

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

LABOR MANAGEMENT RELATIONS (9509)

SEMESTER: SPRING, 2014

CHECKLIST

This packet comprises the following material:

1. Text Book
2. Course Outline
3. Assignment No. 1 and 2
4. Assignment Forms (2 sets)

In this packet, if you find anything missing out of the above-mentioned material, please contact at the address given below:

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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: Labor Management Relations (9509)
Level: PGD (Human Resource Management)

Semester: Spring, 2014

GUIDELINES FOR ASSIGNMENT No. 1 & 2:

The student should look upon the assignments as a test of knowledge, management skills, and communication skills. When you write an assignment answer, you are indicating your knowledge to the teacher:

- Your level of understanding of the subject;
- How clearly you think?
- How well you can reflect on your knowledge & experience?
- How well you can use your knowledge in solving problems, explaining situations, and describing organizations and management?
- How professional you are, and how much care and attention you give to what you do?

To answer a question effectively, address the question directly, bring important related issues into the discussion, refer to sources, and indicate how principles from the course materials apply. The student must also be able to identify important problems and implications arising from the answer.

For citing references, writing bibliographies, and formatting the assignment, APA format should be followed.

ASSIGNMENT No. 1

(Units: 1-5)

Total Marks: 100

Pass Marks: 50

- Q. 1 What are the factors or conditions, which are conducive to group efforts? (20)
- Q. 2 Discuss the following with suitable examples: (10+10)
- i) Muzaribat
 - ii) Muzariat
- Q. 3 Discuss the rights of workers under Islam with suitable examples. (20)

Q. 4 Briefly discuss the measures taken by government of Pakistan to maintain good labour management relations. (20)

Q. 5 Describe industrial relations ordinance 2002. (20)

ASSIGNMENT No. 2

(Units: 1–9)

Total Marks: 100

Pass Marks: 50

This assignment is a research-oriented activity. You are required to obtain information from a business/commercial organization and prepare a report of about 1000 words on the topic allotted to you to be submitted to your teacher for evaluation.

You are required to select one of the following topics according to the last digit of your roll number. For example, if your roll number is P-3427180 then you will select topic # 0 (the last digit): -

Topics:

- 0) Residential arrangements for workers
- 1) Problems of wages
- 2) Security of service
- 3) Share profits
- 4) Sickness benefits
- 5) Workman's compensation
- 6) Inquiry for misconduct
- 7) Motivation
- 8) Relationship between employer and worker
- 9) Healthy worksite

The report should follow the following format:

- 1) Title page
- 2) Acknowledgements
- 3) An abstract (one page summary of the paper)
- 4) Table of contents
- 5) Introduction to the topic (brief history & significance of topic assigned)
- 6) Practical study of the organization (with respect to the topic)
- 7) Data collection methods
- 8) SWOT analysis (strengths, weaknesses, opportunities & threats) relevant to the topic assigned
- 9) Conclusion (one page brief covering important aspects of your report)
- 10) Recommendations (specific recommendations relevant to topic assigned)
- 11) References (as per APA format)
- 12) Annexes (if any)

GUIDELINES FOR ASSIGNMENT # 2:

- 1.5 line spacing
- Use headers and subheads throughout all sections
- Organization of ideas
- Writing skills (spelling, grammar, punctuation)
- Professionalism (readability and general appearance)
- Do more than repeat the text
- Express a point of view and defend it.

WORKSHOPS

The workshop presentations provide you an opportunity to express your communication skills, knowledge and understanding of concepts learned during practical study assigned in assignment # 2.

You should use transparencies and any other material for effective presentation. The transparencies are not the presentation, but only a tool; the presentation is the combination of the transparencies and your speech. Workshop presentation transparencies should only be in typed format.

The transparencies should follow the following format:

- 1) Title page
- 2) An abstract (one page summary of the paper)
- 3) Introduction to the topic (brief history & significance of topic assigned)
- 4) Practical study of the organization (with respect to the topic)
- 5) Data collection methods
- 6) SWOT analysis (strengths, weaknesses, opportunities & threats) relevant to the topic assigned
- 7) Conclusion (one page brief covering important aspects of your report)
- 8) Recommendations (specific recommendations relevant to topic assigned)

GUIDELINES FOR WORKSHOP PRESENTATION:

- Make eye contact and react to the audience. Don't read from the transparencies or from report, and don't look too much at the transparencies (occasional glances are acceptable to help in recalling the topic to cover).
- A 15-minute presentation can be practiced several times in advance, so do that until you are confident enough. Some people also use a mirror when rehearsing as a substitute for an audience.

