

**ST. JOSEPH'S EVENING COLLEGE**  
**B.COM (CBCS) SEMESTER SCHEME –2020-2021**  
**COURSE MATRIX**  
**6<sup>TH</sup> SEMESTER SYLLABUS**

	Subjects	Paper	Instruction hrs/week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Part 2	Costing Accounting II	6.1	4	2.5 Hrs	30	70	100	3
	GST	6.2	4	2.5 Hrs	30	70	100	3
	Income Tax – II	6.3	4	2.5 Hrs	30	70	100	3
	Management Accounting	6.4	4	2.5 Hrs	30	70	100	3
	Elective – I	6.5	4	2.5 Hrs	30	70	100	3
	Elective – II	6.6	4	2.5 Hrs	30	70	100	3
Part 3	PROJECT	6.7	1		30( Viva voce)	70	100	2
<b>Total Credits</b>								<b>20</b>

**ELECTIVE GROUPS**

**1. ACCOUNTING & FINANCE**

Semester No.	Paper No.	Title of the Paper
VI	AF.6.5	Corporate Financial Policy
	AF 6.6	Security Analysis & Portfolio Management

**2. Human Resource Management**

Semester No.	Paper No.	Title of the Paper
VI	HR.6.5	HRD
	HR 6.6	Industrial Regulations

**3. Marketing**

Semester No.	Paper No.	Title of the Paper
VI	MK 6.5	Retail Management
	MK 6.6	Services Marketing

<b>Objectives: Use of costing data for decision making and cost control.</b>	
<b>UNIT I: PROCESS COSTING</b>	<b>16 HOURS</b>
<b>Features of process costing, application, comparison between job costing and process costing, advantages and disadvantages, process loss- normal loss- abnormal loss, abnormal gain – joint and by- products- problems (excluding profits and equivalent production).</b>	
<b>UNIT II: OPERATING COSTING</b>	<b>12 HOURS</b>
<b>Introduction, meaning, types and methods. Transport costing: meaning, classification of costs, collection of costs, ascertainment of absolute passenger kilometres, tonne kilometres, cost per passenger kilometres, cost per tonne kilometres- problems.</b>	
<b>UNIT III: MARGINAL COSTING</b>	<b>12 HOURS</b>
<b>Introduction, meaning, advantages and disadvantages. Marginal costing techniques, CVP analysis, P/V ratio, Break – even analysis, Margin of safety, Limiting or key factor - problems.</b>	
<b>UNIT IV: STANDARD COSTING</b>	<b>10 HOURS</b>
<b>Meaning, definition, advantages and disadvantages, steps involved in standard costing – analysis of variances – Material variances – labour variances. Problems.</b>	
<b>UNIT V: ACTIVITY BASED COSTING</b>	<b>10 HOURS</b>
<b>Meaning, differences between traditional costing methods and Activity Based Costing. Characteristics of ABC, cost drives and cost pools. Product costing using ABC system: uses, limitations- steps in implementation of ABC – problems.</b>	
<b>Target costing: meaning, nature, methodology, methods of establishment of cost. (Theory Only).</b>	

#### SKILL DEVELOPMENT.

1. Listing of industries located in your area and methods of costing adopted by them.
2. Preparation of imaginary Activity Based Cost statement.
3. State the impact of standard costing on the decision making of the company of your choice.

#### REFERENCE BOOKS.

1. S P Jain and Narang, Cost Accounting: Kalyani.
2. S N Maheshwari, Cost Accounting, Vikas.
3. S P Iyengar, Cost Accounting, Sultan Chand and Sons.
4. M N Arora, Cost Accounting, HPH.
5. Khanna Pandey and Ahuja, Practical Costing, S Chand.
6. Ravi M Kishore, Cost Management.
7. Nigam and Sharma – Advanced costing.

