

University of Bombay

For the examinations of 1983 and 1984

*Ordinances and Regulations relating to the degree of Master of Labour Studies (MLS) in two parts.

General

(N.B. : Every candidate for the degree of Master of Labour Studies shall be required to register himself as a postgraduate student before admission to the course)

O.1956 : Every candidate for admission to the course for the degree of the Master of Labour Studies must have taken a Bachelor's degree of this University in any Faculty or a degree of another University recognized as equivalent there to'

O.1957: The examination for the degree of Master of Labour Studies will be held in two parts viz. Part-I and Part-II.

O.1958: The duration of the Master of Labour Studies course shall be two years. There shall be a University Examination at the end of the two years. The examination to be held at the end of the first year will be called the Part-I of examination and the examination to be held at the end of the second year will be called the Part II of the examination. No candidate will be permitted to enter upon the course for the Part II unless he passes Part I of the examination.

O.1959: A candidate who is declared to have passed Part I of the examination will not be allowed to reappear for the same examination with a view to improving his result.

O.1960: The degree of Master of Labour Studies shall not be conferred upon a candidate unless he has passed in all the subjects of both the parts and in Field Work and Viva Voce prescribed for the examination in accordance with the provisions of Rs.1681 and 1685.

Part I- Examination

O.1961 : A candidate for being eligible for admission to part-I of the examination shall have attended the classes at the Institute conducting the course at least two terms subsequent to his passing the Bachelor's degree examination in any Faculty.

R.1679 Candidates will be examined in the following subjects for Part I of the examinations:-

- 1) Labour Economics-One paper- 100 marks – 3 hours.

- 2) Industrial and Managerial Economics – 1 paper – 100 marks – 3 hours
- 3) Industrial Sociology - 1 paper – 100 marks – 3 hours
- 4) Trade Unionism and Labour Movement - 1 paper – 100 marks – 3 hours
- 5) Management Science - 1 paper – 100 marks – 3 hours
- 6) Labour Legislation 1 (normative and welfare legislation and Administration - 1 paper – 100 marks – 3 hours)
- 7) Field work (VJTI-Training Observation visits and the study tour)- 100 marks
- 8) Field Work II (Placement in Trade Union Offices – E.S.I.C.office and Concurrent placement Training including case work group work etc. – 100 marks)

R.1680. The following are the syllabuses in the subjects for Part-I of the examination:-

1. Labour Economics

(one paper- 100 marks – 3hours)

Labour Economics : Nature and scope of labour economics, industrialism and industrial man, evolution of the labour problem, labour problems of a developing economy.

Labour Force and Labour market: Labour Force as a part of population, structure and composition of labour force, Character of labour force, Labour market, migration mobility and commitment, supply of and demand for labour.

Employment and Unemployment : Economics of employment, theories of employment, full employment economic analysis and public policy, unemployment and under employment, theories of unemployment, types of unemployment, extent and character of unemployment, dimensions of unemployment problem in India, employment schemes, employment service, organizations decentralisation schemes and employment exchanges employment bureau.

Wages and Earning : Economics of wages development of wage system, methods of wage payment, theories of wages, principles of wage determination, determinants of a rational wage system, wage structure, components of wage earning, dearness, allowance bonus, incentive, schemes fringe benefits wage differentials, regulation of wages minimum, wage fair, wage living, wage institutional influences, system of Wage Boards and Pay Commissions, trade unions and wage determination, social foundations of a wage policy, issues in wage policy, wage policy for a developing economy, wages incomes and price movement, inflation, theories of income shares, wage share in India, National price and Income Policy.

Social Security: Development of social security, concept, methods and scope of social security, social security measures in India, intergrated social security, system ILO and social security, policy fo a developing country.

Productivity and Labour Standards: Concept and understnding of productivity, measurement, measures and techniques of productivity. Minimum Labour Standards and productivity, sharing gains of productivity.

Labour Relations: Economics of Labour relations, labour unrest cost of industrial conflict, price of industrial and peace.

