

# **PROSPECTUS**

**BUSINESS ADMINISTRATION PROGRAM**

**MBA**

**COMMERCE PROGRAMS**

**M.COM**

**&**

**ASSOCIATE DEGREE**

**Semester: Autumn 2011**

**Schedule for Submission of Admission Form and Fee**

1. 01-8-2011 to 20-8-2011 (without late fee)
2. 22-8-2011 to 27-8-2011 (with late fee Rs.500/-)
3. 28-8-2011 to 10-9-2011 (not extendable) with late fee Rs.1000/-

**DEPARTMENT OF BUSINESS ADMINISTRATION  
DEPARTMENT OF COMMERCE  
FACULTY OF SOCIAL SCIENCES AND HUMANITIES  
ALLAMA IQBAL OPEN UNIVERSITY**

*Price Rs.500/-*

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## **1. VICE CHANCELLOR'S MESSAGE**

### **Dear Prospective Students!**

It is my great pleasure to extend a warm welcome to you on behalf of Allama Iqbal Open University, Islamabad, one of the Mega universities of the world. In this era, education is undergoing great changes, merging with the information superhighway. Innovations in communications and technology have enabled the educational sector to expand its realm in providing education to a wider range of students.

AIOU is offering a wide range of learning, research, and knowledge transfer opportunities on a national and international basis and combining the best of tradition with a progressive outlook. The main objective of the University is the integration in Educational and Research Area to meet international standards and to strengthen the educational foundation and stimulation of the professional careers and mobility of individuals. The University provides education at the doorsteps of the students with an affordable cost. The faculty is well qualified and knows how to optimize learning process. AIOU is determined to utilize the latest technologies in its efforts to bring the best possible education to its students. As a result, students will gain the theoretical knowledge and real-world application of the skills demanded by today's dynamic global society. The University has a well connected network of Regional Campuses/Offices all over the country. You can visit

the nearest regional campus/office and can purchase prospectus and admission form of your desired program.

The Department of Business Administration is offering MBA in the area of Human Resource Management, Marketing Management, Banking & Finance, and Information Technology Management with new initiatives. While Department of Commerce is offering M.Com and Associate Degree programs. These programs has been designed to upgrade the business skills of bottom to top management in the area concerned. It is hoped that your interest will make this program success. Thank you for your interest in AIOU. I wish you success in your educational and professional pursuits.

## **2. ALLAMA IQBAL OPEN UNIVERSITY**

The Allama Iqbal Open University, a Mega university, was established in 1974 under an Act of Parliament. The main campus of the University is situated in sector H-8, Islamabad. It was the second Open University of the world and the first of its kind in Asia and Africa. The AIOU is effectively fulfilling sacred duty extending educational facilities where educational opportunities, through formal system are scarce and also to the female segment of the society, who did not or could not attend college/school due to cultural or traditional reasons.

At present, the AIOU is offering programs from Matriculation to Ph.D level in diverse disciplines. The University has established

Study Centers across the country, where distance education students are provided necessary guidance by their respective tutors. Moreover, the university has established full-time, Study Centers, wherein the students are provided instructions, guidance and counseling through face-to-face education.

Apart from curricular and extra-curricular activities during the academic year, the AIOU and its Regional Centers actively participate in the curricular activities by arranging educational and literary seminars and conferences, attended not only by the students and faculties of the University but also by renowned dignitaries and scholars. For the science students & research scholars, a huge Science Complex has been built where they use the latest equipment of international standard for experiments. To meet the present day challenges internet facility is also available in the students' hostel and the Central Library where computers have been provided to enable students to access latest information available through Open Source Databases.

### **3. FACULTY OF SOCIAL SCIENCES AND HUMANITIES**

First established in 1981 with five departments, the Faculty of Social Sciences and Humanities has, over the years, flourished to become, by far, the largest Faculty of the University. It, today, consists of fifteen departments offering Masters programs in major areas of Social Sciences and Humanities like, Business Administration, Economics, Mass Communication, Sociology, Urdu, Library & Information Sciences, History, Pakistan Studies, and Teaching of English as a Foreign Language

(TEFL). Additionally, efforts are afoot to plan and launch post-graduate programs in Pakistani Languages and Law. The Commonwealth-collaborated Masters programs in the areas of Business and Public Administration, which are specially tailored for the modern day busy executives, were launched in Spring 2002 semester.

In tune with the Government's policy of promoting and strengthening a culture of higher education and research in the country, the AIOU's Faculty of Social Sciences and Humanities has shown a lot of dynamism over the past few years. It has launched M.Phil/Ph.D programs in Iqbaliat, Urdu and Mass Communication, while preparations are being made to launch M.Phil/PhD in Business Administration, Applied Linguistics, and History.

The Faculty of Social Sciences & Humanities also offers several Bachelors' level programs in such professional areas like Bachelors in Library & Information Sciences (BLIS), BS-Business Administration, BS-Commerce, and Mass communication. Tens of thousands of students comprising all demographic groups and, from all over the country, enroll, each year, in these Bachelor's level programs.

The Faculty has expanded vitally and its programs have gained a high popularity as is clear from rapidly rising trend of enrolment during the past decade. During the period under report, the Faculty accorded high priority towards quality improvements and to modify its programs in accordance with the current challenges of 21<sup>st</sup> century.

The Faculty proposed to launch Post-Graduate programs in the disciplines of Political Science and International Relations, Psychology, Public Administration, and Social Work.

The Faculty of Social Sciences & Humanities comprises following departments:

Dean of the Faculty: Professor Dr. Abdul Hafeez

Sr. No.	Department	Chairman/Incharge
1)	Business Administration	Prof. Dr. Rashid A. Naeem
2)	Commerce	Dr. S. M. Aamir Shah
3)	Economics	Prof. Dr. Rashid A. Naeem
4)	English Language & Applied Linguistics	Prof. Dr. Abdul Hafeez
5)	History	Dr. Samina Awan
6)	Iqbal Studies	Prof. Dr. Shahid Iqbal Kamran
7)	Library & Information Sciences	Mr. Muhammad Arif
8)	Mass Communication	Prof. Dr. Syed Abdul Siraj
9)	Pakistan Studies	Dr. Amanullah Memon

10)	Pakistani Languages	Prof. Dr. Shahid Iqbal Kamran
11)	Sociology, Social Work & Population Studies	Dr. Ghulam M. Jakharani
12)	Urdu	Dr. Abdul Aziz Saher
13)	Gender & Women Studies	Dr. Riffat Haque
14)	Commonwealth MBA/MPA Program	Mr. Majid Rashid
15)	French Online Program	Ms. Farah Naz Sheikh

#### 4. FACULTY MEMBERS OF BUSINESS ADMINISTRATION & COMMERCE

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*Lecturer*  
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## **5. DEPARTMENT OF BUSINESS ADMINISTRATION**

The Department of Business Administration was established in 1986 with the objective to impart managerial education and skills in the discipline of Business Administration. Since its inception, the Department has made tremendous progress towards achieving its ultimate goal of becoming a centre of excellence in Business Management education and research in Pakistan. The Department has assembled outstanding teaching faculty and developed extensive teaching material for the improvement of education in Pakistan. The University first time launched MBA program in 1986, MBA-IT in 2001 and MBA - Banking & Finance in Spring 2005 semesters. Presently, the Department is offering MBA (3½-Years) program with four different specializations. It is hoped that this program would contribute significantly to the national goal of development of professions equipped with modern business techniques. The program is designed to enable a large number of people waiting for an opportunity to upgrade their skills and enhance professional qualifications. Further, we are of the opinion that the graduates from this university would have recognition in the human resource market and enjoy a respectable status in public and private sector organizations, operating in Pakistan and abroad. The Department has well qualified faculty members including Ph.Ds, M.Phil/MS both from national and foreign universities.

### **5.1. MBA PROGRAM (3½-YEARS)**

#### **5.1.1. Objectives:**

- i. To prepare our graduates for public and private sector organizations and to equip them to cater the needs of complex and changing business environment.
- ii. To provide the business students bottom to top management orientation, enhance their business skills, and integrate theory into practice in their daily lives.
- iii. To encourage continuous learning and habitual receptiveness, explore the new ways of identifying and dealing with opportunities and problems, and face future business challenges.

