

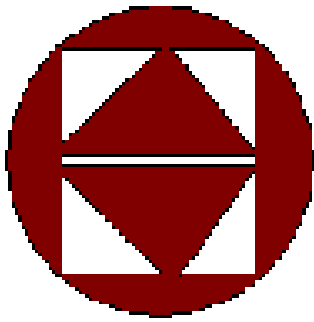
State Productivity Council-West Bengal



**‘Post Graduate Diploma in Human Resource
Development and Labour Welfare’**

**Affiliated to
West Bengal State Council of Technical
Education (WBSCTE).**

Prospectus



ABOUT THE INSTITUTE

Organization: State Productivity Council-West Bengal (SPC-WB), founded on July 23, 1959 under the societies registration ACT XXI of 1860. It is an autonomous body, multiple in its constitution and is aided by **Government of West Bengal**. It has been formed primarily to provide a forum for co-operation among labour, management, government and professional specialists from various professional institutions for the purpose of achieving higher efficiency and productivity in all walks of life in this region of the country.

OBJECTIVES: the specific objective of the SPC-WB is to stimulate productivity consciousness in the industrial and commercial enterprises, agriculture, transport & communications, administration, service sector etc. with a view to maximizing the utilization of available resources of men, machines, materials and capital, to wage war against waste, to disseminate information regarding advancement in techniques and processes among the executive, supervisors and workmen, thereby to help enrich quality of life.

The concept of productivity now encompasses not only efficient use of resources, but also of quality, environmental protection and integrated economic & social development. SPC-WB aims at promoting as a part of these objectives and activities.

ACTIVITIES: the SPC-WB has always at its disposal a large pool of various expertise available for consultation and guidance for increased productivity in all spheres of nation's economic activity.

- **MANAGEMENT TRAINING PROGRAMMES.**
- **TRADE UNION PROGRAMMES**
- **ENTREPRENEURSHIP DEVELOPMENT PROGRAMMES**
- **IN- COMPANY TRAINING PROGRAMMES**
- **SEMINARS,WORKSOPS,LECTURE-MEETINGS**
- **CONSULTANCEY/PROJECT SERVICES**
- **OVERSEAS PROGRAMMES/FELLOWSHIP**

The council has developed a number of expert groups who are carrying out consultancy works in different field as enumerated below:-

- **Setting up quality circles.**
- **Work measurement & setting production norms for both factory and office work.**
- **Incentives schemes.**
- **Cost reduction through value Engineering / Value analysis , Bench Marking, Method study.**
- **Assessment of Manpower Requirement.**
- **Preparation of project report and project appraisal.**
- **Job Evaluation , Gradation.**
- **ISO : 9000 / 14001 certification.**
- **Total Information Technology and system Integration.**
- **Business process Re-engineering and Re-structuring.**
- **Techno-Economic Feasibility Study.**
- **Pollution control engineering and Environment Management P.C. Audit.**
- **Training need assessment.**
- **Preparation of SOP's.**
- **Energy audit.**
- **Safety audit.**
- **Management audit.**

Post Graduate Diploma in Human Resource Development and Labour Welfare

The current scenario of rapid industrialization and the need of an immense workforce in the development sector raised the demand of lawyers in the field of employment and labour Welfare.

The increased demand raised the pay scale of these profiles. An average Human Resource Manager in a firm earns more than the average income of an employee in that same firm. Which means that this course is very beneficial in the current scenario.

Pursuing ‘**Post Graduate Diploma in Human Resource Development and Labour Welfare**’ can be highly beneficial for students interested in legal studies, human rights, social justice, or working with labour-related issues. Here are several compelling reasons why students should consider enrolling in this course:

Career Opportunities

- **Legal Professionals:** Law Graduates after doing the course can work as labour lawyers, legal consultants, or advocates specializing in employment law.
- **Government and Non-Government Roles:** There is a demand for labour law experts in government departments, trade unions, labour commissions, and NGOs.
- **Human Resources:** HR professionals with a deep understanding of labour laws are better equipped to handle employee relations, disputes, and negotiations.
- **Compliance and Risk Management:** Many organizations need compliance officers to ensure they are abiding by labour laws and regulations.
- **Social Work:** Social welfare experts can work with various governmental and non-governmental organizations to promote the welfare of marginalized groups, ensuring they have access to labour rights and social justice.

