain, P.K., Management Accounting: Text , Problems and Cases, 5th Edition, Tata McGraw Hill Education Pvt. Ltd., 2009.

3. Nalayiram Subramanian, Contemporary Financial Accounting and reporting for Management – a holistic perspective- Edn. 1, 2014 published by S. N. Corporate Management Consultants Private Limited
4. Horngren, C.T., Sundem, G.L., Stratton, W.O., Burgstahler, D. and Schatzberg, J., 14th Edition, Pearson, 2008.
5. Noreen, E., Brewer, P. and Garrison, R., Managerial Accounting for Managers, 13th Edition, Tata McGraw-Hill Education Pvt. Ltd., 2009.
6. Rustagi, R. P., Management Accounting, 2nd Edition, Taxmann Allied Services Pvt. Ltd, 2011.

PAPER-IV
MANAGERIAL ECONOMICS

Unit 1 : Fundamentals of Economics

Economics-twin theme of economics- three economic problems -production possibility frontier (PPF)- Firm objectives and individual decision making- Economy model in circular flow- Externalities-Demand & Supply- Types of demand -Determinants of Demand & Supply – Types of goods- types of elasticity in D & S, Utility, Indifference curve, market equilibrium of D & S- price control mechanisms -Case study.

Unit 2 : Production function and Market structure

Production function-short and long run relationship- Isoquants-Isocost-Returns to scale – Characteristics of Monopoly, Perfect, Monopolistic competition, Oligopoly market structure- Profit maximization, price and output relationship in long run and short run- types of pricing- Case study.

Unit 3: Macro economics

Objectives, scope of Macroeconomics-Aggregate demand – Aggregate supply – Variables of macroeconomics- output & Income determination, - unemployment -inflation, Economic growth, International trade, Business cycle, Exchange rate -National income determination and its measurement – Multiplier effect- Case study.

Unit 4 : Role of Money and Economic policy

Fiscal and monetary policy – Supply & Demand for money- Keynesian theory of money and interest -IS-LM model with foreign sector- Case study.

Unit 5 : International Aspects of Economics

Foreign Exchange market – Exchange rate determination -Balance of payment-Trade policy – International monetary system and Financial institutions- trade organization- Heckscher-Ohlin theory of trade- Case study.

References:

1. Foundation of Economics, Andrew Gillespie, Oxford University press.

2. William Boyes and Michael Melvin, Textbook of economics, Biztantra, 2005.
3. N. Gregory Mankiw, Principles of Economics, 3rd edition, Thomson learning, New Delhi, 2007.
4. Richard Lipsey and Alec Charystal, Economics, 12th edition, Oxford, University Press, New Delhi, 2011.
5. Karl E. Case and Ray C. fair, Principles of Economics, 6th edition, Pearson, Education Asia, New Delhi, 2002.
6. International Economics: Theory and Policy, D. N Dwivedi, Vikas publishing house.

PAPER -V
INNOVATION AND ENTREPRENEURSHIP

UNIT I

Introduction: The Entrepreneur – Definition – Characteristics of Successful entrepreneur. Entrepreneurial scene in India: Analysis of entrepreneurial growth in different communities – Case histories of successful entrepreneurs. Similarities and Distinguish between Entrepreneur and Intrapreneur.

UNIT II

Innovation in Business: Types of Innovation – Creating and Identifying Opportunities for Innovation – The Technological Innovation Process – Creating New Technological Innovation and Intrapreneurship – Licensing – Patent Rights – Innovation in Indian Firms

UNIT III

New Venture Creation: Identifying Opportunities for New Venture Creation: Environment Scanning – Generation of New Ideas for Products and Services. Creating, Shaping, Recognition, Seizing and Screening of Opportunities.

Feasibility Analysis: Technical Feasibility of Products and Services - Marketing Feasibility: Marketing Methods – Pricing Policy and Distribution Channels

UNIT IV

Business Plan Preparation: Benefits of a Business Plan – Elements of the Business Plan – Developing a Business Plan – Guidelines for preparing a Business Plan – Format and Presentation.

UNITV

Financing the New Venture:Capital structure and working capital Management: Financial appraisal of new project, Role of Banks – Credit appraisal by banks. Institutional Finance to Small Industries – Incentives – Institutional Arrangement and Encouragement of Entrepreneurship.

Reference Books

1. Barringer, B., Entrepreneurship: Successfully Launching New Ventures, 3rd Edition, Pearson, 2011.
2. Bessant, J., and Tidd, J., Innovation and Entrepreneurship, 2nd Edition, John Wiley & Sons, 2011.