#### **5.1.2. Duration:**

As per guidelines of HEC, MBA (3½-years) programs will be spread over 7 semesters covering 30 courses and a Research Project. MBA-Human Resource Management (HRM), MBA-Banking and Finance (B&F), and MBA- Marketing Management programs consist of 96 credit hours whereas MBA-Information Technology Management (ITM) program consists of 100 credit hours. The minimum period required for its completion will be 3½ years as per HEC requirements.

#### **5.1.3. Eligibility:**

Applicants having 14 years of education BA/BSc./B.Com/BBA/ Associate Degree Programs 2-year) from HEC recognized institution with at least 2nd division (45% marks) would be eligible to apply.

#### **5.1.4. Admission Procedure:**

- i. Admission in MBA will be made once or twice a year as decided by the Competent Authority. Applications will be invited through the daily news papers/AIOU website as per AIOU policy.

- ii. The qualifying candidates as per criteria mentioned above are required to deposit their fee in the approved branches of Banks given in the prospectus along with the admission form and testimonials.
- iii. The prevailing University rules and regulations regarding postgraduate programs enforced from time to time will strictly be followed for this program.

The MBA Program (3½-years) will be offered with four specializations, i.e., HRM, B&F, Marketing Management, ITM. The tentative semester wise offering of courses will be the discretion of the department; it can be changed if desired so. The detail of courses and semester wise offering of courses is as under:

**5.1.5. Scheme of Studies:**

**MBA- HUMAN RESOURCE MANAGEMENT (HRM)**

Sr. No.	Course Title	Code	Credit Hours
<b>FIRST SEMESTER</b>			
1	Financial Accounting	8501	03
2	Human Resource Management	8502	03
3	Entrepreneurship	8503	03
4	Basics of Technical English	8504	03
5	Business Policy & Strategy	8505	03
6	Management Theory & Practice	8506	03
<b>SECOND SEMESTER</b>			
1	Management Information System	8507	03
2	Managerial Accounting	8508	03
3	Production & Operations Management	8509	03
4	Business Research	8510	03
5	Marketing Management	8511	03
6	Business Ethics	8512	03

**THIRD SEMESTER**

1	Financial Management	8513	03
2	Business and Labor Laws	8514	03
3	Consumer Behavior	8515	03
4	Project Management	8516	03
5	Organizational Behavior	8517	03
<b>FOURTH SEMESTER</b>			
1	Human Resource Development	8518	03
2	Training and Development	8519	03
3	Compensation Management	8520	03
4	Leadership and Team Management	8521	03
5	Managerial Economics	8522	03
<b>FIFTH SEMESTER</b>			
1	Advanced Research Methods	8535	03
2	International Business	8536	03
3	Strategic Marketing	8537	03
4	Strategic Human Resource Management	8538	03

<b>SIXTH SEMESTER</b>			
1	Strategic Human Resource Development	8539	03
2	Organization Theory & Design	8540	03
3	International Human Resource Management	8541	03
4	Human Resource Change Management	8542	03
<b>SEVENTH SEMESTER</b>			
1	Research Project	8565	06
<b>Total Credit Hours</b>			<b>96</b>

**MBA- BANKING & FINANCE (B&F)**

Sr. No.	Course Title	Code	Credit Hours
<b>FIRST SEMESTER</b>			
1	Financial Accounting	8501	03
2	Human Resource Management	8502	03
3	Entrepreneurship	8503	03
4	Basics of Technical English	8504	03
5	Business Policy & Strategy	8505	03
6	Management Theory & Practice	8506	03
<b>SECOND SEMESTER</b>			
1	Management Information System	8507	03
2	Managerial Accounting	8508	03
3	Production & Operations Management	8509	03
4	Business Research	8510	03
5	Marketing Management	8511	03
6	Business Ethics	8512	03
<b>THIRD SEMESTER</b>			
1	Financial Management	8513	03
2	Business and Labor Laws	8514	03
3	Consumer Behavior	8515	03
4	Project Management	8516	03
5	Organizational Behavior	8517	03
<b>FOURTH SEMESTER</b>			
1	Commercial Banking	8523	03
2	Corporate Finance	8524	03
3	Financial Markets and Institutions	8525	03

4	Money & Capital Markets	8526	03
5	Managerial Economics	8522	03
<b>FIFTH SEMESTER</b>			
1	Advanced Research Methods	8535	03
2	International Business	8536	03
3	Strategic Marketing	8537	03
4	Strategic Human Resource Management	8538	03
<b>SIXTH SEMESTER</b>			
1	International Financial Management	8543	03
2	Credit Management	8544	03
3	Investment & Securities Management	8545	03
4	Risk Management & Insurance	8546	03
<b>SEVENTH SEMESTER</b>			
1	Research Project	8565	06
<b>Total Credit Hours</b>			<b>96</b>

**MBA- MARKETING MANAGEMENT**

Sr. No.	Course Title	Code	Credit Hours
<b>FIRST SEMESTER</b>			
1	Financial Accounting	8501	03
2	Human Resource Management	8502	03
3	Entrepreneurship	8503	03
4	Basics of Technical English	8504	03
5	Business Policy & Strategy	8505	03
6	Management Theory & Practice	8506	03

<b>SECOND SEMESTER</b>			
1	Management Information System	8507	03
2	Managerial Accounting	8508	03
3	Production & Operations Management	8509	03
4	Business Research	8510	03
5	Marketing Management	8511	03
6	Business Ethics	8512	03
<b>THIRD SEMESTER</b>			
1	Financial Management	8513	03
2	Business and Labor Laws	8514	03
3	Consumer Behavior	8515	03
4	Project Management	8516	03
5	Organizational Behavior	8517	03
<b>FOURTH SEMESTER</b>			
1	International Marketing	8527	03
2	Marketing of Services	8528	03
3	E-Marketing	8529	03
4	Distribution Channels	8530	03
5	Managerial Economics	8522	03
<b>FIFTH SEMESTER</b>			
1	Advanced Research Methods	8535	03
2	International Business	8536	03
3	Strategic Marketing	8537	03
4	Strategic Human Resource Management	8538	03

<b>SIXTH SEMESTER</b>			
1	Seminar in Marketing	8547	03
2	Strategic Brand Management	8548	03
3	Retail Management	8549	03
4	Managing Non-Profit Organizations	8550	03
<b>SEVENTH SEMESTER</b>			
1	Research Project	8565	06
<b>Total Credit Hours</b>			<b>96</b>

**MBA- INFORMATION TECHNOLOGY MANAGEMENT  
(ITM)**

<b>FIRST SEMESTER</b>			
1	Financial Accounting	8501	03
2	Human Resource Management	8502	03
3	Entrepreneurship	8503	03
4	Basics of Technical English	8504	03
5	Business Policy & Strategy	8505	03
6	Management Theory & Practice	8506	03
<b>SECOND SEMESTER</b>			
1	Management Information System	8507	03
2	Managerial Accounting	8508	03
3	Production & Operations Management	8509	03
4	Business Research	8510	03
5	Marketing Management	8511	03

6	Business Ethics	8512	03
<b>THIRD SEMESTER</b>			
1	Financial Management	8513	03
2	Business and Labor Laws	8514	03
3	Consumer Behavior	8515	03
4	Project Management	8516	03
5	Organizational Behavior	8517	03
<b>FOURTH SEMESTER</b>			
1	Operating System (Code to be allotted)		4(3+1)
2	Introduction to E-Business	3471	4(3+1)
3	Software Engineering-1	3414	4(3+1)
4	Web Design Tools	3446	4(3+1)
5	Managerial Economics	8522	03
<b>FIFTH SEMESTER</b>			
1	Advanced Research Methods	8535	03
2	International Business	8536	03
3	Strategic Marketing	8537	03
4	Strategic Human Resource Management	8538	03
<b>SIXTH SEMESTER</b>			
1	IT Services Management	3472	3(3+0)
2	Computer Law	3473	3(3+0)
3	IT Marketing Concepts	3442	3(3+0)
4	Software Engineering-II	3465	3(3+0)
<b>SEVENTH SEMESTER</b>			
1	Research Project	8565	06
<b>Total Credit Hours</b>		<b>100</b>	

### 5.1.6. Medium of Instruction

The medium of instruction and examination is English.