<b>Objectives: To familiarize students with the latest taxation system of India</b>	
<b>UNIT 1: INTRODUCTION TO GOODS AND SERVICE TAX (GST)</b>	<b>10HOURS</b>
Introduction to Goods and Service Tax –Evolution of GST Act in India – Meaning of Goods and Service Tax – Objectives Of GST - Need for GST – Features of GST – Subsuming of taxes- Benefits of Implementing GST – Challenges of GST Regime — Constitution of GST Council – Structure, Power and Functions of GST Council.	
<b>UNIT 2: GOODS AND SERVICE TAX ACT</b>	<b>10 HOURS</b>
The CGST Act, 2017 – The SGST Act, 2017- Integrated Goods and Service Tax Act, 2017 - Meaning and Definition of Terms Used in GST Act, 2017- Other Definitions	
<b>UNIT 3: PROCEDURES AND LEVY UNDER GST</b>	<b>15 HOURS</b>
Registration under GST - Taxable turnover - GST Registration Forms and Process - Person Liable to Register Under GST - Compulsory Registration - Exempted Goods and Services Under GST - Rates of GST – GST at 5 % - GST at 12 % - GST at 18 % - GST at 28% - Procedure Relating to Levy (CGST & SGST) - Various Schedules Related to Supply - Computation of Taxable Value and Tax Liability [CSGT & SGST] - Procedure Relating to Levy (IGST) - Computation of Taxable Value and Tax Liability (IGST) Input Tax Credit – Set Off – simple problems on utilization of Input Tax Credit	
<b>UNIT 4: ASSESSMENT AND RETURNS</b>	<b>15 HOURS</b>
Meaning of Assessment under GST - Types of Assessment under GST - Furnishing Details of Outward and Inward Supplies, Claim of input tax credit, Annual return and Final return. Problems on Assessment of tax and tax liability.	
<b>UNIT 5: GST AND TECHNOLOGY</b>	<b>10 HOURS</b>
Introduction to GSTN – Power and Functions of GSTN – Design and Implementation Framework – Design & Implementation Framework GSTN. Goods and Service Tax Suvidha Provider (GSP) - concept. .	

**SKILL DEVELOPMENT:** Reading and Understanding of GST Act, 2017

**BOOKS FOR REFERENCE:**

1. V.S Datey – Taxman’s: GST
2. Madhykar N Hiregange: GST
3. GST – Law and Praticce Dr. B.G Bhaskar and Manjunath
4. Mariyappa - GST

<b>OBJECTIVES</b>	
The objective of this course is to make the students to understand the competition of taxable income and tax liability of individuals.	
<b>UNIT1: PROFITS AND GAINS FROM BUSINESS AND PROFESSION</b>	<b>15HRS</b>
Meaning and definition of business, profession- vocation - expenses expressly allowed- allowable losses- expenses expressly disallowed- expenses allowed on payment basis- problems on business relating to sole trader and problems on profession relating to chartered accountant, advocate and medical practitioner.	
<b>UNIT 2: CAPITAL GAINS</b>	<b>15HOURS</b>
Basis of charge- capital assets- Transfer of capital assets- computation of capital gains- exemptions U/S 54,54B,54C,54F- Problems on capital gains.	
<b>UNIT 3: INCOME FROM OTHER SOURCES</b>	<b>10 HOURS</b>
Incomes- Taxable under the head other sources- securities- kinds of securities- Rules for grossing up- ex-interest securities- cum-interest securities- bond washing transactions- problems on income from other sources.	
<b>UNIT 4: DEDUCTIONS FROM GROSS TOTAL INCOME</b>	<b>10 HOURS</b>
Deductions u/s:80C,80CCD,80D,80DD,80E,80G,80GG,80GGA,80QQB,80U.	
<b>UNIT 5: SET-OFF AND CARRY FORWARD OF LOSSES AND ASSESSMENT OF INDIVIDUALS</b>	<b>10 HOURS</b>
Meaning- set-off and carry forward of losses (theory only). Computation of total income and tax liability of an individual assessee (problems- in case of income from salary and house property computed income shall be given).	

### **SKILL DEVELOPMENT**

- Chart capital gains index numbers
- Table of rates of tax deducted at source.
- Filing of IT returns of individuals.
- List of enclosures for IT returns.

### **BOOKS FOR REFERENCE**

- Dr. vinod k. shingania: direct taxes- law and practice ,Taxmann publication.
- B.B lal:direct taxes, konark publisher(p)ltd.
- BhagwathiPrasad:direct taxes-law and practice, wishwaprakashana.