3. Desai, V., Small Scale Industries and Entrepreneurship, Himalaya Publishing House, 2011.
4. Reddy, N., Entrepreneurship: Text and Cases, Cengage Learning, 2010.
5. Roy, R., Entrepreneurship, 2nd Edition, Oxford University Press, 2011.
6. Stokes, D., and Wilson, N., Small Business Management and Entrepreneurship, 6th Edition, Cengage Learning, 2010.

UNIVERSITY OF MADRAS
DEPARTMENT OF MANAGEMENT STUDIES
DIPLOMA IN LABOUR LAW
SYLLABUS 2024-2025 - SEMESTER II
PAPER I
INDUSTRIAL RELATIONS

Learning Objectives:-

Labour Movement in India - Origin of Labour Legislation - Laissaz - fair and regulation of Labour by State Industrial Relations - Legislations - Industrial Disputes Act, 1947 - Industrial Employment (Standing Orders Act) 1946, Trade Union Act, 1926.

Law relating to Domestic enquiries Procedure for settlement of Labour Disputes.

1. Michael V.P. Industrial Relations in India and Workers Involvement in Management, Himalaya Pub. House, Bombay 1979
2. Ramanujam G. Indian Labour Movement, Sterling Publishers, Bangalore 1990
3. Giri V.V. Labour Problems in Indian Industry, (Asia, Bombay) 21 June 1973
4. Punekar, deodhar Labour Welfare, Trade Unionism and Industrial Relations, Himalaya Publications, Bombay 2022
5. Sankaran N.P.C, Industrial Relations - A Managerial Guide, National Productivity Council, New Delhi -2023
6. N. D. Kapoor, Handbook of Industrial Laws, S Chand, 2010 2 Industrial Labour Laws- Taxman Publications, 2012
7. P.R.N.Sinha, Indu Bala Sinha, Seema Priyadarshini Shekar, Industrial Relations, Trade Unions and Labour Legislations, Pearson Publication, 2011
8. Industrial Disputes Act 1947 along with the Central rules, Bare Act (with short comments) Commercial Law Publishers India Pvt., Ltd., Delhi, 2012

SCHEME OF LESSONS

1. Labour Movement
2. Labour Legislation - Origin & Need
3. Labour relations in different establishments
4. Different Ideologies - Organisations
5. Domestic Enquiries
6. Labour Disputes
7. The Industrial Disputes Act 1947 I
8. The Industrial Disputes Act 1947 II
9. The Industrial Disputes Act 1947 III
10. The Industrial Disputes Act 1947
11. The Industrial Employment - (Standing Orders) Act - 1946 - II
12. The Industrial Employment - (Standing Orders) Act - 1956 - II
13. The Trade Unions Act 1926 - I

PAPER II
SOCIAL SECURITY AND LABOUR

1. Workmen's Compensation Act.
2. Factories Act.
3. Employees State Insurance Act, 1946
4. Employer's Liabilities Act.
5. Fatal Accident Act.
6. Tamil Nadu Shops and Establishment Act.

III SCHEME OF LESSONS

1. Workmen's Compensation Act 1926 I
2. Workmen's Compensation Act 1923 II
3. Workmen's Compensation Act 1923 III
4. Employee's Liability Act 1938 & Fatal Accident Act 1855.
5. Tamil Nadu Shops and Establishment Act 1947
6. Factories Act, 1948 I
7. Factories Act, 1948 II
8. Factories Act, 1948 III
9. Factories Act, 1948 IV
10. Factories Act, 1948 V
11. Factories Act, 1948 VI
12. Employee's State Insurance Act, 1948 I
13. Employee's State Insurance Act, 1948 II
14. Employee's State Insurance Act, 1948 III
15. Employee's State Insurance Act, 1948 IV

IV -OVERVIEW

This package of learning materials deals with all the lessons

1. K.D.SRIVASTAVA: Commentaries on 'Employees Provident Funds & Miscellaneous Provisions Act, 1952 4th Edition. Eastern Book Company, Law Publishers and Booksellers, Lucknow.
2. K.D.SRIVASTAVA: Commentaries on 'Workmen's Compensation Act' Third Edition. Eastern Book Company, Lucknow.
3. G.SARAN: Commentaries on 'Contract Labour (Regulation & Abolition) Act, 1970 - Third Edition. Eastern Book Company, Lucknow.
4. K.D.SRIVASTAVA: Commentaries on 'Payment of Gratuity Act, 1972, Second Edition. Eastern Book Co., Lucknow.
5. R.Venkataraman, C.R.P.Raman, S.Viswanathan & B.R. Dolic: 'Labour Law Journal Digest', Volumes I to III, Agra Wadha and Company, Nagpur.
6. K.D.Srivastava: Commentaries on 'Employees State Insurance Act' - Second Edition, Eastern Book Company, Lucknow.
7. D.P.Malhotra and K.R.Malhotra: 'The Law of Industrial Disputes' Volume I & II, N.M. Tripathi Pvt. Ltd., Bombay.
8. K.D.Srivastava: 'Industrial Disputes Act' Fifth Edition. Eastern Book Company, Lucknow.

