

**CERTIFICATE COURSE
IN
LEGAL FRAMEWORK & DISCIPLINE MANAGEMENT (CCLFDM)**

Course Objective

1. Overall understanding of Discipline in the Workplace
2. Regulatory Framework for Disciplinary Actions
3. To enhance the drafting skills
4. Practical aspects of discipline
5. To avoid victimization of labour and unfair labour practices

Learning Outcomes

- ❖ Understand and Articulate Workplace Discipline:
- ❖ Prevention of Indiscipline and Managing Discipline
- ❖ Effectively Drafting Discipline Related Documents:
- ❖ Conducting domestic inquiry factor to be considered while awarding punishment

Eligibility

Bachelor's Degree in any discipline from any recognized University or equivalent degree recognized by UGC and 1) Supervisor with minimum one year of experience OR 2) Managers and officers handling disciplinary matters.

Duration and mode of the Course

Duration of the Course will be 04 months (includes Field Work/Project Report/Case study presentations). The contact session will be conducted in weekend (Saturday/Sunday only)

Pedagogy

Lectures, Case studies, Drafting and Presenting of legal content, Mock trial, Videos, experience sharing by experts, online seminars, workshops etc.

Structure of the Course

**Module -1 Fundamental of Discipline and conceptual framework
of labour legislations**

Module -2 Legal aspects of Discipline at workplace.

Module -3 Conducting Domestic Enquiry

Module -4 Punishments for Misconducts**Module -5 Management of Disciplinary Actions****Module -6 Project Work/Case Study/ Drafting and Presentation****Assessment and Certification**

The certificate will be provided by the N. M. Lokhande Maharashtra Institute of Labour Studies, Mumbai and Nagpur.

- ❖ Participants will be evaluated through assignments, examination, Presentation and project work.
- ❖ On successful completion, a Certificate will be awarded.

Other details of the programme

| | |
|-------------------------------|--|
| Attendance: | 75% Percentage of attendance in contact session is mandatory. |
| Medium of Instruction: | The medium of instruction in CCLFDM will be English and Marathi |
| Intake: | Total 60 Students (Mumbai-30 and Nagpur-30) |
| Course Fees: | 10,000/- |
| Library Fees: | Rs. 1000/- (Deposit / Refundable) |
| Form Fees: | Rs. 300/- |

CONTACT

| Mumbai Campus | Nagpur Campus |
|--|--|
| N.M. Lokhande Maharashtra Institute of Labour Studies, Dadabhai Chamerbaugwala Road, Parel, Mumbai, Maharashtra 400012 (022- 24125332) Email – dir.nmlmils mum@mah.gov.in | N.M. Lokhande Maharashtra Institute of Labour Studies, Gayatri nagar, IT Park, Opposite VNIT, Parsodi, Nagpur -440022 (0712- 223 9938) Email – dydir.nmlmils ngp@mah.gov.in |