- Dinakarpagare: law and practice of income tax, sultan chand and sons.
- Gaur and narang: income tax.
- B.B lal :income tax, central sales tax law and practice, konark publisher(p)ltd.
- V.S datery: indirect taxes, Taxmann publication.
- Dr. sanjeevkumar: systematic approach to indirect taxes, Bharath law house.

<b>OBJECTIVES</b>	
The objective of this subject is to enable the students to understand the analysis and interpretation of financial statements with a view to prepare management reports for decision-making.	
<b>UNIT1: MANAGEMENT ACCOUNTING AND ANALYSIS OF FINANCIAL STATEMENTS</b>	
	<b>10HOURS</b>
MANAGEMENT ACCOUNTING: meaning- definition- objectives - nature and scope- role of management accountant- relationship between financial accounting and management accounting relationship between cost accounting and management accounting.	
Financial Statements - Analysis of financial statements; comparative statements; comparative income statement; comparative balance sheet; common size statements; common size income statements; common size balance sheet; trend percentages.	
<b>UNIT2: RATIO ANALYSIS</b>	
	<b>10 HOURS</b>
Meaning and definition of ratio, classification of ratios, uses and limitations, meaning and types of ratio analysis- problems on ratio analysis- preparation of financial statements with the help of accounting ratios.	
<b>UNIT3: FUND FLOW ANALYSIS</b>	
	<b>10 HOURS</b>
Meaning and concept of fund- meaning and definition of fund flow statement – uses and limitations of fund flow statement- procedure of fund flow statement- statement of changes in working capital- statement of funds from operation- statement of sources and application of funds- problems.	
<b>UNIT4: CASH FLOW ANALYSIS</b>	
	<b>15 HOURS</b>
Meaning and definition of cash flow statement- differences between cash flow statement and fund flow statement- uses of cash flow statement-limitations of cash flow statement- provisions of AS-3- procedure of cash flow statement-concept of cash and cash equivalents- cash flow from operating activities - cash flow from investing activities and cash flow from financing activities- preparation of cash flow statement according to AS-3 (indirect method only).	
<b>UNIT5: BUDGETING &amp; REPORTING</b>	
	<b>15 HOURS</b>
Budgeting - Meaning; Need, Objectives and Functions; Advantages and Limitations; Classification; Preparation of Cash and Flexible budget only	
Meaning of management reporting- requisites of a good reporting system- principles of good reporting system- kinds of reports- drafting of reports under different situations.	

## **SKILL DEVELOPMENT**

- Collection of financial statements of any one organization for two years and preparing comparative statements
- Collection of financial statements of any two organization for two years and prepare a common
- Size statements
- Collect statements of an organization and calculate important accounting ratio's
- Draft a report on any crisis in an organization.

## **BOOKS FOR REFERENCE**

1. DR.S.N maheswari, management accounting
2. Sexana, management accounting
3. Dr. S.N. goyal and manmohan, management accounting
4. B.S raman, management accounting
5. Sharma and gupta, management accounting
6. PN reddy and appaniah, essentials of management accounting.
7. J. made gowda- management accounting
8. Saha and others-management accounting