Labour Problems, prespective and Policy: Absenteeism and labour turnover, problems of employment of local people of women and of the educated, child labour, contract labour, labour and technological change reationalization, modernization and automation, poverty and unemployment, labour in the co-operative setor, problems of agricultural labour Rural Employment Guarantee schemes, minimum wages in agriculture, labour in the agro rural economy, labour in market economies, planned economics and mixed economies labour and economic development, labour policies of Central and State Government, International aspects of national labour policy, labour under Five Year Plans, Indian labour a perspective.

2. Industrial and Managerial Economics

(One paper – 100 marks – 3 hours)

Industrial Economics: Concept and scope, development of capitalism, form of enterprise, organisation and structure of industries, ownership and control monopolies and combination, size of firm theories of firm and alternative theories.

Industrial Finance : Self financing, company finance, capital structure of companies, saving, investment and capital form action, capital supply agencies and capital issues control, organization and functioning of stock exchange and commercial banks and other financial institutions, role of specialized unstitutions like Industrial Finance Corporation, Industrial Credit and Investment Corporation of India, Industrial Development Bank of India in industrial finance, role of international agencies like International Monetary Fund, International Bank for Reconstruction and Development, World Bank, AID International development etc.

Industrial Development : Growth of Industries in India, pre idependence and post Independence development, large medium, small and vbillage industries, location of industries, consumption goods and capital goods industries, industries in private, public co-operative and joint sectors, nationalised industries, role of young enterpreures in industrial development.

Industrial Policy and programmes: Industrial policy of the Government, Planning for Mixed Economy, industrial programmes in Five Year Plans, Industrial Development Regulation and control, Ownership and control of KEY sector industrial licensing problems of nationalize sector, Aid to private sector industries and taxation incentives to industries, export promotion and import substitution plans, industrial profits and their regulation, company legislation, concentration of economic power, MRTP Commission, future perspective.

Industrialisation perspective : Social responsibilities of industries fair trade practices, social audit, industrial development of backward and under developed Region, ruralization, urbanization aspects of economic development.

Managerial economics : Evolution nature and scope, business environment and business objectives, fundamental concepts, micro and macro economic theories, demand and supply analysis, clasticity fluctuation and forecasting of demand, psycho social and cultural influences on demand.

Market Competitions: Competition, monopoly imperfect competition, monopolistic competition, product variables, planning and control of production.

Cost Structure: Marginal, average and opportunity cost, cost determination, cost behaviour cost and rae of output, cost of multiple products, short term and long term cost analysis.

Pricing: Under the conditions of competition and monopoly and nationalization, capital budgeting, investment ranking, forecasting and evaluation, profits meaning, measurement, optimization and forecasting.

Managerial Perspective: Technology, environment, public policy and managerial economics, managerial economics in relation to planned economics and mixed economics, managerial economics- a perspective.

3. Industrial Sociology

(one paper – 100 marks – 3 hours)

Industrial Sociology: Nature and scope of industrial sociology, evaluation of industrial sociology, industrial sociology, urban sociology, sociology of occupation, industrial social psychology.

Industrial Society: Evolution of Industrial society the industrial era, guild system, domestic system and factory system of production, industrialization and urbanization, social consequences of urbanization, industrialo housing, agencies providin housing, growth of suburbs and suburbia problems, development of industrial metropolis.

Work Organization: Formal organization industry industrial, bureaucracy structure and characteristics, decision making, communication and control in bureaucracy power and authority structure, status system, organizational functions, work roles, roles of executive, specialist, supervisor, administrative and operative employees social conflict in the work organization, socio psychological roots, stages and resolution of conflict.

Informal Organisation: The behaviour of work groups, segmentation in work organization. Importance of informal organization, methods of studying informal organization communication in work groups, social organization in factory and productivity, informal organizations of managements and supervisors.

Technological Change: Industry and technological change, social repercussions of technological change, social impact of automation on work organization and society, automation in Indian industries, computerization in Maharashtra.

Industrialization and Social Institutions: Industrialisation and social institutions in India, changing pattern of Indian family, industry and caste system in India, industry and social stratification in India.

Industrial cultures: Nature and characteristics of an industrial culture impact of rural culture on modern industrial life comparative industrial cultures in developed and developing countries.