Understanding Workers' Rights

- ❖ Students will gain comprehensive knowledge of workers' rights and protections, including:
 - Minimum wages
 - Occupational safety and health
 - Social security benefits
 - Anti-discrimination policies
 - Collective bargaining rights
- ❖ This understanding helps in advocating for fair treatment of workers and promoting social justice.

Promoting Social Welfare

- The course often incorporates elements of social welfare, focusing on the protection of vulnerable groups in society such as women, children, the disabled, and economically disadvantaged populations.
- Students learn to advocate for policies that improve living standards, access to health services, and social benefits for marginalized communities.

Development of Practical Skills

- **Legal Research and Drafting:** Students develop skills in legal research, interpretation, and drafting documents, contracts, or policies related to labour laws.
- **Negotiation and Conflict Resolution:** The course will train students in handling disputes between employers and employees, facilitating labour negotiations, and resolving conflicts through alternative dispute resolution (ADR).
- **Policy Advocacy:** Students learn how to advocate for effective labour and welfare policies at the local, national, and international levels.

Filling a Critical Knowledge Gap

- Many professionals in fields such as HR, management, and administration lack a deep understanding of labour laws. By completing this diploma, students can fill this gap, becoming valuable assets to their organizations or clients.
- With the increasing importance of labour rights across various industries, there's a strong demand for specialists in this area who can navigate complex legal frameworks.

Social Impact

- Graduates can contribute to improving the working conditions and rights of workers across different sectors, especially those in informal and unregulated employment.
- A deep understanding of social welfare policies equips students to advocate for systemic changes that benefit the most vulnerable in society.

Multidisciplinary Approach

- Labour law intersects with other disciplines like economics, politics, sociology, and public policy. This makes the diploma appealing to students from various academic backgrounds who want to explore how law shapes society and the economy.

Legal Empowerment

- The diploma empowers students with the knowledge to assist both workers and employers in understanding their rights and obligations. It fosters better communication between employees and management, contributing to harmonious workplaces.

Personal and Professional Growth

- Completing a diploma in this field broadens a student's perspective on the legal and social challenges facing the workforce today. It encourages a deeper understanding of equity, justice, and human rights, which can contribute to personal growth.
- For those pursuing a career in law or human rights, this diploma serves as a stepping stone toward more advanced qualifications, such as LLB, LLM, or specialized certifications in labour law.

The course offers students a robust foundation in understanding the intersection of law, society, and the workforce. It equips them with practical skills, career opportunities, and the knowledge to promote social justice, making it an excellent choice for those passionate about improving the lives of workers and marginalized communities.

Course Outline

Course curriculum: Divided into two semesters – each semester consist of eight papers of 100 marks each – contact hours = 36 for each paper

First Semester:

- Paper I: Labour and Industrial Economics**
- Paper II: Principles of Management**
- Paper III: Labour Laws-I**
- Paper IV: Labour Laws-II**
- Paper V: Labour Welfare & Industrial Sociology.**
- Paper VI: Employment Relations and Industrial Jurisprudence**
- Paper VII: Industrial Safety and Public Health Administration**
- Paper VIII: Human Resource Development**

Second Semester

- Paper IX: Statistics and Research Methodology**
- Paper X: Basic Managerial Accounting & Finance**
- Paper XI: Organisational Behaviour**
- Paper XII: HRM Principles & Practices**
- Paper XIII: Information System Management**
- Paper XIV: Principles of Marketing & Impression Management**
- Paper XV: Seminar**
- Paper XVI: Project & Viva-Voce**

TIMING

**Friday 4p.m to 8p.m,
Saturday 4p.m to 8p.m,
Sunday 10.00a.m to 5p.m**

EXAMINATION

All the students will have to appear in both the semesters' examination to be conducted by WBSCTE. The Examination scheme includes theoretical papers (answers to be written in English), evaluation of term work, laboratory assignment and viva-voce.