### 5.1.7. Methods of Instruction

- i. MBA program (3½-years) would be offered through Approved Study Centres (ASCs) of AIOU. However, the academic and other activities of ASCs will be closely monitored by the Department and DRS jointly.
- ii. Allocation and migration of students will be allowed by the Department with the consultation of DRS.
- iii. Face-to-face classes will be held at ASCs in their respective AIOU Regions.
- iv. The outline of courses along with the required reading material and assignments will be provided to the students. Electronic books/ video conference and online education methods may also be applied in this regard.
- v. Students are required to attend the classes at the ASCs. The schedule of classes will be chalked out by the ASCs as per Credit Hours requirements provided by the Department.
- vi. As per AIOU policy, at least 70% percent class attendance of students will be mandatory to qualify them for appearing in exams.

### 5.1.8. Evaluation Scheme:

#### a) Assignments:

The students will submit two compulsory assignments of each course to their teachers as per schedule at ASCs who will return the same after marking and provide necessary academic guidance.

#### b) Mid Term Test:

Before final examinations, mid-term test for the following courses of MBA program with ITM specialization would be held at ASCs:

Sr. No.	Course Title	Code
1.	Operating System (Code to be allotted)	–
2.	Introduction to E-Business	3471
3.	Software Engineering-1	3414
4.	Web Design Tools	3446
5.	IT Services Management	3472
6.	Computer Law	3473
7.	IT Marketing Concepts	3442
8.	Software Engineering-II	3465

#### c) Presentations:

Students would be required to deliver mandatory face to face presentation of their 2<sup>nd</sup> assignment at their respective ASCs. No relaxation on any ground will be provided to students in this regard.

#### d) Assessment/Weightage:

Assessment criteria as per rules & regulations of our University will be as under:

Assessment Component	Weightage in the aggregate result
Assignment No. 1/ Quizzes	10%
Assignment No. 2/ Term Paper	10%
Presentation	10%
Final Examination	70%

For courses mentioned in section 5.1.8. (b), assessment criteria will be as under:

Assessment Component	Weightage in the aggregate result
Assignment No. 1 & 2	10%
Mid Term Test	20%
Final Examination	70%

- i. For successful completion of each course, the student will be required to qualify in each component.
- ii. To appear in final examination, the student has to pass in assignments, mid-term test (where applicable), and 70% attendance in the classes.
- iii. The conditions to qualify each component are given below:
  - a. A minimum of 50% marks in assignments (aggregate).
  - b. A minimum of 50% marks in mid-term test (where applicable).
  - c. A minimum of 50% marks in the final written examination.

#### 5.1.9. Degree Requirements:

Following are the requirements for the award of MBA (3½ years) degree:

- i. Successful completion of all required courses.
- ii. Internship: The MBA Program student will complete 6 to 8 weeks internship in the organization and will get Internship Letter from the concerned organization. The students who are already in service will be exempted from Internship.
- iii. Research Project:
  - a) A student will be required to complete Research Project of 06 Credit Hours as per AIOU rules, and

submit to the ASC that would be evaluated on the guidelines given by HEC and AIOU.

- b) Supervisors will be appointed by ASCs with the consultation of the Department.
- c) Guidelines regarding the Research Project will be provided by the Department and according to AIOU rules and regulations already operative in Master Programs and enforced from time to time will strictly be followed in MBA program as well.
- iv. Viva voce examination: On successful completion of Research Project, viva voce examination shall be held according to AIOU rules. The Viva Voce can be arranged at the Main Campus/ ASCs as per decision of the Competent Authority.
- v. The Associate Degree holder students who intend to discontinue MBA (3½-years) after first 4 semesters may be offered a BBA 4-years degree as to be determined by the University.

#### 5.1.10. Fee Structure:

i.	Registration Fee	Rs.200/- (At the time of first admission)
ii.	Admission Fee	Rs.1,000/- (At the time of first admission)
iii.	Course Fee	Rs.5,178/- (per three credit hours)
iv.	Research Project Fee	Rs.10,356/-
v.	Research Project Evaluation Fee	Rs.4,356/-
vi.	Technology Fee	Rs.100/- (per student per semester)
vii.	Degree Fee	Rs.1,000/-

***Semester-wise Fee Structure:***

First Semester

Rs. 33,368/-

Second Semester

Rs. 31,168/-

Third Semester

Rs. 25,990/-

Fourth Semester

Rs. 25,990/-

Fifth Semester

Rs. 20,812/-

Sixth Semester

Rs. 20,812/-

Seventh Semester

Rs. 14,812/-

**Total Fee:**

**Rs. 172,952/-**

**5.1.11. Fee Deposit Procedure:**

Students qualifying the admission criteria (Second Division in B.A/B.Sc/B.Com/Associate Degree Program 2-years) are required to deposit fee and admission form along with

attested copies of their educational certificates/degrees in the APPROVED BANKS/ BRANCHES given in the prospectus.

**5.1.12. Rules and Regulations:**

Format and procedure of Research Project will be developed by the Department and students will be informed well in time. This will be in line with the HEC guidelines and AIOU rules & regulations applicable at the Master level.

**6. DEPARTMENT OF COMMERCE**

The Department of Commerce is one of the pioneer academic departments of the AIOU. The Department was established in 1975 with the name of Industrial Education, one year after the establishment of the University. On 10<sup>th</sup> July 1984 the Department of Business Management was segregated from the Department of Industrial Education and began to function under the name of Business Management. On 25<sup>th</sup> July 1987 the left over part of the Industrial Management was named as Commerce Department with a full-fledged capacity to cater the needs of the wide range of people interested in the Commerce field. Since its inception thousands of business graduates have got business education. They are serving the nation in different capacities as part of the country's trained and productive work force. The Department of Commerce since its inception has been offering skill oriented and professional courses to cater the need of industry for professionally trained and productive workforce. As per the vision of University, the Department has always strived to develop courses and programs in consultation with accreditation bodies and stakeholders. The Department

takes pride to offer M.Com and Associate Degrees with specialization in Accounting & Finance and Banking & Finance.

### 6.1. M.COM PROGRAM (2-Year)

The M.Com (Accounting & Finance) program is offered to the applicants having 14 years of Commerce/Business education (B.Com/BBA 2-year).

#### 6.1.1. Objectives:

- i. To provide students with specialized knowledge and skills in Accounting and Finance.
- ii. To develop skills to apply theoretical knowledge in practical life.
- iii. To encourage continuous learning and habitual receptiveness, exploring the new ways of identifying and dealing with opportunities and problems to face future challenges.

#### 6.1.2. Duration

The program consists of 72 Credit and four semesters (2-years).

#### 6.1.3. Admission Criteria

- i. Applicants having 14 years of Commerce/Business degree (B.Com/BBA/AD with minimum 45% marks from any HEC recognized university would be eligible to apply for M.Com Program.
- ii. The qualifying candidates as per criteria mentioned above are required to deposit their fee in the approved branches of Banks given in the Prospectus along with the admission form and testimonials.

- iii. The prevailing University rules & regulations regarding postgraduate programs enforced from time to time shall strictly be followed for this program.

#### 6.1.4. Scheme of Studies:

<b>M.COM (ACCOUNTING &amp; FINANCE)</b>			
<b>Sr. No</b>	<b>Course Title</b>	<b>Code</b>	<b>Credit Hours</b>
<b>FIRST SEMESTER</b>			
1	Financial Accounting	8501	03
2	Human Resource Management	8502	03
3	Entrepreneurship	8503	03
4	Basics of Technical English	8504	03
5	Business Policy & Strategy	8505	03
6	Management Theory & Practice	8506	03
<b>SECOND SEMESTER</b>			
1	Management Information System	8507	03
2	Managerial Accounting	8508	03
3	Production & Operations Management	8509	03
4	Business Research	8510	03
5	Marketing Management	8511	03
6	Business Ethics	8512	03
<b>THIRD SEMESTER</b>			
1	Financial Management	8513	03
2	Business and Labor Laws	8514	03
3	Consumer Behavior	8515	03
4	Project Management	8516	03
5	Organizational Behavior	8517	03
6	Managerial Economics	8522	03

FOURTH SEMESTER			
1	Taxation Management	8531	03
2	Corporate Finance	8524	03
3	Auditing	8533	03
4	Money & Capital Markets	8526	03
5	Research Project	8566	06

#### 6.1.5. Methods of Instruction:

- i. The program would be offered through Approved Study Centers (ASCs) of AIOU. However, the academic and other activities of ASCs will be closely monitored by the Department and DRS jointly.
- ii. Allocation and migration of students will be allowed by the Department with the consultation of DRS.
- iii. The outline of courses along with the required reading material and assignments will be provided to the students. Electronic books/ video conference and online education methods may also be applied in this regard.
- iv. Students are required to attend the classes at the ASCs. The schedule of classes will be chalked out by the ASCs as per guidelines provided by the Department.
- v. At least 70% percent class attendance of students would be mandatory to qualify them for appearing in exams.