Industrial sociology research:

4. Trade Unionism and Labour Movement

(One paper – 100 marks- 3 hours)

Organisation of Labour : Nature and significance of labour organization in the context of modern industrialisation, determinants of labour organization, concept, philosophy and history of trade unionism, development of trade unionism in India a historical retrospect, types of trade unions, craft, industrial and general unions, association federations, and confederations local regional and national unions, international influences on trade unionism in India; trade unions co-operative and democracy.

Role and Functions: Purpose, role and functions of trade unions, protection against exploitation and furthering the members' interest, economic benefits and welfare of members, union's role in job security, wage determination, labour welfare productivity participation and economic development, trade unionism and politics, trade unionism and the state, trade unionism and public opinion, trade unionism and law.

Structure and Government: Structure and Government of Unions, determinants of union structure, membership of trade unions, union security

open shop, closed shop, union shop and check off, problem of union membership, union leadership= democracy within the unions, union administration and union policies, interunion and intra union relations power and politics in the unions, union recognition and its methods, Lobbying, pressure tactics and participation.

Union Finance: Significance of financial foundation of trade unionism, sources of union finance, budgeting and financial accounts of trade unions, pattern of expenditure of unions, balance sheet of trade unions- a comparative national and inter national analysis.

Problems and Perspective : Union problems in India, problems of organising and sustaining a Union, trade unions and public relation, electors and their impact on trade unionism, social responsibilities of Indian trade unionism, problems of white collar unionism, emergence of supervisory and officers organization, trade unionism in the public sector, union problems of government employees, trade unionism in the Co-operate sector, problems of organizing, the Unorganised – unionization in small units, organizations of agricultural and rural labour, tradeunions of working, youth, a perspective of trade unionism in developing countries.

Labour Movement: Concept and philosophy of labour movement theories of labour movement , various phases of labour movement, trends in labour movement growth of Indian labour movement, history of central organizations of workers in India, new dimensions of Indian labour movement labour movement Indian democracy and “ Secular socialism” changing significance of Indian Labour movement important characteristics of labour movement in U.K., U.S.A., U.S.SR. Japan, Sweden; labour movement in the developing countries of Asia and Africa.

5. Management Science

(One paper- 100 marks- 3 hours)

Management Science: Concept Nature scope and significance of Management science, emergence and development of modern management, managerial revolution- a retrospect.

Schools of Thought on management: Schools of Thought on modern management, scientific management movement – contribution of Taylor and Fayol, integration theory of Mary Follett, Elton Mayo and human relations school, systems approach to management, application of behavioural sciences to management developing a philosophy of management.

Systems of management: Management by institution, management by crisis, management, objective, management by integration and self control, management by integration and self control management y results, towards integrative management.

Management by Participation: Concept, scope and significance; theories of participative management technological, economic and organizational aspects of participative management, methods and techniques of participative management role of management trade unions and state in promotion participative management; participative management in the context of productivity, labour relations and social justice perspective and prospects for participative management.

Organisational structure of Management: Meaning of “Organization” types of organisational structures, choice of objectives and structures, division of tasks in the total function of management, unity of command, span of control and feasible, linkage, the organization chart organization of “line” and “Staff” system in organization; authority, responsibility and accountability, informal organization and management structure.

Functions and Processes of Management: Basic responsibilities of general management direction, co-ordination and control, managerial function of routing resources into results, decision making its value system and internal external constraints delegation of authority and responsibility, process of communication, public relation, integration and motivation process of management planning, organization, staffing direction and control communicating management information system (MIS)

Functional Management Areas: Management of technology and production, industrial engineering, fuel management, machine management, material management, production planning and control financial management, costing budgeting and forecasting marketing management- sales promotion, distribution, market research management of Time, quantitative methods in management.

Practices and Perspective –management : Managerial practices in private sector, public sector and co-operative sector, management of medium and small enterprises, management research development and training, social responsibilities of a management, management; culture and technology, management and environment, management and economic development, management, state and society; international influences on national management.

Factory and office Administration: Output and efficiency, Organisation and Methods, work study, factory layout, production methods, plant maintenance, quality control, office equipment, management accountancy and budgetary control.

6. Labour Legislation

(One paper – 100 marks- 3 hours)

All acts are to be studied with reference to their rules regulations and notifications etc. case law desirable may be cited.

