ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of Educational Planning Policy Studies & Leadership)

Subject: **MAILING PACKAGE OF PH.D EPM-4782 "HUMAN RESOURCE MANAGEMENT" AUTUMN 2013 SEMESTER**

Dear Student,

Assalam-o-Alaikum,

I feel great pleasure in welcoming you to the Ph.D EPM-4782 **"Human Resource Management"** in the current semester. The course, as you would feel it, is meant for equipping the prospective planners and administrators with the skills and techniques required by them. I hope you would find this course quite interesting as well as useful in your professional development. I am sure that the successful completion of this course will be a major step towards achievement of the Ph.D EPM degree from the University in due course of time.

This mailing package contains:
1.   Course books (Units 1-9)
2.   Two assignments
3.   Assignment proformas
4.   Schedule for submitting assignments
5.   Acknowledgement receipt

You will receive your workshop assignment in due course which you would be required to present and submit in writing in the forthcoming workshop of the course towards the end of the semester.

Towards the end I wish you a happy and enjoyable semester. My services are available as and when required.

With best wishes.

Yours sincerely,

(Dr. Hamid Khan Niazi)
Chairman/
Course Coordinator

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NOTE: Before attempting assignments, please read the following instructions:
1. All questions are compulsory.
2. All questions carry equal marks.
3. Response to each question should not be less than 2500 words failing which marks will deducted accordingly.
4. Please write in your own words. Avoid irrelevant information and render a critical analysis the questions asked for.
5. No marks will be given for reproduction from the text or from elsewhere.
6. Please write your assignment in legible handwriting. (Typed assignments are not accepted).
7. Please give source in case of quoting any material.
8. Use A-4 size of paper for writing assignment.
9. Please submit the assignment on or before the specified date.
10. Late assignment will not be accepted in any case.

Course: Human Resource Management (4782)

Level: Ph.D-EPM   **Semester: Autumn, 2013**
Total Marks: 100   **Pass Marks: 50**

ASSIGNMENT No. 1
(Units 1-5)

Q.1 What do you understand by HRM? Elaborate its need and scope with reference to educational management in Pakistan. Support your answer with appropriate examples. (20)

Q.2 Highlight the importance and scope of human planning in our country. Support your answer in the content of human resource planning in Pakistan. (20)

Q.3 Critically evaluate different models of on job training in distance education system. Take help form different research studies of Open Universities of the world. (20)

Q.4 Describe the importance of performance appraisal system of the individuals working in higher educational institutions of Pakistan. Also analyse and discuss various methods of employee's performance of public institutions. (20)

Q.5 How does SWOC/SWOT facilitate the work of heads of educational institutions? Explain. Also narrate the scope and application of SWOC in improving the management of distance education system of our country. (20)

ASSIGNMENT No. 2

(Units 6-9) **Total Marks: 100**

Q.1 Describe compensation management. How it ensure the good working of employees in an educational organization. Explain. (20)

Q.2 How will you differentiate between issues and problems in higher educational system? As a potential educational manager, what steps would you apply to address the social, political, institutional and employee issues and problems? (20)

Q.3 Define controlling. Propose a suitable control system for the higher educational institutions of Pakistan keeping in view different challenges and obstacles therein. (20)

Q.4 Critically review Guests Model and Harwood Map Model of HRM in your own words. (20)

Q.5 Describe the importance of communication in educational organizations. What measures would you suggest to make the existing communication process more digitalize and innovative? (20)