#### 6.1.6. Evaluation Scheme

##### a) Assignments

The students will submit two compulsory assignments of each course to their teachers as per schedule at Approved Study Centers who will return the same after marking and provide necessary academic guidance.

##### b) Presentations

Students would be required to deliver mandatory face to face presentation of their 2<sup>nd</sup> assignment at their respective ASCs. No relaxation on any ground will be provided to students in this regard.

##### c) Assessment

Assessment criteria as per rules & regulations of our University will be as under:

Assessment Component	Weightage in the aggregate result
Assignment No. 1 /Quizzes	10%
Assignment No. 2/ Term Paper	10%
Presentation	10%
Final Examination	70%

- i. For successful completion of each course, the student will be required to qualify in each component.
- ii. To appear in final examination, the student has to pass in both assignments, and 70% attendance in the classes.
- iii. The conditions to qualify each component are given below:
  - a. A minimum of 50% pass marks in assignments (aggregate).
  - b. A minimum of 50% pass marks in the final written examination.

#### 6.1.7. Degree Requirements:

Following are the requirements for the award of M.Com degree:

- i. Successful completion of all required courses.

- ii. Research Project:
- a) A student will be required to complete Research Project of 06 Credit Hours as per AIOU rules, and submit to the ASC that would be evaluated on the guidelines given by HEC and AIOU.
  - b) Supervisors will be appointed by ASCs with the consultation of the Department.
  - c) Guidelines regarding the Research Project will be provided by the Department and according to AIOU rules and regulations already operative in Master Programs and enforced from time to time will strictly be observed.
- iii. Viva voce examination: On successful completion of Research Project, viva voce examination will be held according to AIOU rules. The Viva voce can be arranged at the Main Campus/ ASCs as per decision of the Competent Authority.

**6.1.8. Fee Structure:**

i.	Registration Fee:	Rs. 500 /- (At the time of first admissions)
ii.	Admission Fee:	Rs.1000/- (At the time of first admissions)
iii.	Course Fee:	Rs.5178/- (per three credit hours course)
iv.	Research Project Fee:	Rs. 10356/-
v.	Research Project Evaluation Fee:	Rs. 4356/-

vi.	Technology Fee	Rs.100/- (per student per semester)
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**6.1.9. Semester-wise Fee Structure:**

First Semester	Rs. 32668
Second Semester	Rs. 31168
Third Semester	Rs. 31168
Fourth Semester	Rs. 35525
<b>Total Fee</b>	<b>Rs.130529</b>

**6.1.10. Rules and Regulations**

Format and procedure of Research Project will be developed by the Department and students will be informed well in time. This will be in line with the HEC guidelines and AIOU rules & regulations applicable at the Master level.

**6.2. ASSOCIATE DEGREE PROGRAMS**

Associate Degree programs have been designed in consultation with Higher Education Commission of Pakistan to develop professionally trained human resources for the specific needs of the industry. The Associate Degree is primarily developed for those students who cannot join four years program due to certain constraints and seek jobs at early stages. The successful completion of Associate Degree will enable the students to get jobs in industry as well as join

B.S program in fifth semester or M.Com program at any time in future as per University policy.

The Associate Degree is equivalent to two years graduation. After completion of the scheme, the students will have an option to apply for Associate degree or B. Com Degree as to be determined by the University. This Degree is skill oriented education and better as compared to general graduation. The structure of the scheme is as follows:

Sr. No.	Nature of Courses	Credits
1	Compulsory Courses	21
2	Foundation Courses	12
3	Major Courses including Project/ Internship Report	27
4	Elective Courses supporting the Major	09
	<b>TOTAL</b>	<b>69</b>

#### 6.2.1. Duration:

The Associate Degree program has two year duration. It consists of four semesters.

#### 6.2.2. Admission Criteria:

Intermediate or equivalent having at least 2<sup>nd</sup> division (45% marks). The qualifying candidates as per criteria mentioned above are required to deposit their fee in the approved

branches of Banks given in the Prospectus along with the admission form and testimonials.

#### 6.2.3. Methods of Instruction:

- i. The Program will be offered at all Regional centers of AIOU where a reasonable group of students is formed.
- ii. The outline of courses along with the required reading material and assignments will be provided to the students. Electronic books/ video conference and online education methods may also be applied in this regard.
- iii. Classes will be arranged in the respective Regions. Fourteen classes of two hours each will be conducted for a course. Three days workshop will be conducted for each course. CDs may also be provided for some courses.
- iv. At least 70% percent class attendance of students would be mandatory to qualify them for appearing in exams.

The Department of Commerce is offering two Associate Degree Programs in the following disciplines:

### 6.3. ASSOCIATE DEGREE IN COMMERCE (ACCOUNTING & FINANCE)

#### 6.3.1. Objectives:

Objectives of Associate Degree in Accounting & Finance are:

- i. Provide the knowledge, skills and abilities necessary for a successful accounting career.
- ii. Develop the financial management skills necessary to function effectively within private businesses, non-profit organizations, and public agencies.
- iii. Enable them to prepare books of accounts for public as well as private sector organizations.
- iv. Acquaint the students with basic financing and investment decisions of organizations.
- v. Cultivate spirit of entrepreneurship and creativity among students so as to start and manage a business on small scale.

#### 6.3.2. Scheme of Studies:

Sr. No.	Course Title	Credit Hrs	Course Code
<b>FIRST SEMESTER</b>			
1	Principles of Accounting	3	5401
2	Fundamentals of Business	3	5402
3	Basics of Information & Communication Technology (ICT)	3	5403
4	Islamic Studies/Ethics	3	416/418
5	Compulsory English-1	3	5404
<b>SECOND SEMESTER</b>			
1	Applied Math for Business & Social Sciences	3	5405
2	Micro Economics	3	5406
3	Principles of Marketing	3	5407
4	Pakistan Studies	3	417
5	Introduction to Business Finance	3	5408

6	Business Communication	3	5409
<b>THIRD SEMESTER</b>			
1	Cost Accounting	3	5410
2	Compulsory English-II	3	5411
3	Statistics for Management	3	5412
4	Business Law	3	5413
5	Principles of Management	3	5414
6	Sociology	3	5415
<b>FOURTH SEMESTER</b>			
1	Macro Economics	3	5416
2	Auditing	3	5417
3	Financial Accounting	3	5418
4	Advanced Accounting	3	5419
5	Internship (3 Months)/Project	6	5440
<b>Total Credit</b>			<b>69</b>

#### 6.4. ASSOCIATE DEGREE IN COMMERCE (BANKING AND FINANCE)

##### 6.4.1. Objectives:

Objectives of Associate Degree are:

- i. Build up understanding of the role of financial intermediaries and institutions, structure and functioning of financial markets.
- ii. Develop firm ground to pursue career in commercial or investment banking.
- iii. Procedures and techniques for preparation of books of accounts and conduct audit of books of accounts.
- iv. Acquaint the students with the latest developments in the field of financial sector organizations.

- v. Provide basic knowledge of financing, investing and assets management decisions.
- vi. Cultivate spirit of entrepreneurship and creativity among students so as to start and manage a business on small scale.