Labour Legislation: nature, scope, character and significance of labour legislation, growth of labour legislation osurvey of labour legislation in India, labour legislation and the Constitution of India, ILO and Indian Labour legislation, principles of labour legislation dvelopment of Industrial Jurisprudence.

Normative Labour Legislation: Factories Act, 1948 ; Mines Act, 1962; Plantation labour act, 1951; Dock Labour (Regulation oand employment) Act 1948; Bombay Shops and Establishments Act, 1948; Apprentices Act, 1961; Motor Transport Workers Act Wworkers Act, 1961; Maharashtra Mathadi, Hamal and the Manual workers (Regularion of Employment and welfare) Act, 1969; Contract Labour Act, 1971; Bidi and Cigar Workers Legislation.

Wage legislation: Minimum Wages Act, 1948; payment of wages Act, 1936; Payment of Bonus Act, 1965; Minimum Wage Fixation for agriculture in Maharashtra.

Social Security and Welfare Legislation: Wormen's Compensation act, 1920; Maternity Benefits Act, 1961; Emplouee's state Insurance Act, 1948; Employee's Provident Fund Act, 1972; Lay off and Retrenchment Compensation (under Industrial Disputes Act, 1947) Mica Mines and Coal Mines Labour Welfare Funds Act (1946-1947); Maharashtra Labour Welfare Fund Act, 1950; also Trade Unions Act, 1926;

Labour Administration: working of relevant Central and State Department and offices, Machinery for encorcement of various acts referred to above.

7. Field Work-1 (100 marks)

(The candidates will be required to maintain in the specific form; a Journal of the record of the field work done by them during the course)

- I. Technology Training: Ten days Orientation Training in the textile technology, mechanical and electrical enginnering at the V.J.T.I. and at SASMIRA or BTRA (if possible), Bombay
- II. Observation Visits: Three textile mills (1 cotton 1 silk and 1 woollen Mills) six engineering concerns (such, as heavy light machine manufacturing, electrical, founday and transport workshop (rail, road, air and the like, siz concern including 1 chemical engineering, 1 pertoleum, 1 fertiliser, 1 plastic, 1 pharmaceutical and 1 food stuff, one printing press and one Docks at least two training and processional institutions, such as central labour Institute, National Safety Council, Central Labour

Institute , National Institute of Training in Industrial Engineering etc. also a visit to the J.B.Institute of Management Studies, Bombay; three visit to labour offices like C.I.F.,P.F.Commissioner and Regional/local employment Exchange.

- III. Study Tour: A study tour of not more than three week duration, covering large industrial establishment; preferably in the public sector, trade union offices, employers and management associations, labour research and training institutions, Government labour offices, mines or plantations if possible.

8. Field work-II **(100 marks)**

(Theory instructions will include method courses viz. Case work, group work community organization, principles and techniques of role play.

1. One weeks training in E.S.I.C. regional and local offices.
2. Ten days training in Trade Union Offices
3. Concurrent placements in industrial concerns for practical training including case work and group work. The duration will be 4 weeks (100 hours) spread over 3 to 4 months.

Standard for passing the Examination.

R.1681 To pass the part I examination a candidate must obtain 35% of the full marks in each paper and field work separately and 50% of the aggregate marks.

R.1682 A candidate who has obtained 50% of marks in the paper/s and field work may at his option be exempted form appearing in the paper of papers field work at a subsequent examination and will be declared to have passed the Part I of the examination when he has passed in the remaining paper/s in accordance with R.1681.

For the purpose of deculding whether a candidate has secured the required number of marks in the aggregate in order to qualify for passing the Part I of the examination the marks secured by the candidate in the paper/s and field work in which he has been exempted at the previous examination shall be carried over. Candidates passing the examination in this manner will not be eligible for the award of a Prize or a Scholarship.

O.1962. A candidate for being eligible for admission to part II of the examination shall have passed Part I of the examination and shall have thereafter attended the classes at the Institute where the course is conducted for at least two terms.

R.1683. Candidates will be examined in the folowing subjects of part II of the Examination.