## ELECTIVE: ACCOUNTING FINANCE & TAXATION GROUP

### 6.5 CORPORATE FINANCIAL POLICY

C6 – A – CFP

<b>OBJECTIVES</b>	
<b>To expose the student towards corporate financial policies.</b>	
<b>UNIT 1: FINANCIAL POLICY</b>	<b>07 HOURS</b>
Meaning – Scope – Interface of Corporate Financial Policy and other Managerial Functions – Decision in Corporate Financing Policy – Debt Financing – Internal Financing – Factors to be considered in formulating Financing Policy – Problems on EPS and point of indifference.	
<b>UNIT 2: RISK ANALYSIS</b>	<b>10 HOURS</b>
Meaning and Definition – Nature of Risk/statistical techniques for Risk analysis – Risk analysis in practice – sensitivity analysis – Scenario analysis - Decision trees for sequential investment decisions – utility theory and capital budgeting	
<b>UNIT 3: CORPORATE FINANCIAL GOALS</b>	<b>10 HOURS</b>
Mission – Vision – Profit Maximization – Wealth Maximization – Economic & Business Environment – Sustained Growth Approach – Fund availability – Maximizing Growth – Growth Potential of a Single Product Company – Growth Potential of Multi Product Company.	
<b>UNIT 4: MERGERS AND ACQUISITIONS</b>	<b>08 HOURS</b>
Meaning – Reasons – Types of Combinations – Forms of Merger – Motives and Benefits of Merger – Financial Evaluation of Merger – Merger Negotiations – Meaning and Significance of P/E Ratio. Problems on exchange Ratio and Impact of Merger, EPS and Market Price.	
<b>UNIT 5: CORPORATE VALUATION</b>	<b>10 HOURS</b>
Meaning of Corporate Valuation – Methods of Corporate Valuation – Reasons for Corporate valuation – Different approaches for Corporate Valuation – Valuation of Bonds and intangible Assets- Valuation of Bonds and Shares – Problems.	

### SKILL DEVELOPMENT

- Formulation of financing policy
- Case analysis of some live merger reported in business magazines
- Analyzing business growth of some companies on the basis of reported financial results of some companies.
- Identify Mission, vision statement of Company.



## **BOOKS FOR REFERENCE**

1. I M Pandey, Financial Management.
2. R P Rustagi, Financial management.
3. J C Vanhorne, Financial management
4. S.C. Sharam and Monica : Indian Financial System
5. Dr. Besent Ray, Corporate management.
6. Weston and Brigham, Essentials of Managerial Finance.
7. P N Varshney& D K Mittal: Indian financial system, Sulthan Chand & Sons
8. E Gardon& K Natarajan: Financial Markets and Services
9. NishikantaJha : Mergers Acquisitions and corporate Restructurings
10. SudhindraBhat: Corporate Finance.

## **ELECTIVE: ACCOUNTING FINANCE & TAXATION GROUP**

### **6.6 SECURITY ANALYSIS & PORTFOLIO MANAGEMENT**

**C6-A-SAPM**

<b>OBJECTIVES</b>	
<b>To familiarize the students about investment decisions and portfolio decisions.</b>	
<b>UNIT 1: INTRODUCTION TO INVESTMENT MANAGEMENT</b> <b>10HOURS</b>	
Meaning of Investment- Selection of Investment – Classification of Securities – Risk and Uncertainty – Types of Risks – Risk and Expected Return – Management of Portfolio Risk – Benefits of Diversification – Investment Strategies – Types of Companies and Stocks – Matrix approach in Investment Decision – Investment Avenues.	
<b>UNIT 2: SECURITY ANALYSIS</b> <b>10 HOURS</b>	
Introduction – Fundamental Analysis – Economic Analysis – Industry Analysis – Company Analysis, Technical Analysis – Dow Theory – advanced Declined Theory – Chartism Assumptions of Technical Analysis.	
<b>UNIT 3: MODERN PORTFOLIO THEORY</b> <b>10 HOURS</b>	
Introduction – Mean – Variance Model – Capital Market Line – Market Portfolio – Capital asset pricing model- security Market line – Beta Factor – Alpha and Beta Coefficient – arbitrage pricing model.	
<b>UNIT 4: PORTFOLIO MANAGEMENT</b> <b>8 HOURS</b>	
Markowitz Model - Sharpe Model – Jensen and Treynor Model	
<b>UNIT 5: GLOBAL MARKETS</b> <b>07 HOURS</b>	
Global Investment Benefits – Introduction to ADRs, GDRs, FCCBs Foreign Bonds, Global Mutual Funds – Relationship between Trends in Global markets and the Domestic Markets	

### **SKILL DEVELOPMENT**

- Prepare an imaginary investment portfolio for salaried man whose income is 10 lakhs per annum and estimate savings is 2 lakhs per annum.
- Make a list of thirty companies which have gone for an IPO very recently.
- Prepare a statement showing the ups and downs in the BSE index in the last one year.

