

**ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD
(Department of Business Administration)**

BUSINESS AND LABOUR LAWS (8514)

CHECKLIST

SEMESTER: AUTUMN 2013

This packet comprises the following material:

1. Text Books (two)
2. Course Outlines
3. Assignment No. 1, 2
4. Assignment Forms (2 sets)

Please contact at the address given below, if you find anything missing in the packet.

Mailing Officer
Mailing Section
Allama Iqbal Open University
H-8, Islamabad.
Ph: 051-9057611-12

Mahmood ul Hasan
(Course Coordinator)

ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of Business Administration)

WARNING

1. **PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM AWARD OF DEGREE/CERTIFICATE, IF FOUND AT ANY STAGE.**
2. **SUBMITTING ASSIGNMENTS BORROWED OR STOLEN FROM OTHER(S) AS ONE'S OWN WILL BE PENALIZED AS DEFINED IN "AIOU PLAGIARISM POLICY".**

Course: **Business and Labour Laws (8514)**
Level: **MBA (3½ Years)/MBA (2½ Years)**

Semester: **Autumn 2013**
Total Marks: **100**
Pass Marks: **50**

ASSIGNMENT No. 1
(Units: 1–5)

Note: All questions carry equal marks.

- Q. 1 In what ways an offer can be communicated, accepted and revoked?
- Q. 2 What are the rights and obligations of partners before and after the dissolution of a partnership firm?
- Q. 3 Discuss various steps involved in the registration of a company?
- Q. 4 Briefly explain the various provisions of Companies Ordinance 1984 regarding the winding up of companies?
- Q. 5 Explain the contract of sales of goods by discussing its main features.

ASSIGNMENT No. 2
(Units: 1–9)

Total Marks: 100

This assignment is a research-oriented activity. You are required to submit a term paper and present the same in the classroom prior to the final examination. Presentation component is compulsory for all students. You will have to participate in the activity fully and prepare a paper of about 15 to 20 pages on the topic allotted to you. You are required to prepare two copies of Assignment No. 2. Submit one copy to your teacher for evaluation and the second copy for presentation in the classrooms in the presence of your resource persons and classmates, which will be held at the end of the semester prior to final examination.

Include the following main headings in your report:-

- (a) Introduction to the topic
- (b) Important sub-topics
- (c) Practical aspects with respect to the topic

- (d) Review of theoretical and practical situations
- (e) SWOT analysis of the organization with respect to your topic
- (f) Conclusions and recommendations
- (g) Annex, if any

You must use transparencies, charts or any other material for effective presentation. You are also required to select one of the following topics according to the last digit of your roll number. For example, if your roll number is D-3427185 then you will select topic No. 5 (the last digit):

List of Topics

- 1. Dissolution of Partnership and Settlement of Accounts on Dissolution
- 2. Initial public Offering and Issuance of Shares
- 3. Meetings of a Company
- 4. Winding up of Company and Related Issues
- 5. Application of Various Provisions of Factories Act
- 6. Role of Unions in Organizations
- 7. Audit and Accounts Related Issues of a Public Limited company
- 8. Procedure of Issuance of Prospectus
- 9. Conditions and Warranties in the Law of Sales of Goods
- 0. Application of Employees Old Age Benefits Act

COURSE OUTLINES

Course: Business and Labour Laws (8514)
Level: MBA (3½ Years)/MBA (2½ Years)

Course Code: 8514
Credit Hours: 03

Unit-1 Introduction to Law and Law Governing Contracts

- 1.1 Origin of the Contract
- 1.2 Definition of Contract
- 1.3 Communication, Acceptance and Revocation
- 1.4 Essentials of a Valid Contract
- 1.5 Performance of the Contract
- 1.6 Discharge of Contract
- 1.7 Breach of Contract
- 1.8 Damages of Breach of Contract
- 1.9 Indemnity and Guarantee
- 1.10 Contract of Bailment
- 1.11 Contract of Agency

Unit-2 Law of Sales of Goods

- 2.1 Definitions
- 2.2 Formation of the Contract.
- 2.3 Effects of the Contract
- 2.4 Performance of the Contract
- 2.5 Rights of Unpaid Seller against the Goods.
- 2.6 Sale by Auction
- 2.7 Breach of Contract

Unit-3 Partnership Law

- 3.1 Definitions in Partnership Law
- 3.2 Types of Partnership
- 3.3 Essential Elements of a Partnership
- 3.4 Registration of Partnership Firms
- 3.5 Partnership Becoming Illegal
- 3.6 Partnership Distinguished from Company
- 3.7 Partnership Distinguished from Private Company
- 3.8 Partnership Distinguished from Co-Ownership
- 3.9 Partnership Agreement
- 3.10 Rights and Liabilities of the members of a Partnership Firm
- 3.11 Personal Profits Earned by Partners
- 3.12 The Property of the Firm
- 3.13 Implied Authority of a Partnership
- 3.14 Principle of Holding Out
- 3.15 Minor as a Partner
- 3.16 Reconstitution of a Firm
- 3.17 Dissolution of Partnership and Settlement of accounts on Dissolution
- 3.18 Rights and Obligations of Partners after Dissolution of Partnership