1. Industrial Psychology and Organisational Behaviour - One paper – 100 marks- 3 hours

2. Labour Welfare - One paper – 100 marks- 3 hours
3. Industrial Relation - One paper – 100 marks- 3 hours
4. Personnel Management - One paper – 100 marks- 3 hours
5. Labour Legislation II – Industrial Relation Legislation with case law and Administration - One paper – 100 marks- 3 hours
6. Labour Research and statistics - One paper – 100 marks- 3 hours
7. Field work III – (Block placement for internship for Project Report) - 100 marks
8. (b) Field work IV- Placement in the office of Commissioner of Labour, Bombay- Labour- Industrial Courts and Tribunals etc. and Role – Play one special placement preferably in Civic Administration – 50 marks
- (b) Viva voca – 50 marks

R.1684 The following are the syllabuses for the various subject of Part II of the examination.

9. Industrial Psychology and Organisational Behaviours

(One paper – 100 marks- 3 hours)

Industrial Psychology: the Realm of Behaviour Sciences sociology, social and cultural and psychology as well as behavioural aspects of economics, law politics, etc. fields of psychology, nature and scope of industrial psychology, role of industrial psychologist in management team.

Understanding Human Behaviour - Basic behavioural analysis behaviour as an input output systems, the perceptual process, the learning process, human needs and motivational process, motivated and illustrated behaviour, defence mechanisms, personality development, heredity and environment, proves of social maturation, attitudes – their formation and change, behavioural analysis in perspective.

Organisation structure : Formal organization, organization structure and processes, organizational theories; decision making and organizational communication process, control process in organization, technology and its behavioural implications in an industrial society.

Human Problems in Industry: Work, work environment and work attitudes and their effect on job performance, placement, induction and adjustment to job, monetary and non monetary incentives, behavioural implications of a reward systems, payment by result, job performance and hours of work, concept of flexite, fatigue boredom, monotony, measurement and minimization of fatigue, job enlargement, accidents, accident-proneness and developing safety attitudes, psychology of absenteeism and labour turnover.

Organisational Behaviour Dynamics : Scientific approach to organizational behaviour personality and organization, needs of individuals and of organization, role and role conflicts, conflict and change, group dynamics, information organizations, leadership in industry theories and techniques, motivation,

performance, job satisfaction and work frustration, psychology of organizational relationships, organizational morale, organizational change and development, organizational behaviour in the context of mixed economy, organisational behaviour cross cultural comparisons, organisational behaviour research, perspective.

10. Labour Welfare

(One paper – 100 marks- 3 hours)

Concept of Labour Welfare: Impact of industrialization on the working and living conditions of workers, industrialization and family living economic, psychological, organisational and socio cultural aspects.

Objectives of Labour Welfare : Welfare services and promotion of labour welfare improved working and living conditions and quality of life of workers greater efficiency and better performance of work people as well as industrial harmony, economic progress and peace, better co-operation in economic planning, promotion of total well being, of all

Labour's View of Welfare : Overall improved conditions of work and living economic well being psychological satisfaction and social happiness of work people, labour welfare facilities in the factory and outside factory premises, statutory and non-statutory welfare facilities and benefits, welfare complex in a changing society.

Employer's Approach to Labour Welfare: Survey of employer's attitude towards welfare in general, philanthropic, legalistic utilization, humanitarian and democratic approaches to labour welfare, labour welfare as management philosophy.

Aspects of Labour Welfare: Theory of General Well being of man and his family health and hygiene, safety and social security, recreation and welfare amenities. Co-operative credit societies and stores, worker's education, family planning, housing and townships, community services a general impact of labour welfare on the worker's quality of life.

Industrial Hygiene and Occupational Health: Industrial Hygiene and occupational health in the factory and at home, working environment, factors in the working environment: working conditions, environment, and productivity, the work and the workers, special problems of young and older employees and women, hygiene and safety problems in the mines and plantation, accident causation and prevention, rehabilitation of the disabled, occupational therapy, occupational

diseases and their prevention stresses and strains in industry, organization of medical facilities in a factory.

Methods of Labour Welfare: Historical retrospect economic revolution social reform, voluntary services, labour legislation, socio-political aspects of labour welfare, integrated labour welfare plans and programmes, labour welfare research.