### **BOOKS FOR REFERENCE**

1. Kevin, Investment and Portfolio Management
2. Prasanna Chandra, Investment Analysis and Portfolio Management, Mcgraw – Hill

3. Fischer and Jordan, Security Analysis and Portfolio Management, Prentice Hall
4. Avadhani, Investment analysis and Portfolio management, HPH'
5. A.P. Dash ; Security Analysis and Portfolio ManagementI. K. Inti
6. PunithvathyPandian - Security analysis & Portfolio Management
7. Preeti Singh – Security Analysis and Portfolio Management
8. SudhindraBhat – Security Analysis and Portfolio Management
9. Rohini Singh – Security Analysis and Portfolio Management.

## ELECTIVE: MARKETING GROUP

### 6.5 RETAIL MANAGEMENT

C6-M-REM

<b>OBJECTIVES</b>	
To expose students to acquire skills in Retail Management.	
<b>UNIT 1: INTRODUCTION TO RETAILING</b>	<b>10 HOURS.</b>
Meaning, functions of retailer, types of retailers, trends in retailing, evolution of retailing in India, drivers of retail change in India. Retail theories – wheel of retailing, retail life cycle theory, environmental theory, conflict theory.	
<b>UNIT 2: CONSUMER BEHAVIOUR IN RETAIL BUSINESS</b>	<b>12 Hrs</b>
Buying decision process and its implication on retailing – Influence of group and individual factors, Customer shopping behaviour, Customer service and customer satisfaction. Retail planning process: Factors to consider in preparing a business plan – implementation – risk analysis	
<b>UNIT 3: RETAIL OPERATIONS</b>	<b>12 Hrs.</b>
Factors influencing location of Store - Market area analysis – Trade area analysis – Rating Plan method - Site evaluation. Retail Operations: Stores Layout and visual merchandising, Stores designing, Space planning, Category Management.	
<b>UNIT 4: RETAIL MARKETING MIX</b>	<b>16 Hrs</b>
Introduction -Product : Decisions related to selection of goods - Merchandise Management- inventory management – Decisions related to delivery of service. Pricing : Influencing factors – approaches to pricing – price sensitivity - Value pricing – Markdown pricing. Place : Supply channel – SCM principles – Retail logistics – computerized replenishment system – corporate replenishment policies. Promotion : Setting objectives – communication effects - promotional mix	
<b>UNIT 5: IMPACT OF INFORMATION TECHNOLOGY IN RETAILING</b>	<b>08 Hrs</b>
Non store retailing (e-retailing) - The impact of Information Technology in retailing - Integrated systems and networking – EDI – Bar coding – Electronic article surveillance – Electronic shelf labels – customer database management system. Legal aspects in retailing, Social issues in retailing, Ethical issues in retailing.	

### BOOKS FOR REFERENCE

1. Retail Management: Swapna Pradhan McGraw-Hill Publication
2. Retailing Management: David Gilbert
3. Retailing Management: Dunnes Learning
4. Retail Management: Suja Nair

<b>Objectives : To familiarize the students with the concept of services marketing in various sectors of the economy</b>	
<b>CHAPTER - 1. SERVICE MARKETING</b>	<b>8Hours</b>
Introduction to Services Marketing, Features, Concept, Importance, Growth of Service Sector, Role of Services in the Economy, Basis of Classification, Difference between goods and services-Service processes – Designing the service process – service blueprint – back office & front office process	
<b>CHAPTER - 2.MARKETING MIX OF SERVICES HOURS</b>	<b>8</b>
Service Marketing and Goods Marketing, Nature of Services, Marketing, Customer, Service Provider Matching, Services Marketing Concept, Service Marketing, Mix (Product, Price, Promotion, Place, People and Physical Evidence)	
<b>CHAPTER – 3 EDUCATIONAL SERVICES HOURS</b>	<b>7</b>
Educational Services in India- Concept, structure, features, Importance, functions, challenges, trends and opportunities. Education Regulatory bodies: UGC, NAAC, HRD and AICTE	
<b>CHAPTER – 4 TRAVEL AND TOURISM SERVICES HOURS</b>	<b>6</b>
Travel Services - Introduction, Travel Agencies and Travel Organizations, Tour Operators Measuring and Services, Tourism Services - Introduction, Concept and nature of tourism, Significance and impact of tourism, Market segmentation in tourism, Tourism marketing mix	
<b>CHAPTER – 5 HEALTH CARE SERVICES</b>	<b>5 HOURS</b>
Health Care Concept, Hospital Services, Hospital Development, Facilities, Personnel Administration, Service Extensions, Pharma, Midwife, Medical Transcription Service	
<b>CHAPTER – 6 HOTEL SERVICES HPURS</b>	<b>5</b>
Hotel Industry Evolution, Hotel, The Concept, Facilities, Guest Cycle, Classification (Grades), Marketing Mix of Hospitality Industry.	
<b>CHAPTER 7 INFORMATION TECHNOLOGY HOURS</b>	<b>6</b>
ITES (Special Emphasis on BPO Industry) BPO ( Emergence, concept, meaning, definition, features, significance, advantages, issues, forms, SLA – KPO, MPO and LPO (Concepts)	