#### 6.4.2. Scheme of Studies:

Sr. No.	Course Title	Credit Hrs	Code No.
<b>FIRST SEMESTER</b>			
1	Principles of Accounting	3	5401
2	Fundamentals of Business	3	5402
3	Basics of Information & Communication Technology (ICT)	3	5403
4	Islamic Studies/Ethics	3	416/ 418
5	Compulsory English-1	3	5404
<b>SECOND SEMESTER</b>			
1	Applied Math for Business & Social Sciences	3	5405
2	Micro Economics	3	5406
3	Principles of Marketing	3	5407
4	Pakistan Studies	3	417
5	Introduction to Business Finance	3	5408
6	Business Communication	3	5409
<b>THIRD SEMESTER</b>			
1	Cost Accounting	3	5410
2	Compulsory English-II	3	5411
3	Statistics for Management	3	5412
4	Business Law	3	5413

5	Principles of Management	3	5414
6	Sociology	3	5415
<b>FOURTH SEMESTER</b>			
1	Macro Economics	3	5416
2	Auditing	3	5417
3	Banking Law & Practice	3	5420
4	Islamic Banking	3	5421
5	Internship (3 Months)/Project	6	5540
<b>Total Credit</b>			<b>69</b>

#### 6.5. EVALUATION SCHEME

##### a) Assignments

The students will submit two compulsory assignments of each course to their teachers as per schedule who will return the same after marking and provide necessary academic guidance.

##### b) Assessment

Assessment criteria as per rules & regulations of our University will be as under:

Assessment Component	Weightage in the aggregate result
Assignment 1	15%
Assignment 2	15%
Final Examination	70%

- i. For successful completion of each course, the student will be required to qualify in each component.

- ii. To appear in final examination, the student has to pass in assignments, and 70% attendance in the classes.
- iii. The conditions to qualify each component are given below:
  - a. *A minimum of 40% pass marks in both assignments (aggregate).*
  - b. *A minimum of 40% pass marks in the final written examination.*
  - c. *Attendance in the workshop will be compulsory for completion of course.*

### 6.6. DEGREE REQUIREMENTS

Following are the requirements for the award of Associate Degree:

- i. Successful completion of all required courses.
- ii. Successful completion of Project/ Internship in the relevant industry:
- iii. A student will be required to complete Internship/Project of 06 Credit Hours as per AIOU rules, and submit report to the Regional Director; reports would be evaluated on the guidelines given by AIOU.
- iv. Guidelines regarding the Internship/ Project will be provided by the Department and according to AIOU rules and regulations

- v. Viva voce examination: On successful completion of Internship/Project, viva voce examination shall be held according to AIOU rules. The Viva Voce can be arranged at the Main Campus/ Regional Officers as per decision of the Competent Authority.

### 6.7. FEE STRUCTURE

i.	Registration Fee:	Rs. 500 /- (At the time of first admissions)
ii.	Admission Fee:	Rs.700/- (At the time of first admissions)
iii.	Course Fee:	Rs.2165 /- (per three credit hours course)
iv.	Project/Internship Fee:	Rs. 4330/- (in fourth semester)
v.	Technology Fee	Rs.100/- (per student per semester)

#### 6.7.1. Semester-wise Fee Structure:

First Semester	Rs.10262
Second Semester	Rs.11227
Third Semester	Rs.13090
Fourth Semester	Rs.13090
<b>Total</b>	<b>Rs.47669</b>

## **7. PROCEDURE OF DEPOSITING THE FEE**

The University has introduced a special method for depositing the fee and admission form for the convenience of the students. For making the process more consistent and effective, the University has entered into a formal agreement with the National Bank of Pakistan, Bank Alflah Limited, Allied Bank Limited, Askari Commercial Bank Limited and the First Women Bank Limited. According to this agreement, various branches of these banks have been nominated to receive the fee of all the courses of the University. The students can deposit fee through bank challan forms at any approved branch. The bank branch will issue receipt for depositing the admission form and fee. This process will give relief to the students from making bank drafts and maintaining the record of the draft copy. It will also save the additional expenditure on draft making and mailing the admission form to the University. Most important thing is that the students and the University will have no fear of losing the admission form in transit. Instead, the admission forms and fee will reach the admission department safely and in time.

## **8. GENERAL INFORMATION**

1. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
2. A candidate is required to send complete admission form alongwith attested copies of all education and experience certificates to admission office or as mentioned in the prospectus before or on the closing date.
3. If any applicant of post-graduate/research level programme does not receive any information regarding admission even after three months of submission of application, he/she should presume himself/herself not-selected.
4. The student cannot change specialization at post- graduate research level during the programme after being admitted to a specific field.
5. A course taken by any student cannot be changed during the semester.
6. The address of student will not be changed during the semester.
7. Admission to courses for the Spring and Autumn semester are generally offered in the months of February and August respectively whereas examinations are commenced in the month of May and November respectively. The continuing students are sent computerized admission forms. However, if for any reason, the student could not get the said form, he/she may get general admission form from any regional office

of the university and send it to the university, or download from website aiou.edu.pk within due dates.

8. Fee cannot be refunded once paid for admission nor it can be adjusted for any other programme.
9. On payment of the registration fee, each student will be issued a registration number. This number must be quoted in all the future correspondence alongwith the roll number, course(s), code numbers and semester.
10. Study material shall be dispatched to the students at their given addresses.
11. After receiving the study package, students are usually intimated by the part time tutor appointed for each course for tutorial guidance within fifteen days. If you do not get information about tutors, you are required to send your assignment by **registered post** to the concerned Regional Director without delay; you are also required to retain a photocopy of all your assignments.
12. Rules and regulations framed, amended and changed from time to time by the authorities, bodies of the university will be effective as deemed necessary. The student will have to abide by all such rules and regulations from the date of their implementation.
13. A student who fails in continuous assessment component is not eligible to appear but will be allowed to re-register for the same course at its next offering by the university.
14. It is the responsibility of the student to remain in touch with the department regarding the selected programme.
15. A student already admitted to a programme or a specialization shall not be allowed to transfer or to get

admission to another programme unless he/she formally postpones it till the completion of the new programme or withdraws from the previous programme.

16. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.
17. The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.
18. The student must inform the Admission Department in writing within 15 days after receiving study material parcel, if found any wrong/short of material/books which is not according to the admission form/check list or mistake in name and address. No request for any change will be entertained after the stipulated period.
19. Check the books and tally with the course codes mentioned on the address Label pasted on the Regd. Packet. If there is any discrepancy, write immediately to Admission Department for correction/supply of requisite books.
20. Admission forms incomplete in any respect will not be entertained and will be returned **after the closing of semester** to the students indicating the deficiency in clear terms with advice the request for refund of fee.
21. Admission forms received without prescribed fee, less fee or fee deposited after due date will not be considered.
22. In case of discrepancies in the name of student/father's name of the student or difference in name mentioned in his/her other educational certificates, the name on the

Matric certificate of the student will be considered as correct name. The Examination Department shall also issue certificate/ degree on the said name.

23. In case of provision of forged documents for admission, not only the admission will be refused to the applicant but the fee deposited by him/her will also be forfeited. The University may proceed further in the matter.

## ADDRESS OF PART-TIME REGIONAL COORDINATORS

### **KYBER PAKHTOON KHWA**

- |   |   |   |
|---|---|---|
| 1. Qazi Nisar Ahmad,<br>Regional Coordinator,<br>Allama Iqbal Open University,<br>Assistant Professor,<br>Govt. Degree College, Shewa,<br>Distt. <b>Swabi</b>           | 2. Mr. Muhammad Halim Ullah,<br>Regional Coordinator,<br>Allama Iqbal Open University,<br>Head Master, Govt. Higher<br>Secondary School,<br>Chanda Khurram, <b>Karak.</b> | 3. Syed Abbas Ali Shah,<br>Regional Coordinator,<br>Allama Iqbal Open University,<br>Principal, Govt. Israr Shaheed<br>High School,<br><b>Parachinar,(Kuram Agency)</b>     |
| 4. Mr. Abdul Haleem,<br>Regional Coordinator,<br>Allama Iqbal Open University,<br>Headmaster, Govt. Middle<br>School, Baghdada,<br><b>Mardan.</b>                       | 5. Mr. Ahmad Jan,<br>Regional Coordinator,<br>Allama Iqbal Open University,<br>Principal, Govt. High School,<br>Charsada Khas,<br><b>District Charsada</b>                | 6. Mr. Johar Ali,<br>Regional Coordinator,<br>Allama Iqbal Open University,<br>Govt. High School No. 02,<br><b>Nowshera Cantt.</b>  |
| 7. Mr. Himat Ullah Khan,<br>Regional Coordinator,<br>Allama Iqbal Open University,<br>Dy. District Education Officer,<br>Mohalla Bahadar Garhi, Hangu.<br><b>Hangu.</b> | 8. Mr. Muhammad Shafiq,<br>Regional Coordinator,<br>Allama Iqbal Open University,<br>SS, Govt. Comprehensive High<br>School,<br><b>Kohat</b>                              | 9. Mr. Muhammad Rehman,<br>Regional Coordinator,<br>Allama Iqbal Open University,<br>Headmaster, Govt. High School<br>Sunni Khel, <b>Dara Adam Khel,</b><br><b>FR Kohat</b> |
| 10. Mr. Sardar Muhammad,<br>Regional Coordinator,<br>Allama Iqbal Open University,<br>SET, Govt. High School Sadda,<br><b>Lower Kuram Agency</b>                        | 11. Mr. Gulzar Bahadar,<br>Regional Coordinator,<br>Allama Iqbal Open University,<br>Headmaster, Govt. High School,<br>Sheikh Dheri, <b>Tehsil Lahore,</b>                | 12. Mr. Inam Ullah,<br>Regional Coordinator,<br>Allama Iqbal Open University,<br>Lecturer, Govt. Degree College,<br>Ekka Ghund, <b>Mohamand Agency.</b>                     |