Labour Welfare in India: Evolution and development of the Institution of Welfare Officers, special role of Welfare Officer Statutory duties, their nature and scope, functional role of welfare officer in Personnel, pre-requisites for success, new challenges and expectations, training of welfare officers, other agencies such as employer, trade union, social agency public body, statutory body etc.

11. Industrial Relation

(One paper – 100 marks- 3 hours)

Setting and Framework: Concept, scope and philosophy, field of Industrial Relations, dimension of the problem, emergence of labour force, changing structure of industrial organization, growth of organized labour movement; development of employer employee relations, evolution of industrial relations policy in India, pre-Independence conditions, post-Independence developments, industrial relations and Five Year Plans, three decades of industrial relations policy in India.

Philosophy of Industrial Relations: Character of Indian Labour force and nature of non demands, character of Indian entrepreneurship and nature of management response, the frame of labour relations legislations and Government's outlook regarding industrial relations system; labour and management in the foreign firm, public sector enterprise, nationalised sector and co-operative sector; Government's policy in the context of large population, economic planning, social justice and regional peculiarities, limitations and constraints of the 'Situation'.

Industrial Conflict and Disputes: Nature, causes and contents of industrial disputes job security and employment guarantee, working and living conditions, economic demands, and higher cost of living, freedom to organize, union recognition, union rivalries and leadership difference; non labour causes of industrial disputes, cost of industrial unrest, cost benefit aspects of labour relations on evaluation.

Methods of Industrial Relations: Frame of national conditions history, legislation, institutional growth, training, experience and international influences; Negotiations and collective Bargaining, Productivity bargaining, multi union bargaining, bargaining power, bargaining relationship and bargaining process

principles, future prospects; conciliation and Mediation principles and procedures, experience, efficiency, difficulties, limitations, compulsory Arbitration and Adjudication history, experience, validity, utility, three decades of adjudication in India, strikes and Direct Action military and violence, success and economic planning; “alternate” to strike reforms in direct action; Workers Participation and Participative Management philosophy, objectives and principles, from class conflict to class collaboration participative management, productivity and industrial harmony – Voluntarism in industrial relations, Gandhian philosophy and practice in India, Tripartism and Indian Labour Conference Industrial Truce Resolution, Code of Discipline in Industry, Code of Inter Union Conduct (Code of Efficiency and Welfare), Wage Boards, Pay Commission, National Commission on Labour recommendation on industrial relations, role of Government in developing industrial relations system and policy, recent trends, emerging issues and perspective.

Industrial Relation Machinery: Growth and development of industrial relations machinery in India, industrial relations machinery at the Centre and in the State; Labour Offices, Labour and Industrial Courts and Tribunals, Minimum Wages Committees, Wage Boards, apex bodies in the states and at the Centre, the work and functioning of industrial relations machinery assessment and evaluation.

Plant Level Labour Relations: Labour management relations at the plant level major determinants, organizational and cultural pattern, technology, employer’s philosophy, systems and traditions operating in the industry, attitude of management and outlook of trade union at the plant administration of standing orders, discipline and grievance handling; labour management co-operation Works Committees, Joint Committees, Joint Management Councils, Shop Councils, suggestion scheme and similar arrangement Role of plant level officers including Labour and Personnel Officers in promoting Labour Management Relation.

Comparative Industrial Relations: A comparative study of industrial relations systems in major advanced countries and developing countries, labour management relations in capitalist and socialist societies – a comparative review.

Industrial Relations Perspective: Tradition and change, a pragmatic approach the context of public sector, co-operative sector and nationalised sector, economic policy and state planning, national goals and achievements.

12. PERSONNEL MANAGEMENT

(One paper – 100 marks- 3 hours)

Personnel Function of Management: Broader concept of management personnel management as a dynamic and developing functions, personnel perspective, manpower management – a distinct contribution, theory of manpower management, personnel management at mid-Century, changing philosophy of

human relations, opportunity and challenge of personnel management; personnel policy formulation.

Personnel Organisation : Human implications, formal and informal organisation, types of structure, line and staff relationship, status of personnel department, Organisation chart authority, responsibility and accountability relevance of personnel function.