**BOOKS REFERENCES**

- 1. Valeria Zelthami: Services Marketing McGraw Hill, 1996 NY
- 2. Christopher H Lavelock: Services Marketing Prentice Hall International, NY
- 3. Managing Services: Marketing Operational & Human Resources, Prentice Hall International NY
- 4. Christian Granos: Service Marketing & Management Maxwell McMillan International NY

- 5. Sinha of Sahoo: Service Marketing Text & Reading, Himalaya Publishing House, Mumbai
- 6. Jha SM: Service Marketing, Himalaya Publishing House Mumbai
- 7. Balachandran: “Excellence in Service” Focus on People Marketing Quality Business Book Publishing House, Mumbai

### **SKILL DEVELOPMENT**

1. Visit any hotel and give an account of facilities provided by the management to tourists.
2. Interact with a tourist operator and try to understand elements of tourism management.
3. Format of medical transcriptions.
4. List out Organizations providing health care services in your area.
5. List out different Health care services.

## ELECTIVE: HUMAN RESOURCE GROUP

### 6.5 HUMAN RESOURCE DEVELOPMENT

C6-H-HRD

#### **OBJECTIVES**

The objective of this course is to enable the students to understand the various concepts of Human Resources Development and also the recent trend in HRD.

#### **UNIT – 1: INTRODUCTION TO HUMAN RESOURCE DEVELOPMENT 8 HOURS**

Concept; Relationship between human resource management and human resource development; HRD mechanisms, processes and outcomes; HRD matrix; HRD interventions; Roles and competencies of HRD professionals; Challenges in HRD.

#### **UNIT – 2: FRAME WORK OF HRD 10 HOURS**

HRD Processes - Assessing HRD Needs - HRD Model Designing Effective HRD Program - HRD Interventions- Creating HRD Programs - Implementing HRD programs - Training Methods - Self Paced/Computer Based/ Company Sponsored Training - On-the-Job and Off-the-Job - Brain Storming - Case Studies - Role Plays - Simulations - T-Groups - Transactional Analysis.

#### **UNIT – 3: EVALUATING HRD PROGRAMS 10 HOURS**

Models and Frame Work of Evaluation - Assessing the Impact of HRD Programs - Human Resource Development Applications - Fundamental Concepts of Socialization Realistic Job Review - Career Management and Development.

#### **UNIT – 4: MANAGEMENT DEVELOPMENT 10 HOURS**

Employee counseling and wellness services – Counseling as an HRD Activity - Counseling Programs - Issues in Employee Counseling - Employee Wellness and Health Promotion Programs - Organizational Strategies Based on Human Resources- Employee Engagement

#### **UNIT – 5 WORKFORCE MANAGEMENT 07 HOURS**

Work Force Reduction, Realignment and Retention - HR Performance and Bench Marking - Impact of Globalization on HRD- Diversity of Work Force - HRD programs for diverse employees - Expatriate & Repatriate support and development.