**(Sadda)**

13. Mr. Lais Muhammad,  
Regional Coordinator,  
Allama Iqbal Open University,  
Headmaster, Govt. High  
School, Sarai Behlol, **Tehsil  
Takht Bhai, District Mardan.**
16. Mr. Ali Akbar Chishti,  
Regional Coordinator,  
Allama Iqbal Open University,  
Sr. SST, Govt. CM High  
School,  
**Battagram**
19. Mr. Liaqat,  
Regional Coordinator,  
Allama Iqbal Open University,  
TGT, Govt. High School,  
**Ghazi,  
Distt. HARIPUR**
22. Mr. Faiz ur Rehman  
Regional Coordinator,  
Allama Iqbal Open University,  
Govt Degree College, Alpuri,  
**Distt. Shangla.**

**District Swabi.**

14. Mr. Rayat Khan,  
Regional Coordinator,  
Allama Iqbal Open University,  
SS, Govt. Higher Sec. School,  
Bogara, **Takht-e-Nasrati,  
Karak.**
17. Mr. Rasheed Ahmed,  
Regional Coordinator,  
Allama Iqbal Open University,  
Assistant District Officer,  
Schools & Literacy, **Dassu  
Kohistan**
20. Mr. Muhammad Pervaz,  
Regional Coordinator, **(Balakot)**  
Allama Iqbal Open University,  
Subject Specialist, Govt. Higher  
Secondary School No.1,  
**Mansehra**
23. Mr. Hanif ur Rahman,  
Regional Coordinator,  
Allama Iqbal Open University,  
SET, GCMHS, Timergara,  
**Distt. Dir Lower**

15. Mr. Sahib-ur-Rehman,  
Regional Coordinator,  
Allama Iqbal Open University,  
Dy. DO (M), Elementary &  
Secondary Education, **Booni,  
District Chitral**
18. Mr. Muhammad Miskeen Khan,  
Regional Coordinator,  
Allama Iqbal Open University,  
ADO (M) Circle Shergarh (Oghi)  
Education Department,  
**Mansehra**
21. Mr. Imtiaz Ali,  
Regional Coordinator,  
Allama Iqbal Open University,  
Instructor, Regional Institute of  
Teacher Education(RITE) Haripur,  
**Distt. Haripur**
24. Mr. Abdul Haleem,  
Regional Coordinator,  
Allama Iqbal Open University,  
Principal, Govt. Higher Sec.  
School, Wari, **Distt. Dir Upper.**

25. Mr. Khalil ur Rahman,  
Regional Coordinator,  
Allama Iqbal Open University,  
Headmaster, Govt. High  
School, Dheri Kot,  
**Distt. Malakand Agency**

26. Mr. Atiq ur-Rehman,  
Regional Coordinator,  
Allama Iqbal Open University,  
Principal, Govt. Higher Sec.  
School, **Jamrud, Khyber  
Agency.**

27. Mr. Nasarullah Zeb,  
Regional Coordinator,  
Allama Iqbal Open University,  
SS, Govt. Higher Sec. School,  
Batara,  
**Distt. Buner**

28. Mian Abdul Ghafoor,  
Regional Coordinator,  
Allama Iqbal open University,  
Retd. SS,  
H/No.5-13/32-S, Gulbarg Street  
No.2, Malik Faqir Muhammad  
Road, **Quetta City, Quetta**

**BALUCHISTAN**

29. Mr. Karim Bux,  
Regional Coordinator,  
Allama Iqbal Open University,  
SST, Govt. High School Bhatti  
Mohallah, Dera Allah Yar,  
**District Jaffarabad**

30. Mr. Saadullah,  
Regional Coordinator,  
Allama Iqbal Open University,  
SST, Govt. High School,  
Samkhail, **Muslim Bagh,  
District Qilla Saifullah.**

31. Mr. Din Muhammad,  
Regional Coordinator,  
Allama Iqbal Open University,  
SST, Govt. High School,  
**Dalbandin, District Chaghi.**

32. Mr. Asad ul Haq,  
Regional Coordinator,  
Allama Iqbal Open University,  
SS, Govt. Boys Model High  
School, Sibi.  
**District: Sibi.  
Baluchistan.**

33. Mr. Ghulam Qadir,  
Regional Coordinator,  
Allama Iqbal Open University,  
SST/Headmaster,  
Executive District Officer  
Education (EDOE), Gandawah,  
**District: Jhal Magsi.**

34. Mr. Muhammad Siddique,  
Regional Coordinator,  
Allama Iqbal Open University,  
SS, Govt. Model High School,  
**Khuzdar.  
District: Khuzdar**

35. Mr. Muhammad Iqbal,  
Regional Coordinator,  
Allama Iqbal Open University,  
SST/Principal,  
Kachhi Public School, Dhadar,  
**Kachhi, Bolan.**

36. Mr. Din Muhammad,  
Regional Coordinator,  
Allama Iqbal Open University,  
SST, Govt. Model High School,  
**Kohlu, Distric Kohlu.**

37. Mr. Allah Dina,  
Regional Coordinator,  
Allama Iqbal Open University,  
SST, Govt. Elementary College,  
**Uthal, Lasbella.**

38. Mr. Dost Muhammad,  
Regional Coordinator,  
Allama Iqbal Open University,  
SDM, Govt. High School,  
Hatiyare Giddar Umerabad,  
**Surab,**

39. Mr. Muhammad Jan,  
Regional Coordinator,  
Allama Iqbal Open University,  
SST, Govt. High School Killa  
**Kharan, Kharan.**

40. Mr. Noor-ul-Amin,  
Regional Coordinator,  
Allama Iqbal Open University,  
Lecturer, Govt. Degree Girls  
College **Landhi No.2 ½ ,**  
**Karachi.**

**SINDH**

41. Mr. Sikandar Ali,  
Regional Coordinator,  
Allama Iqbal Open University,  
Rtd, Principal,  
Dahri Mohalla, Wachey Shah  
Road, Shahpur Chakar,  
**Distt. Sanghar.**

42. Mr. Abdul Khallique Khaskheli,  
Regional Coordinator,  
Allama Iqbal Open University,  
SS, Govt. Boys Higher Sec.  
School, Golarchi, **Badin,**  
**District Badin.**

43. Mr. Khalid Hussain Kamanger,  
Regional Coordinator,  
Allama Iqbal Open University  
HST, Govt. Islamia High  
School,  
**Shikarpur**

44. Mr. Zainul Abedin,  
Regional Coordinator,  
Allama Iqbal Open University,  
SS (B-17), Govt. Boys Higher  
Secondary,  
**Kashmore**

45. Mr. Muhammad Ali,  
Regional Coordinator,  
Allama Iqbal Open University,  
HST, Govt. (P) Smam High  
School,  
**Jacobabad**

46. Mr. Muhammad Idrees,  
Regional Coordinator,  
Allama Iqbal Open University,  
HST, Govt. Muslim High  
School,  
**Nawabshah**