Personnel Function: Managerial aspects of personnel function planning organization, motivation, direction and control; decision making, delegation and communication, public relations, operative functions of personnel management employing, retaining, developing refining and integrating, personnel management employing, retaining, developing refining and integrating, personnel management and productivity.

Manpower Planning: Labour as a cost, staffing of working organization planning problem of scale, manpower and education and training, imbalance between education and training and career prospects, intellect and skill stratification, developing a personnel policy budgeting, regulating and measuring personnel cost, skills required.

Job Analysis and job Evaluation : Purpose, responsibilities, constraints and criteria of job analysis, worker analysis, job evaluation, methods of job evaluation, uses of job analysis and value of job evaluation.

Recruitment and Selection : Recruitment and manpower planning, sources of recruitment agencies, National Employment Services, employment bureau, advertising and job specification, selection process methods, techniques and procedures, interviewing, personnel and psychological testing, merit rating, appraisal, record placement and induction, conditions of employment and service rules.

Wage salary Administration: Performance and compensation, fairness and equity, financial incentives and efficiency, fringe benefits added leisure, income and social security.

Personnel Administration: Welfare Administration, canteen management, organizational discipline and grievance handling.

Training and Development: Setting, needs and objectives; developing suitable training programmes for all from shop floor to the Board Room agencies for training, problems of continuity and change, training appraisal, insight, perspective and development, promotion, transfer, termination.

Appraisal and Evaluation: Appraisal in relation to the management objectives, target setting, budgetary control etc. personnel audit theory and practice,

limitations, modifications and counseling; personnel management advisory service, qualities required for professional and functional success.

Personnel Records: Needs and requirements, reports, record maintenance and up dating follow up action, checking storing and handling of personnel records.

Personnel Research and Publicity: Diagnosis of organizational needs, Surveys, Case studies, investigations, evaluation reports, perspective; planning national and international context; research on specific problem areas, publication of handbooks, house journal, reports etc.

Personnel management Perspective: Personnel management and productivity perspective, Impact of changing environment, the context of mixed economy, state planning, social justice, technological change and cultural progress of India.

13. Labour Legislation and Administration

(One paper – 100 marks- 3 hours)

Industrial Relations Legislations: Scope of Labour and industrial relations legislation, growth and development of industrial relation legislation in India, Industrial Employment (standing Orders) Act 1946 Model Standing Orders; Bombay Industrial Relations Act 1946; Industrial Disputes Act 1947 Maharashtra Recognition of Trade Unions and Prevention of Unfair Labour Practices Act 1971.

Besides the rules and regulations, leading cases regarding the important provisions in the Acts, are to be studied.

Industrial Relations Legislation in some Foreign countries: Like Australia, U.S.A., U.K.; Industrial Adjudication Legislation in Australia; National Labour Relations Act, 1937 (as amended labour management relations Act, 1947 (Taft Hartley Act) Industrial Relations Act 1971 (U.K.) Labour Code in U.S.S.R. 1971.

Labour Administration: Significance and scope of labour administration, growth of labour administration in India, working central and State Labour Offices concerning the implementation of industrial relations legislation, machinery for the enforcement of the industrial relation legislation, machinery for the enforcement of the industrial relations legislation – dynamic labour administration perspective for future.

14. Labour Research and Statistics

(one paper – 100 marks – 3 hours)

Labour Methodology: Nature and significance of labour studies, objectives of labour research, labour research and social research, labour research in industrially advanced and developing countries labour, research in India purpose,

progress, difficulties, limitations; application of research findings to labour policy formulation an evaluation.

Research Methodology: Basic elements of Scientific Method, knowledge and reality, language and meaning, logic and objectivity, concept and propositions, scientific thinking and scientific procedures causality, truth and probability; value judgements, application of scientific method for studying social phenomenon difficulties and limitations inter disciplinary approach to social / labour research.

Scientific Investigation and Methods: Scientific approach to behaviour investigation, Inquire process goals, context of discovery, a human equation, research strategy; methods of social research historical, descriptive analytical; census, survey, field investigation, case study 'breadth' and 'depth' studies.

Empirical Research: Criteria and limitation, trend studies, panel analysers, prediction studies, problem of classification and comparison, criticism and evaluation.

