

Discipline

Module 5_Session 4

GALGOTIAS
UNIVERSITY

Content to be covered

- Discipline
- Cause of Misconduct
- Code of Discipline
- Maintaining Discipline

The logo of Galgotias University is a stylized 'G' composed of three curved, overlapping bands in shades of yellow, blue, and red. Below the logo, the text 'GALGOTIAS UNIVERSITY' is displayed in a large, light grey, serif font, with 'GALGOTIAS' on the top line and 'UNIVERSITY' on the bottom line.

GALGOTIAS
UNIVERSITY

Discipline

- Discipline, implies orderly behaviour.
- ❖ It is the observance of rules and regulations.
- ❖ It means securing consistent behaviour in accordance with the accepted norms of behaviour.
- ❖ R. D. Calhoun, *'Discipline is the force that prompts individuals or groups to observe rules, regulations, standards and procedures deemed necessary for an organisation'*.

Misconduct or Indiscipline

- Inconsistent behaviour of an employee and deviation from the standard behaviour.
- ❖ Unsafe behaviour of the employee.
- ❖ Immoral actions of the employee.
- ❖ When employee is abusive, disturbs the peace and is negligent towards his duties.

Causes of Indiscipline

1. Absence of effective leadership
2. Unfair management practices
3. Communication barriers
4. Non-uniform disciplinary action
5. Divide and rule policy
6. Inadequate attention to personnel problems
7. Victimization

Causes of Indiscipline

- Ineffective leadership
- Lack of well defined code of conduct
- Faulty supervision
- Divide and rule policy of management
- Bias or favouratism
- Lack of timely redressal of employee grievances
- Defective communication system
- Family problems
- Low wages and poor working conditions
- Uninteresting work
- Political and trade union influences.

Code of Discipline

Code of Discipline : The code of discipline defines duties and responsibilities of employers and workers. The code was formed from recommendations of the Indian Labour Conference held in New Delhi in July 1957. The objectives of the code are:

- To ensure that employers and employees recognize each others rights and obligations.
- To promote consecutive co-operation between parties concerned at all levels.
- To eliminate all forms of coercion, intimidation and violence in IR.
- To avoid work stoppages.
- To facilitate the growth of trade unions.
- To maintain discipline in the industry.

Maintaining Discipline

- Knowledge of rules: supervisor and workers should clearly understand the rules and regulations of the organization. Code of discipline should be published in employee handbook.
- Prompt Action: all violations and misconducts should be promptly enquired. Punishment should not be delayed.
- Fair Action: all persons should receive same punishment for the same offence.

GALGOTIAS
UNIVERSITY

- **Well-defined Procedure:** procedure used for disciplinary action should be clearly laid down. Definite and precise provisions for appeal and review of all disciplinary actions should be provided.
- **Constructive Approach:** disciplinary actions should be as far as possible preventive rather than punitive.
- **Review and Revision:** all rules and regulations should be appraised at regular intervals to ensure that they are appropriate to the changing times.

GALGOTIAS
UNIVERSITY

Code of Discipline

- To maintain harmonious relations and promote industrial peace, a Code of Discipline has been laid down which applies to both public and private sector enterprises. It specifies various obligations for the management and the workers with the objective of promoting cooperation between their representatives.

GALGOTIAS
UNIVERSITY

Code of Discipline

- **The basic objectives of Code of Discipline are to:**
- Maintain peace and order in industry.
- Promote constructive criticism at all levels of management and employment.
- Avoid work stoppage in industry
- Secure the settlement of disputes and grievances by a mutually agreed procedure
- Avoiding litigations
- Facilitate a free growth of trade unions
- Eliminate all forms of coercion, intimidation and violations of rules and regulations governing industrial relations.

Code of Discipline

- **The Code is based on the following principles:**
- There should be no strike or lockout without prior notice.
- No unilateral action should be taken in connection with any industrial matter.
- No deliberate damage should be caused to a plant or property
- The existing machinery for the settlement of disputes should be utilized.
- Actions that disturb cordial relationships should be avoided.