WEIGHTAGE OF THEORY & PRACTICAL ASPECTS IN ASSIGNMENT # 2 & WORKSHOP PRESENTATIONS

Assignment # 2 & workshop presentations are evaluated on the basis of theory & its applicability. The weightage of each aspect would be:

Theory:	60%
Applicability (practical study of the organization):	40%

PREPARE ASSIGNMENTS AS PER THESE GUIDELINES AND IT MAY BE RE-EVALUATED BY THE QUALITY ASSURANCE CELL, DEPARTMENT OF BUSINESS ADMINISTRATION, AIOU, ISLAMABAD AT ANY TIME.

LABOR MANAGEMENT RELATIONS (9509) DETAILED COURSE OUTLINE

Unit-1 Important Concepts of Human Relations

- 1.1 Human Dignity
- 1.2 Individual Differences
- 1.3 Mutual interests
- 1.4 Motivation
- 1.5 Conditions of Group Efforts

Unit-2 Concept of Employer and Worker in Islam

- 2.1 Meaning of Muzaribat and Muzariat
- 2.2 Meaning of Musaqat
- 2.3 Shirakat-I-Sanai
- 2.4 Shirakat-I-Wujuh
- 2.5 Ijara

Unit-3 Rights of Workers Under Islam

- 3.1 Relationship Between Employer and Worker
- 3.2 Fixation of Wage
- 3.3 Defense of Workers' Rights
- 3.4 Fixation of Duration of Work
- 3.5 Nature of Work
- 3.6 Right to Change Place of Work

Unit-4 Role of Government of Pakistan in Maintaining Good Labor Management Relations

- 4.1 Policy Statement of Islamic Democracy and Labor Welfare
- 4.2 First Labor Policy of 1955
- 4.3 Second Labor Policy of 1959
- 4.4 Third Labor Policy of 1969
- 4.5 Forth Labor Policy of 1972

Unit-5 Pakistan Labor Laws in Improving Labor Management Relations

- 5.1 Workman's Compensation Act 1923
- 5.2 Provincial Employees Social Security Ordinance 1965
- 5.3 West Pakistan Industrial and Commercial Employment Act 1968
- 5.4 Industrial Relations Ordinance 2002

Unit-6 Domestic Inquiry for Misconduct

- 6.1 Steps of Domestic Enquiry
- 6.2 Suspension During the Course of Inquiry
- 6.3 Six Steps of Suspension

Unit-7 Necessary Things for Better Labor Management Relations in Islam

- 7.1 Understanding of Employer and Employees Issues
- 7.2 Protection Against Unnecessary Interference in each other's work
- 7.3 Collecting Bargaining
- 7.4 Respect Employee's Dignity and his Needs
- 7.5 Institution of Appropriate Machinery and Creative Workmanship

Unit-8 Necessary Things for Better Labor Management Relations in Islam

- 8.1 Understanding of Employer and Employees Issues
- 8.2 Protection Against Unnecessary Interference in each other's work
- 8.3 Collecting Bargaining
- 8.4 Respect Employee's Dignity and Needs
- 8.5 Institution of Appropriate Machinery and Creative Workmanship

Unit-9 Revolutionary Changes Needed in Labor Laws

- 9.1 Revolutionary Changes Needed in Workmen's Compensation Act
- 9.2 Revolutionary Changes Needed in Social Security Ordinance
- 9.3 Revolutionary Changes Needed in Old Age Benefits and Maternity Benefits

Recommended Books:

Langah, S. (2011). Labor Management Relations in Islam. Islamabad: Government of Pakistan, Higher Education Commission.

Mills., D. Q. Labor Management Relations. Mcgraw Hill Book Co.

John, G., & Graham, J. (2005). Employee Relations. London: Chartered Institute of Personnel and Development.

Suresh, & Srivastava. (2009). Industrial Relations Labor Laws. Chartered Institute Personal Development.

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