Academic Duration of Course:

The duration of the course is 12 months (One year).

Eligibility for Admission:

Any Graduate holder from a recognized University would be eligible for the course.

FACULTY

The faculty consists of experts from various disciplines of the Institute, specialists from industries, other Institutes and different Government departments.

ADMISSION PROCEDURE

Admission would be made based on an Aptitude Test followed by interview.

ATTENDANCE

All students are required to attend 80% of theoretical and practical classes failing which they will be positively debarred from Registration and Examination by West Bengal State Council of Technical Education.

FEES AND OTHER EXPENSES (All Fees & Other Expenses are likely to be revised soon)

(I) Fees: 40,000+18% GST (Forty Two thousand+ 18% GST only for the entire Course (fee once paid is not refundable). The Course Fee of 40,000+18% GST (Forty thousand+ 18% GST) only is to be paid by Crossed Demand Draft /Account Payee/Crossed Demand Draft drawn in favour of the '**State Productivity Council-West Bengal**'

(II) Other Expenses:

Caution Money: Refundable Deposit of Rs.1,200/- (Rupees One thousand two hundred only) (likely to be revised) should be paid in cash at the time of taking admission.

(III) In addition to the above charges:

Enrolment & Examination Fee : To be paid by the candidates to West Bengal State Board of Technical Examination, as and when required by the Board.

(IV) Other Expenses: Expenses towards Factory Visits / Project Work/ computers / all other expenses to be borne by the candidate. This will be managed by students themselves and not payable to the institute.

(V) The students will have to bear the expenses in connection with industrial visits arranged as a part of the curriculum. (b) Incidental expenses for project work, sessional work and stationery are also to be borne by the students themselves.

METHOD OF SELECTION

Admission would be made based on an Aptitude Test followed by interview.

After preliminary screening, candidates recommended by the Scrutiny Committee will be called for interview in Kolkata. Calling for interview does not guarantee the selection. The decision of the Selection Committee shall be final and no correspondence will be entertained by the Institute, in this regard.

No traveling allowance will be paid by the Institute for attending the interview.

Date and time of interview will be displayed at the website (www.spcwb.com).

It may please be noted that calling for interview does not guarantee admission to the Course. At the time of selection, candidates are required to produce the original certificates/mark sheets in support of their qualification, age proof and experience. Those selected for admission will have to join the Course at this Institute immediately.

APPLICATION

The prescribed application form for admission to **Post Graduate Diploma in Human Resource Development and Labour Welfare** course at SPC-WB could be downloaded on an A4 size plain paper from the website www.spcwb.com/ could be collected from the council's office. Applications that are not made in the above mentioned form would not be considered. Duly filled in application forms, accompanied by self-attested copies of certificates in respect of age, qualification, duration & nature of experience should be sent so as to reach the Director, State Productivity Council-West Bengal, 9 Syed Amir Ali Avenue, Kolkata- 700017.



State Productivity Council-West Bengal

9, Syed Amir Ali Avenue Kolkata-700017

ADVERTISEMENT NO.								
APPLICATION NO.			DATE OF SUBMISSION					
NAME								
1. PERSONAL DATA								
Date of Birth			Place of Birth			Father's Name :		
Day	Month	Year	City/Town/Vill.	District	State	Nationality:	Marital Status:	Sex:
						Adhar No.		
2. ADDRESS:								
MAILING ADDRESS:					PERMANENT ADDRESS:			
Address					Address			
City/town/vill					City/town/vill			
District					District			
State					State			
Country					Country			
PIN					PIN			
Telephone					Telephone			
Mobile					Mobile			
Email					Email			

5. Additional Remarks

Special qualification or experience, including the computer knowledge, which have not been included under the heads given above					

6. Referee Reference

Name	Designation	Organisation	Email ID	Contact No.	Address

7. Supporting documents of Date of Birth, Qualifications and Experience (if any) must be enclosed with the hard copy of application.