Survey Method: Purpose, subject matter and coverage of Survey, types of surveys, sources of data, preliminary study, main problem pretesting, and probability sampling, sampling techniques random, stratified, multiphase and quota sampling, minimizing 'bias' by the use of Verification, statistical testing for internal verification and assessment of plausibility.

Planning a Social Survey: Formulation of the problem, development of a hypothesis research design, pilot study, sources of data and their evaluation, methods of data collection, processing of data, report writing.

Methods of Data Collection: Principles, problems and procedures; documents and records, their adequacy and reliability; Schedule, question naire mailed questionnaire, problems of non response; Interview formative non-directive, focused and information interviews, mass interview, interview and respondent, construction of questionnaire and interview schedules; Observation-importance of first hand observation, observation and values, selection of phenomenon, objectivity in observation-difficulties and limitations, observation of group behaviour, Experimental method and its scope, experiential design, field and laboratory experiments, experiment in time, Simulation and its use in data collection.

Measurement and Scaling: Principles and strategy, nominal and ordinal scales, interval and ratio scales.

Analysis and Processing of Data: Qualitative analysis, interpretation and presentation of data, principle of statistical decision-making, sampling, testing and degree of association, multivariate analysis, editing, coding and tabulation of data.

Drafting of Report: Scheme of Report, Chapters and contents, footnotes, annexure, appendix, bibliography, Index etc.

Statistical Methods: Frequency distribution, measures of central tendency and variability, measures of dispersion, percentiles, ogive, graphic presentation of data, normal probability curve, testing experimental hypothesis, correlation, Measure of significance tests for ranked data statistical inference and association.

Labour statistics: Statistics relating to labour force, employment, wages and earning, trade unions, work stoppages and industrial disputes, industrial accidents, absenteeism and labour turnover, social security, production and productivity, consumer price index members.

Labour Research – Problems and Perspective: Expanding areas in labour research, methodological aspects of labour research, application of statistical methods to social science research, utility of labour research cost benefit analysis, co-ordination of research agencies in the labour field, international aspects of labour research in India, labour research a perspective.

15. Field Work III

(100 marks)

Block placement of 6 to 7 weeks duration industrial concerns for internship and Project Report. The training may include the overall functioning of personnel department to be followed by the depth study of a subject selected for the Project Report.

16.(a) Field Work IV

(50 marks)

1. One weeks training in the office of the Commissioner of Labour (State Government)
2. One weeks training in the office of the Labour/Industrial Courts and Tribunals (in the State of Maharashtra)
3. One Special placement of 10 day's duration preferably in Civic Administration.
4. Role Plays (4)

(b) Viva-Voce (50 marks)

Standard for Passing

R 1685 To pass the Part II examination, a candidate must obtain 35% of the full marks in each paper, Field Work and Viva-Voce separately and 50% of the aggregate marks.

Candidates who obtain 50% or more but less than 60% marks in the aggregate in Parts I and II taken together provided they have passed the examinations for Parts I and II both at one and the same examination, respectively

will be declared to have passed the examination in Second Class. Those who obtain 60% or more but less than 70% marks in the aggregate in Parts I and II taken together provided they have passed the examination in Second Class. Those who obtain 60% or more but less than 70% marks in the aggregate in Parts I and II taken together

provided they have passed the examination for Parts I and II at one and the same examination respectively will be declared to have passed the examination for Part I and Part II at one and the same examination respectively will be declared to have passed the examination in the First Class with distinction.

R.1686. A candidate who has passed in the ((i) Field Work (ii) Viva-voce in accordance with Rs.1685 and has obtained 50% of the marks in each paper, Field Work, may at his option, from appearing for the Viva-Voce, and from appearing in the Paper of Papers of a subsequent examination and will be declared to have passed the Part II examination when he has passed in the remaining paper/s in accordance with R.1685.

For the purpose of deciding whether a candidate has secured the required number of marks in the aggregate the marks secured by the candidate in – (I) Field Work (ii) Viva-Voce, (iii) and the Paper or Papers in which has been exempted at the previous examinations shall be carried over. Candidates passing the examination in this manner will not be an eligible for the award of a class or prize or a Scholarship at the examination.