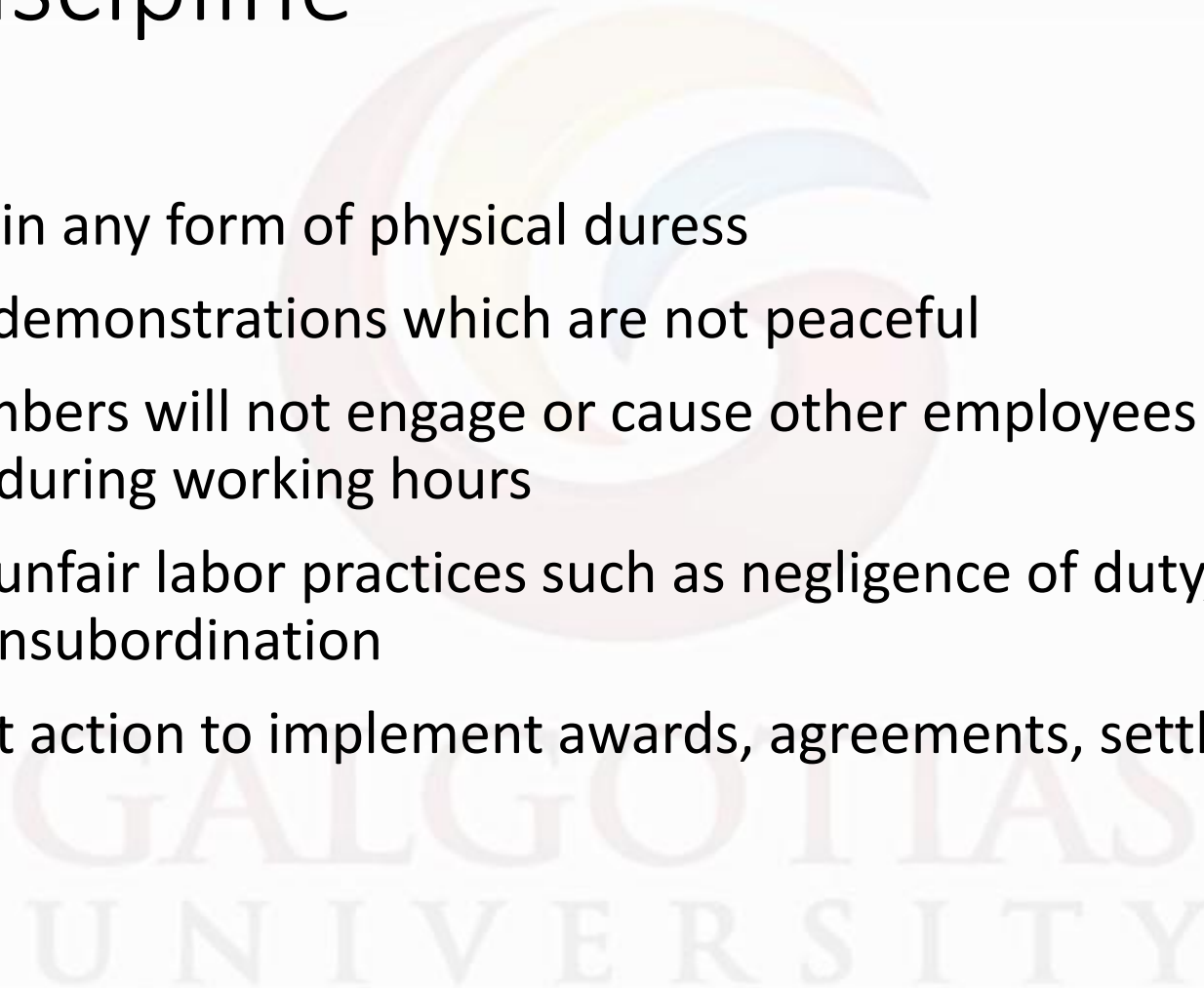
GALGOTIAS
UNIVERSITY

Code of Discipline

- **Management Agrees**
- not to increase work-loads unless agreed upon or settled otherwise
- not to support or encourage any unfair labor practice such as discrimination and victimization of any employee
- to take prompt action for settlement of grievances and implementation of settlements, awards, decision and orders
- to take appropriate disciplinary action against its officers and members in cases where enquiries reveal that they were responsible for precipitate action by workers leading to indiscipline

Code of Discipline

- **Union agrees**
- not to engage in any form of physical duress
- not to permit demonstrations which are not peaceful
- that their members will not engage or cause other employees to engage in any union activity during working hours
- to discourage unfair labor practices such as negligence of duty, damage to property and insubordination
- to take prompt action to implement awards, agreements, settlements and decisions



References

Sinha, P. R. N., Sinha, I. B., & Shekhar, S. P. (2017). *Industrial Relations, Trade Unions and Labour Legislation*. Pearson Education India.