47. Mr. Nasarullah Chana,  
Regional Coordinator,  
Allama Iqbal Open University,  
HST, Govt. Boys Higher  
Secondary School,  
Khanpur Mahar,  
**District Ghotki.**

48. Mr. Muhammad Suleman Chawan,  
Regional Coordinator,  
Allama Iqbal Open University,  
Supervisor Primary Education, Sub  
Divisional Office  
(Education) **Moro,**  
**Moro, District Naushero Feroze.**

49. Mr. Pir Muhammad Rind,  
Regional Coordinator,  
Allama Iqbal Open University,  
HST, Govt. Boys High School,  
**Sehwan Sharif.**

50. Mr. Abdul Hafeez,  
Regional Coordinator,  
Allama Iqbal Open University,  
HST, Govt. Boys Higher  
Secondary School, Jhudo,  
Teshil **Jhudo**,  
District **Mirpur Khas**

**PUNJAB**

51. Mr. Javaid Rafiq,  
Regional Coordinator,  
Allama Iqbal Open University,  
Headmaster, Govt. Model High  
School, **Mailsi**,  
**Distt. Vehari**

52. Mrs. Syeda Shahnaz Bokhari,  
Regional Coordinator,  
Allama Iqbal Open University,  
Sr. Headmistress, Govt. Girls  
High School, **Vehari**,  
**District: Vehari.**

53. Mr. Muhammad Saeed,  
Regional Coordinator,  
Allama Iqbal Open University,  
Lecturer, Govt. Degree College,  
**Mian Channu**,  
**Mian Channu.**

54. Ms. Saira Hassan Rizvi,  
Regional Coordinator,  
Allama Iqbal Open University,  
Principal, Govt. Vocational  
Training Institute for Women,  
**Khanewal**.  
**District: Khanewal.**

55. Mr. Yaqoob Elahi  
Regional Coordinator,  
Allama Iqbal Open University  
Asstt. Professor,  
Govt. College, Layyah,  
**Layyah.**

56. Mr. Ghulam Raza Nasir,  
Regional Coordinator,  
Allama Iqbal Open University,  
Lecturer, Govt. Post Graduate  
College, **Muzaffargarh**,  
**District: Muzaffargarh.**

57. Mrs. Nasim Akhtar Qureshi,  
Regional Coordinator,  
Allama Iqbal Open University,  
Principal, Govt. College for  
Women, **Kot Addu**.  
**Tehsil: Kot Addu.**

58. Malik Muhammad Aamir,  
Regional Coordinator,  
Allama Iqbal Open University,  
Dy. District Education Officer  
(MEE),  
**Tehsil Khan Pur**

59. Ch. Bashir Ahmad,  
Regional Coordinator,  
Allama Iqbal Open University,  
Sr. Headmaster, Govt. M.M. High  
School, Bheri Khurd,  
**Shakargarh.**

60. Mr. Muhammad Ajmal Khan,  
Regional Coordinator,  
Allama Iqbal Open University,  
SS, Govt. College for  
Elementary Teachers, **Narowal.**  
**Distt: Narowal.**
61. Syed Muhammad Zaheer,  
Regional Coordinator,  
Allama Iqbal Open University,  
Executive District Officer (IT)  
**Hafizabad**
62. Mr. Muhammad Aslam,  
Regional Coordinator,  
Allama Iqbal Open University,  
Principal, Govt. Post Graduate  
College, **Mandi Baha-ud-Din**
63. Mr. Farooq Ahmed,  
Regional Coordinator,  
Allama Iqbal Open University,  
Lecturer, Govt. College  
**Malakwal,**  
**Distt. Mandi Baha-ud-Din.**
64. Mr. Muhammad Ashraf,  
Regional Coordinator,  
Allama Iqbal Open University,  
Sr. Headmaster,  
Govt. High School, Malhu  
Khokhar, **Gujrat.**  
**District: Gujrat.**
65. Mr. Muhammad Daud,  
Regional Coordinator,  
Allama Iqbal Open University,  
SS/Teacher Educator, District  
Training & Support Centre,  
**Bhakkar**
66. Mr. Khadim Hussain,  
Regional Coordinator,  
Allama Iqbal Open University,  
SST(Rtd), Govt. High School,  
Mankera  
**District Bhakkar**
67. Mr. Javed Hassan Khan,  
Regional Coordinator, (Isakhel)  
Allama Iqbal Open University,  
Headmaster Govt. High School  
Kamar Mashani,  
**District Mianwali**
68. Mr. Muhammad Zaman,  
Regional Coordinator,  
Allama Iqbal Open University,  
SS (Math)/Headmaster, Govt.  
High School Musa Wali,  
**Piplan, District Mainwali**
69. Mr. Bashir Ahmad,  
Regional Coordinator,  
Allama Iqbal Open University,  
Principal, Govt. College for  
Elementary Teachers (Male),  
**Kamalia, Distt: T. T. Singh.**
70. Mrs. Shahina Rashid,  
Regional Coordinator,  
Allama Iqbal Open University,  
Incharge/Headmistress,  
Govt. Girls High School No.1,  
Samundri  
**Sumundri**
71. Mr. Hafeez ur Rehman,  
Regional Coordinator  
Allama Iqbal Open University  
Principal, Govt. Higher Sec.  
School, **Garh Maharaja,**  
**Tehsil Ahmad Pur Sial**

72. Mr. Tariq Majeed,  
Regional Coordinator,  
Allama Iqbal Open University,  
Lecturer, Govt. Islamia College,  
**Chiniot**  
**Distt. Jhang**
73. Mr. Ghazanfar Abbas,  
Regional Coordinator,  
Allama Iqbal Open University,  
Sr. Headmaster, Govt. High  
School Shorkot City,  
**Shorkot**
74. Mr. Shahzad Nasir,  
Regional Coordinator,  
Allama Iqbal Open University,  
Sr. Headmaster,  
Govt. M.C. High School,  
Tehsil Gojra.  
**District. T. T. Singh.**
75. Ch. Muhammad Sarwar,  
Regional Coordinator,  
Allama Iqbal Open University,  
Retd. Professor, Abdullah Park,  
Street No.04, **Jaranwala.**  
**District: Faisalabad.**
76. Mr. Tahir Mahmood,  
Regional Coordinator,  
Allama Iqbal Open University,  
Dy. DEO (Headquarters)  
Office of Dy. DEO(MEE),  
**Toba Tek Singh.**
77. Ms. Khalida Latif,  
Regional Coordinator,  
Allama Iqbal Open University,  
Principal, Govt. College for  
Women, **Tanidanwala**  
**Tehsil: Tandianwala**
78. Mr. Maqsood Elahi,  
Regional Coordinator,  
Allama Iqbal Open University  
Principal, Govt. Technical  
Model High School,  
Jauharabad,  
**District Khushab**
79. Mr. Tariq Aziz,  
Regional Coordinator,  
Allama Iqbal Open University  
Lecturer, Govt. College Bhera,  
Tehsil Bhalwal,  
**District Sargodha**
80. Mr. Tamkeen Ellahi Khan,  
Regional Coordinator,  
Allama Iqbal Open University,  
SST, Incharge, Headmaster, Govt.  
Boys High School No.1,  
**Fateh Jang.**
81. Mr. Aftab Hussain Satti,  
Regional Coordinator  
Allama Iqbal Open University  
SSST, Govt. Boys High School,  
**Kahuta,**  
**Distt. Rawalpindi.**
82. Mr. Fateh Khan Malik  
Regional Coordinator,  
Allama Iqbal Open University,  
Senior Headmaster, Govt. Boys  
High School No.1, **Jand**  
**Distt. Attock.**
83. Mr. Ghulam Murtaza,  
Regional Coordinator,  
Allama Iqbal Open University,  
SS, Govt. Higher Secondary  
School, Kotli Sattian.  
**Tehsil: Kotli Sattian,**  
**Distt: Rawalpindi.**

