

**Government Polytechnic For Women, Faridabad****Diploma in Business Management****Sem -IV****Lesson Plan****Subject: Labour Welfare & social Security(H.R)**

|       |        |   |                                                       |
|-------|--------|---|-------------------------------------------------------|
| MARCH | Week 1 | 1 | UNIT-1: Labour welfare - concept                      |
|       |        | 2 | Importance and objectives                             |
|       |        | 3 | Types of labour welfare                               |
|       |        | 4 | Nature and principles of labour welfare               |
|       | Week 2 | 1 | Revision of Unit 1                                    |
|       |        | 2 | UNIT-2: Statutory welfare provisions                  |
|       |        | 3 | Factories Act 1948 - Definition                       |
|       |        | 4 | Approval                                              |
|       | Week 3 | 5 | Licensing & registration of factories                 |
|       |        | 1 | General duties of the occupier                        |
|       |        | 2 | Provisions relating to the hazardous processes        |
|       |        | 3 | The contract labour act 1970 (regulation & abolition) |
|       | Week 4 | 4 | Purpose of this act                                   |
|       |        | 1 | Registration of certain establishments                |
|       |        | 2 | Effects of non registration                           |
|       |        | 3 | Responsibilities of the contractor                    |
|       |        | 4 | Who can be applicable for this act?                   |
| APRIL | Week 1 | 1 | Revision of Unit 2                                    |
|       |        | 2 | Sessional-1                                           |
|       |        | 3 | Sessional-1                                           |
|       |        | 4 | Sessional-1                                           |
|       | Week 2 | 1 | Sessional-1                                           |
|       |        | 2 | Sessional-1                                           |
|       |        | 3 | UNIT-3: Social security - concept                     |
|       |        | 4 | Evaluation                                            |
|       | Week 3 | 1 | Employee state insurance act 1948                     |
|       |        | 2 | Objectives of the act                                 |
|       |        | 3 | Scope & applicability                                 |
|       |        | 4 | Benefits                                              |
|       | Week 4 | 5 | General provisions relating to benefits               |
|       |        | 1 | The Maternity benefit act 1961 - introduction         |
|       |        | 2 | Objectives                                            |
|       |        | 3 | Applicability                                         |
|       | Week 1 | 4 | Duties of employee for maternity benefits             |
|       |        | 5 | Key highlight of the amendment in 2017                |
|       |        | 1 | Oral test                                             |
|       |        | 2 | Group discussion                                      |
|       |        | 3 | Revision of employee state insurance act              |
|       | Week 1 | 4 | Revision of maternity benefit act                     |
|       |        | 5 | Revision of maternity benefit act                     |

|      |        |   |                                                     |
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| MAY  | Week 2 | 1 | Sessional-2                                         |
|      |        | 2 | Sessional-2                                         |
|      |        | 3 | Sessional-2                                         |
|      |        | 4 | Sessional-2                                         |
|      |        | 5 | Sessional-2                                         |
|      | Week 3 | 1 | The employee's provident fund act & miscellaneous p |
|      |        | 2 | Type of scheme for the benefit of employee          |
|      |        | 3 | Scope of this act                                   |
|      |        | 4 | Contribution of the employer                        |
|      |        | 5 | Revision of this act                                |
|      | Week 4 | 1 | The payment of gratuity act 1972                    |
|      |        | 2 | Meaning of gratuity                                 |
|      |        | 3 | Section 2(A) continuous service                     |
|      |        | 4 | Calculation of gratuity                             |
|      | Week 5 | 1 | Calculation of gratuity                             |
|      |        | 2 | Penalties                                           |
|      |        | 3 | Penalties                                           |
| JUNE | Week 1 | 1 | Sessional-3                                         |
|      |        | 2 | Revision of this act                                |
|      | Week 2 | 1 | Sessional-3                                         |
|      |        | 2 | Sessional-3                                         |
|      |        | 3 | Sessional-3                                         |
|      |        | 4 | Sessional-3                                         |
|      |        | 5 | Sessional-3                                         |
|      | Week 3 | 1 | Revision of Unit 1                                  |
|      |        | 2 | Revision of Unit 1                                  |
|      |        | 3 | Revision of Unit 2                                  |
|      |        | 4 | Revision of Unit 2                                  |
|      |        | 5 | Revision of Unit 2                                  |
|      | Week 4 | 1 | Revision of Unit 3                                  |
|      |        | 2 | Revision of Unit 3                                  |
|      |        | 3 | Revision of Unit 3                                  |
|      |        | 4 | Oral test                                           |
|      |        | 5 | Written test                                        |



revision act 1952