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SYLLABI OF COURSES FOR DIPLOMA PROGRAMME IN MODERN OFFICE PRACTICES LEVEL I-V, FOR BTE GOA 45

		46	23 - LABC	UR LEG	ISLA'	TION				
Teaching Schedule Per Week			Progress	1.1	Examination Schedule (Marks)					
Lectures	Practical	Credits	Assessm	ent	Theory This. 100		Practical Ex.		Total 125	
5	· -	5	25	31						
Pre-requisite		Source		Theory	Test	Total	TW	PR	Gr Total].
1 -		MOP	Semester	75	25	100	25	-	125	1-

RATIONALE: Students of Modern Programme are expected to be fully aware of labour laws existing in India. This course aims at providing a general understanding of labour legislation including, Trade Union provisions to assist higher authorities in the business and industry.

COURSE CONTENT	Hrs	Mks
1. MINIMUM WAGES ACT 1948. Brief history of the wages laws, Purpose and the main provisions, Wage fixation by Adjudication, machinery of claim enforcement, wage Boards.		15
2. PAYMENT OF BONUS ACT 1965 Purpose, Main provisions, Scope Bonus (amendment) Ordinance of 1972, Payment of bonus Act amendment in 73,75,76 &77.	12	15
3. EMPLOYEE STATE INSURANCE ACT 1948 Social Security need, history of social security in India, schemes, E.S.I. Act: main provisions, scope, Maternity Benefit Act., Sickness insurance	12 /	15
4. EMPLOYEES PROVIDENT FUND Employees Provident fund act 1952, Old age and family pension schemes, Gratuity Scheme Lay -off and Retrenchment compensation	8	10
5. TRADE UNION ACT 1926 History and Amendments, Provisions	12	15
6. INDUSTRIAL DISPUTE ACT 1947 Provisions, Authority for prevention and settlement of disputes, works Committee, Conciliation officer, Board of conciliation, Court of Enquiry, Labour court, tribunals, Prohibitions of strikes and Lock-outs.	12	15
7. ADMINISTRATION MACHINERY Central Machinery, Ministry of labour, DGET, Chief labour Commissioner, Central Board of workers education, Wage Boards, State labour commissioner, tripartite machinery	12	15
Total	80	100

NOTE: Short answer type questions are to be asked in the examination, Adequate internal choices are to be provided, No details of case - Laws are to be asked:

REFERENCE BOOKS:

- 1. Agarwal S. L.: "Labour Relations Laws" (MacMillan)
- Giri V. V. : "Labour Problems in Indian Industry" (ASIA) Vaid K.N. : "State and Labour in India" (Asia) 2
- 3.
- Mathur A.S. : "Labour Policy and Industrial Relation in Indua" (Ram Prasad & Sons) Malik P. L: "Industrial Laws" Vol. I & II 4. 5.



HUMAN RESOURCE & CURRICULUM DEVELOPMENT CELL, DIRECTORATE OF TECHNICAL EDUCATION, GOA_07-2000