84. Mr. Asif Mahmood,  
Regional Coordinator,  
Allama Iqbal Open University,  
Senior Headmaster, Govt. Pilot  
Secondary School, Attock  
**District Attock**
85. Mr. Mahboob Hussain,  
Regional Coordinator,  
Allama Iqbal Open University,  
Assistant Professor,  
Govt. Degree College,  
**Tehsil Pindi Gheb,  
Attock**
86. Mr. Muhammad Sijawal,  
Regional Coordinator,  
Allama Iqbal Open University,  
SST, Govt. Boys High School  
No.1, HAZRO.  
**Tehsil: Hazro,  
District: Attock.**
87. Mr. Muhammad Raza Vains,  
Regional Coordinator,  
Allama Iqbal Open University,  
SS Govt. Higher Secondary  
School Sagri,  
Tehsil Kallar Syedan,  
**Distt. Rawalpindi.**
88. Mr. Izhar-ul-Haq,  
Regional Coordinator,  
Allama Iqbal Open University,  
Senior headmaster,  
Govt. islamia High School No.4,  
Liaquat Road,  
**Rawalpindi**
89. Mr. Muhammad Sarfraz  
Regional Coordinator  
Allama Iqbal Open University  
Sr.Headmaster, Govt. Faiz-ul-  
Islam High School No.1, Trunk  
Bazar, **Rawalpindi**
90. **Dr. Muhammad Anwar**  
Regional Coordinator,  
Allama Iqbal Open University,  
Principal, Community Model  
High School, **Wah Cantt.**
91. **Mr. Sabeer Ahmad Abbasi,**  
Regional Coordinator,  
Allama Iqbal Open University,  
Lecturer, Govt. College, Murree.  
**Murree**
92. **Mr. Muhammad Farooq,**  
Regional Coordinator,  
Allama Iqbal Open University,  
Lecturer, S.S (N.H) Govt. Degree  
College, **Gujar Khan**
93. Mr. Sajid Mehmood Akhtar,  
Regional Coordinator,  
Allama Iqbal Open University,  
Asstt. Professor, Govt. Post  
Graduate College, Talagang,  
**TeshilL Talagang.  
District: Chakwal.**
94. Mr. Iftikhar Ahmad Shahid,  
Regional Coordinator,  
Allama Iqbal Open University,  
Principal/SSS,  
Govt. Higher Secondary School,  
Kallar Kahar, **Tehsil: Kallar  
Kahar, District: Chakwal.**
95. Mr. Muhammad Akhtar Khan,  
Regional Coordinator,  
Allama Iqbal Open University,  
Retd. Headmaster,  
Thana Road, Choa Saidan Shah,  
**Tehsil: Choa Saidan Shah,  
District: Chakwal.**

### **NORTHERN AREAS, AJK**

96. Syed Shafqat Hussain Shah,  
Regional Coordinator,  
Allama Iqbal Open University,  
Subject Specialist, Govt.  
Elementary College Boys,  
**Rawalakot (AK)**
97. Sardar Rashad Azad,  
Regional Coordinator,  
Allama Iqbal Open University,  
SS, Govt. Elementary College  
Boys, Bagh,  
**Bagh (AK)**
98. Mr. Katib Khan Awan,  
Regional Coordinator,  
Allama Iqbal Open University,  
Headmaster, Govt. Pilot High  
School, Athmuqam,  
**District Neelum (AK)**
99. Mr. Arshad Mahmood Shahid,  
Regional Coordinator,  
Allama Iqbal Open University  
Lecturer, Govt. College, G.T.  
Road, **Jhelum.**  
**District: Jhelum.**
100. Mr. Mehfoozullah,  
Regional Coordinator,  
Allama Iqbal Open University,  
Asstt. Headmaster,  
High School, **Darel,**  
**Darel, District Diامر.**
101. Mr. Faqir Muhammad,  
Regional Coordinator,  
Allama Iqbal Open University  
Headmaster, F.G Boys Model  
High School, Karimabad,  
**Hunza, District Gilgit.**
102. Mr. Mehboob Ali Abbas,  
Regional Coordinator,  
Allama Iqbal Open University,  
TGT, F.G. Boys High School,  
**Shiger,**  
**Shiger.**
103. Mr. Hamid Hussain,  
Regional Coordinator,  
Allama Iqbal Open University,  
TGT, F.G. Middle School,  
Thowar Bala, Rundu. **Tehsil:**  
**Rundu. Distt: Baltistan.**
104. Mr. Muhammad Ali Kaleem,  
Regional Coordinator,  
Allama Iqbal Open University,  
TGT, F.G. Boys High School,  
**Ghowari, Kris & Kuru Valley.**  
**District. Ghanche.**
105. Mr. Ghulam Murtaza,  
Regional Coordinator,  
Allama Iqbal Open University,  
TGT, F.G. Boys High School,  
Nagar Proper, **Nagar-1, Gilgit.**
106. Mr. Muhammad Abbass,  
Regional Coordinator,  
Allama Iqbal Open University,  
ADI, High School Nilt,  
**Nagar-2, Gilgit.**
107. Mr. Muhammad Zafar,  
Regional Coordinator,  
Allama Iqbal Open University,  
ADI, DDE Office, **Chilas,**  
**Diamer.**
108. Mr. Hukum Wali Khan,  
Regional Coordinator,  
Allama Iqbal Open University,  
ADI, F.G. High School **Gupis,**  
**Ghizer.**
109. Mr. Hamid Ullah,  
Regional Coordinator,  
Allama Iqbal Open University,  
Headmaster, F.G. High School  
**Garidote, Astore.**
110. Mr. Bakht Ali Khan,  
Regional Coordinator,  
Allama Iqbal Open University,  
Dy. Headmaster, D.G. Girls High  
School, Singul, **Punial Ghizer.**

## **FEE TARRIF\***

Sr. No.	Programme	Fee Rates for		
		Ordinar	Urgent	Duplicat
1.	Course Certificate of any Programme	Rs.100/-	Rs.200/-	Rs.400/-
2.	SSC(Matric)/HSSC(Intermediate)/PTC/Elementary Arabic CT / ATTTC / Diploma in Education 10 + 3	Rs.300/-	Rs.600/-	Rs.1200/-
3.	B.A / B.Com / BBA / Diploma / Certificate	Rs.500/-	Rs.1000/-	Rs.2000/-
4.	BS(CS) / B.E (Telecom) / B.E (Tech) / BIT	Rs.500/-	Rs.1000/-	Rs.2000/-
5.	B. Ed.	Rs.600/-	Rs.1200/-	Rs.2400/-
6.	M.A / M.Ed. / M. Sc. / MBA	Rs.700/-	Rs.1400/-	Rs.2800/-
7.	MBA / MPA (Executive)	Rs.700/-	Rs.1400/-	Rs.2800/-
8.	Postgraduate Diploma / Certificate	Rs.600/-	Rs.1200/-	Rs.2400/-
9.	M. Phil / M. Sc (Honors)	Rs.1000/-	Rs.2000/-	Rs.4000/-
10.	Ph. D.	Rs.2000/-	Rs.4000/-	Rs.6000/-
11.	Change in Name or any Other Correction in Certificate / Degree (Made By Board / University or Court Decision)	Double Fee of Actual		
12.	Verification of Certificate / Degree (By Student or their Department)	Rs.200/-		

Sr. No.	Programme	Fee Rate
1.	Change of Examination Center	Rs.600/-
2.	Rechecking of Answer Script (Per Script)	Rs.600/-
3.	Special Chance Matric to Bachelor Program + Teacher Education Programs (PTC/CT/ATTTC/B. Ed./Diploma in Education) Per Course	Rs.200/-
4.	Special Chance MS/PGD/MS/M.A / M. Ed. / M. Phil Per Course	Rs.500/-
5.	Duplicate Result Card Per Semester (Beyond Two Current Semesters)	Rs.100/-

<b>Sr. No.</b>	<b>Re-Appeal Exams Fee for Programme</b>	<b>Fee Rate Per Course</b>
1.	Elementary Arabic / PTC	Rs.100/-
2.	SSC (Matric)	Rs.120/-
3.	HSSC (Intermediate) / CT / Diploma (10+3)	Rs.130/-
4.	B.A / ATTC / B. Ed.	Rs.180/-
5.	BS(CS) / B.E (Tele) /BIT / B.TECH	Rs.400/-
6.	M.A / M. Sc / MBA / M.Ed./ PGD	Rs.250/-
7.	M. Phil / M. Sc (Honors)	Rs.450/-
8.	Ph. D.	Rs.800/-

\* Applicable with effect from 1<sup>st</sup> February, 2009.