.II SYLLABUS
PAPER III LABOUR WELFARE

Minimum Wage Act, Payment of Wages Act, Payment of Bonus Act, Provident Fund Act, 1952. Payment of Gratuity act, 1972, Maternity Benefit Act, 1961, Contract Labour (Abolition), 1972.

III SCHEME SOF LESSONS

1. Payment of Wages Act, 1936 I
2. Payment of Wages Act, 1936 II
3. Payment of Wages Act, 1936 III
4. The Payment of Gratuity Act, 1972 I
5. The Payment of Gratuity Act, 1972 II
6. Payment of Bonus Act, 1965 I
7. Payment of Bonus Act, 1965 II
8. Payment of Bonus Act, 1965 II
9. Minimum Wages Act, 1948 I
10. Minimum Wages Act, 1948 II
11. The Employees Provident Funds and Miscellaneous Provisions Act, 1952 I
12. The Employees Provident Funds and Miscellaneous Provisions Act, 1952 II
13. The Employees Provident Funds and Miscellaneous Provisions Act, 1952 III
14. The Employees Provident Funds and Miscellaneous Provisions Act, 1952 IV
15. Maternity Benefit Act, 1961
16. The Contract Labour (Regulation and Abolition) Act, 1970

IV OVERVIEW

This package of learning material deals with all the above lessons.

1. A.M.Sarma A.M Aspects of Labour Welfare and Social Security-Himalaya Publishing House, Ramdoot, Bombay
2. K.R.Bulchandani K,R Labour Welfare', Himalaya Publishing House, Bombay.
3. Tyagi B.P.Nath Co. Labour Economics and Social Welfare, Meerut Jaya Prakash
4. Datar B.N. Labour Economics Allied Publishing, Chennai.
5. Saxena R.C. Labour Problems and Social Welfare - K. Nath and Co. Publishers, Meerut(UP)
6. Punekar, Deodhar 'Labour Welfare Trade Unions &Industrial Relations' Himalaya Publishing House, Bombay .
7. Mahrotra, S.N., Problems in India, New Delhi: Sultan Chand and Company Ltd.
8. Singh, Nirmal and S.K. Bhatia.,(2000) Industrial Relations and collective bargaining - Theory and practice, Delhi: Deep and Deep.
9. <https://labour.gov.in/labour-welfare>

PAPER IV

PERSONNEL MANAGEMENT AND INDUSTRIAL PSYCHOLOGY

Concept - Scope of Personnel Management - Growth of Personnel function in India - Manpower Planning - Personnel recruitment and training - Job Evaluation - Performance Appraisal - Personnel Policy - Decision making.

Nature and scope of Industrial Psychology - Different Schools - Motivation - Job

satisfaction – Role of rewards and punishments – Personality tests and problem of Communication.

III SCHEME OF LESSONS

1. Concept and Scope of Personnel Management.
2. Growth of Personnel Management in India.
3. Man-Power Planning.
4. Recruitment
5. Training.
6. Job Evaluation
7. Performance Appraisal.
8. Personnel Policy – Decision making
9. Nature and Scope of Industrial Psychology.
10. Different Schools of Industrial Psychology.
11. Motivation I.
12. Motivation II
13. Job Satisfaction
14. Role of Rewards and Punishment
15. Personality Tests.
16. Communication I
17. Communication II

IV OVERVIEW

This package of study material deals with all the above lessons

- 1 Joseph Tiffin (Author), Ernest J. McCormick (Author), Daniel R. Ilgen (Editor) "Industrial Psychology" Prentice Hall; 7th Revised edition (1 December 1980)
- 2 Thomas Willard Harrell " Industrial Psychology" The University of Michigan, Rinehart books in applied psychology, revised edition on 30 Sep 2008.
- 3 Norman, R.F. " Psychology in industry", Oxford & IBH Publishing Company New Delhi, 1981
- 4 Girishbala Mohanty, A Text Book of Industrial and Organizational Psychology , New Delhi, Oxford and IBH Publishing Co. , 1983 .
- 5 WEB REFERENCES: <https://www.socialpsychology.org/io.html>