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the entries in this form are true to the best of my knowledge and belief.

FOR OFFICE USE ONLY

Candidate's Signature with Date

- 1. Application received date
- 2. Application number
- 3. Aggregate % of all the examination of degree
- 4. Eligible / Not eligible

Verified by

Co-ordinator's Signature

Note: Duly filled application forms along with DD & relevant documents should be sent to below address by speed post or courier

STATE PRODUCTIVITY COUNCIL-WEST BENGAL

9, SYED AMIR ALI AVENUE KOLKATA-700017

CONTACT NO. : 9748504888

Land No.: 033-6820-2552

E-MAIL: spc.wb59@gmail.com

WEB SITE: www.spcwb.com

Instructions to the Candidate :

- * Before filling up this application form, read the Prospectus carefully.
- * Please furnish all information in full.
- * Attach separate sheets wherever the space provided in the form is inadequate
- * Attach attested copies of certificates / testimonials in respect of age, qualification, Experience, etc.
- * Before applying, ensure your eligibility for the course.
- * Incomplete application will be rejected without any correspondence.

Name & Date of birth must be as per school leaving certificate. The Authority does not permit gazette Notification for change of name etc.

CERTIFICATE BY SPONSORING AUTHORITY

Shri/Smt/Ms..... of this Organization is hereby sponsored and nominated to attend the Diploma Course in “**Post Graduate Diploma in Human Resource Development and Labour Welfare**” during the Academic Year The duly filled in Application has been verified, found correct and is forwarded herewith. He fulfills the Eligibility criteria. It is certified that the applicant will not be engaged for any duties in our industry till the course completion. He will be granted full Pay & Allowances & other expenses if selected to the course for the entire period.

Shri/Smt/Ms.....is working in this organization with effect from.....and his total supervisory experience as on is.....Years.....months as detailed below. This is a supervisory grade in this organization.

Sl No.	Experience in HR/RR/IR	Years	Month	Designation during the period
1.	Manufacturing			
2.	Maintenance			
3.	Research,training,education			
4.	Government dept.			

Place

Signature of Sponsoring Authority

Date :

Name & Designation:

Address of the organization :

Telephone No. :

Fax No. :

Email :

(Organisation Seal)

UNDERTAKING BY THE CANDIDATE

I hereby undertake that I, Shri/Smt./Ms while pursuing the one year **Post Graduate Diploma in Human Resource Development and Labour Welfare** Course conducted at State Productivity council-West Bengal, if found involved in any misconduct / misbehavior during the study period, I will abide by the decision taken by the Principal of the Course including dismissal from the Course.

Signature of the Candidate

Name:

Date

UNDERTAKING BY THE SPONSORING ORGANISATION

I/We hereby undertake that our employee Shri/ Smt./ Ms..... while pursuing the one year **Post Graduate Diploma in Human Resource Development and Labour Welfare** Course conducted at State Productivity council-West Bengal, if found involved in any misconduct / misbehavior during the study period, I/we will abide by the decision taken by the Principal of the course including dismissal from the Course.

Name and Signature of the Sponsor with seal

Date

Checklist (This checklist shall be enclosed with the application)

Sl No.	Item	Status of Proof (Yes/No)
1.	Name	
2.	Date of Birth (DOB)	
3.	All Educational Qualification Certificates(Provisional certificates are not accepted)	
4.	Detailed Experience / qualification certificates for S.No.12(a),12(b) & 12(c)	
5.	Sponsor Certificate completed & signed	
6.	Photo attested (first page)	
7.	Present Name & DOB is as per school leaving certificate	
8.	Signature of the Applicant in the Application Form	
9.	Envelope super scribed with “Application for Post Graduate Diploma in Human Resource Development and Labour Welfare	
10.	State whether you have ensured your eligibility for the course	
11.	Declaration by the Candidate	
12.	Undertaking by the Candidate	
13.	Undertaking by the Sponsoring Organization	