Unit-4 Law Governing Companies-I

- 4.1 Introduction to Companies Ordinance, 1984
- 4.2 Company Courts
- 4.3 Corporate Law Authority
- 4.4 Registration of Company
- 4.5 Memorandum of Association
- 4.6 Name of Company
- 4.7 Registered Office
- 4.8 Object
- 4.9 Capital Clause of Memorandum
- 4.10 Articles of Association
- 4.11 Promoters
- 4.12 Contracts
- 4.13 Prospectus
- 4.14 Commission, Discount and Premium
- 4.15 Allotment of Shares
- 4.16 Commencement of Business
- 4.17 Membership
- 4.18 Share Capital
- 4.19 Shares and Certificates
- 4.20 Transfer and Transmission of Shares
- 4.21 Directors
- 4.22 Chief Executive

Unit-5 Law Governing Companies-II

- 5.1 General Meetings
- 5.2 Meetings of Directors
- 5.3 Secretary

- 5.4 Dividend
- 5.5 Auditor
- 5.6 Managing Agents
- 5.7 Investment by Company
- 5.8 Debentures
- 5.9 Private Companies
- 5.10 Guarantee Company
- 5.11 Unlimited Company
- 5.12 Accounts
- 5.13 Inspection
- 5.14 Annual Return
- 5.15 Winding up by Court
- 5.16 Winding up of Companies
- 5.17 Contributors and Creditors
- 5.18 Voluntary Winding up
- 5.19 Winding up of Unregistered Companies
- 5.20 Reconstruction and Amalgamation
- 5.21 Companies Established Outside Pakistan
- 5.22 Official Liquidator

Unit-6 Laws Governing Establishment of Factories

- 6.1 Definitions Pertained to the Factories Act. 1934
- 6.2 Exemption from Certain Provisions of the Act
- 6.3 Inspectors and their Powers
- 6.4 Certifying Surgeons
- 6.5 Health and Safety
- 6.6 Disposal of Wastes and Effluents
- 6.7 Artificial Humidification
- 6.8 Vaccination and Inoculation
- 6.9 Holidays with Pay and Provisions of the Act for Worker
- 6.10 Special Provisions for Adolescents and Children
- 6.11 Penalties and Procedure
- 6.12 Penalty for Contravention of Act and Rules
- 6.13 Display of Factory Notices
- 6.14 Publication of Rules
- 6.15 Protection to Persons Acting under this Act.

Unit-7 Laws Governing Industrial Employment and Industrial Relations

- 7.1 Trade unions and Freedom of Associations
- 7.2 Application for Registration and Requirements.
- 7.3 Certificate of Registration and its Cancellation
- 7.4 Power and Functions of Registrar
- 7.5 Collective Bargaining Agents.
- 7.6 National Industrial Relations Commission and its Powers.
- 7.7 Joint Consolation Conciliation and Mediation
- 7.8 Wage Commission and Fixation of Wages
- 7.9 Powers and of the Wage Commission.
- 7.10 Penalties and Procedure.

- 7.11 Penalty of Committing Breach of Settlement.
- 7.12 Penalty of Embezzlement of Misappropriation of Funds.
- 7.13 Indemnity and Powers to Make Rules.

Unit-8 Employees Old Age Benefits Act, 1976-1

- 8.1 Employees Old-Age Benefits Contribution Rules, 1978
- 8.2 Employees Old-Age
- 8.3 Benefits General Regulations, 1980
- 8.4 Insured Persons, Board or Trustees, Powers, Functions, and Terms of Office of Members.
- 8.5 Employees Old-age Benefits Determination or Wages for Computation of Contribution Regulation, 1980.
- 8.6 Employees Old-Age Benefits Determination of Complaints, Questions, and Disputes Regulations 1980.

Unit-9 Employees Old Age Benefits Act, 1976 – II

- 9.1 Employees Old Age Benefits Institution and Certificate of Authority and Proof of Age, Payment of Contributions and Liability of Employer.
- 9.2 Offenses and Penalties
- 9.3 Finance and Audit.
- 9.4 Employees Old-Age Benefits, Old Age Pension, Old Age Grant Widows, Pension, Invalidity Provision, Benefit Claims and Benefits, Extinguishment of Benefits.

Recommended books:

Saeed K. A. (2010). *Company Law*. Lahore: Khawaja & Khawaja Publishers.

Amin Q. A. (2010). *Business Law*. Islamabad: National Book Foundation.

Cheema, K. M. (2010). *Business Law*. Lahore: Syed Mobin Mahmood & Co.