#### **SKILL DEVELOPMENT**

- Mock interview
- Resume writing and preparation for the aptitude round
- Ground discussion

## REFERENCES

1. Werner & Desimone, HUMAN RESOURCE DEVELOPMENT, Cengage Learning, 2006
2. William E. Blank, HANDBOOK FOR DEVELOPING COMPETENCY BASED TRAINING PROGRAMMES, Prentice-Hall, New Jersey, 1982.
3. Uday Kumar Haldar, HUMAN RESOURCE DEVELOPMENT, Oxford University Press, 2009
4. Srinivas Kandula, STRATEGIC HUMAN RESOURCE DEVELOPMENT, PHI Learning, 2001
5. Nadler, L., Corporate human resources development, Van Nostrand Reinhold.
6. Mankin, D., Human resource development, Oxford University Press India.
7. Rao, T.V., Future of HRD, Macmillan Publishers India.
8. Rao, T.V., HRD Score Card 2500: Based on HRD audit, Response Books, SAGE Publications.
9. Rao, T.V., Hurconomics for talent management: Making the HRD missionary business-driven, Pearson Education.
10. Curtis, B., Hefley, W. E., Miller, S. A., The people capability maturity model: Guidelines for improving workforce, Pearson Education.



## ELECTIVE: HUMAN RESOURCE GROUP

### 6.6 INDUSTRIAL REGULATIONS

C6-H-IR

<b>OBJECTIVES</b>	
<b>To enable the students to understand the various laws relating to Industrial Labor.</b>	
<b>UNIT 1: PAYMENT OF WAGES ACT – 1936</b>	<b>08HOURS</b>
Definitions; Responsibility for payment of wages; fixation of Wage period; Time of Payment of Wages; Mode of Payment; Deductions from wages for absence from duty, damage or loss, for services rendered, recovery of advances & loans; Maintenance of registers and records; Penalty for offences; Payment of undisbursed wages in case of death.	
<b>UNIT 2: PAYMENT OF BONUS ACT – 1965</b>	<b>05 HOURS</b>
Definitions, eligibility for bonus, payment of minimum and maximum bonus, disqualification for bonus, set on and set off allocable surplus, time limit for payment of bonus.	
<b>UNIT 3: EMPLOYEE STATE INSURANCE ACT – 1948</b>	<b>8 HOURS</b>
Contributions:-who is to be insured, principle employer to pay contribution in the first instance, general provisions as to payment of contributions, method of payment.	
Benefits: - Sickness benefit, maternity benefit, disablement benefit, presumptions as to accidents arising in course of employment, dependents benefit, medical benefits.	
Penalties: - Punishment for false statement, punishment for failure to pay contributions and prosecutions.	
<b>UNIT 4: WORKMEN COMPENSATION ACT:</b>	<b>5HOURS</b>
Introduction, Scope, accidents arising during and in the course of employment, circumstance when the workmen is basic or not basic for compensation.	
<b>UNIT 5: PAYMENT OF GRATUITY ACT – 1972</b>	<b>05 HOURS</b>
Definitions, continuous service, payment of gratuity, compulsory insurance, nomination, determination of the amount of gratuity.	
<b>UNIT 6: FACTORIES ACT – 1948</b>	<b>08 HOURS</b>
Health: - cleanliness, disposal of waste, ventilation, dust and fume, artificial humidification, overcrowding, lighting, drinking water, toilets, spittoons.	
Safety: -Fencing of machinery, work on or near machinery in motion, employment of young persons on dangerous machines, Safety officer.	
Welfare: -Washing facilities, facilities for storing and drying clothing, facilities for sitting, first aid appliances canteens, shelters and restrooms, crèches. Working hours for adults, annual leave with wages.	

**UNIT 7: MINIMUM WAGE ACT – 1948****6 HOURS**

Definitions, fixing of minimum rates of wages, minimum rate of wages, procedure for fixing and revising minimum wages, wages in kind, payment of minimum rates of wages, fixing hours a normal working day, over time. Employees provident funds and miscellaneous provisions act 1952: - Short title & Extent; Definitions, Employment provident fund scheme, employees' pension scheme, employees deposit linked insurance scheme.

**BOOKS FOR REFERENCE**

1. AM Sarma, Aspects of Labour Welfare & Social Security
2. MS Pandit & Shobha Pandit, Business Law
3. P.L. Malik, Industrial Law
4. N.D. Kapoor, Industrial Law
5. B.D Singh: Industrial Relations