

PROSPECTUS

**COMMONWEALTH OF LEARNING,
MASTER OF
BUSINESS ADMINISTRATION**



Allama Iqbal Open University, Islamabad
www.aiou.edu.pk

PROSPECTUS
OF
COL MBA
FOR
SEMESTER: SPRING, 2025



**Directorate of International Collaboration &
Exchange**

Message

THE WORTHY Vice-Chancellor

Dear Student,

السلام عليكم

Welcome to Allama Iqbal Open University (AIOU) is one of the mega universities of the world and it occupies a unique position in the education sector of Pakistan, because of its affordability and high quality distance and online academic programs. AIOU has now turned into the most favorite university of the country with high international repute. The university made a landmark progress by ensuring access to quality education for rural areas under-privileged students and the people of all ages particularly the females can now select and join the programs of their choice, while sitting at their residence and simultaneously with continuing their jobs. After assessing the success of many degree programs in Pakistan, AIOU is now going to offer a variety of range programs for the students residing worldwide. More than 1.3 million students are getting benefits from the high quality educational services of AIOU in all regions of the country through more than fifty regional offices of the university. It offers-suggests many undergraduate and postgraduate programs at rural and remote areas providing an unparalleled opportunity to all the poor and deprived segments of the society at an affordable cost. The university has recently digitalized all its student-support services for facilitating its students on priority basis. This digitization of the system, it is hoped, will enable AIOU students to get all discipline of educational programs using their Learning Management system (LMS) portal support online.



I welcome you to the postgraduate studies at AIOU and wish you a challenging yet successful journey ahead.

Prof Dr Nasir Mahmood
Vice Chancellor AIOU

COMPLETE PROCEDURE TO ENROLL IN AIOU PROGRAMME AND SUBMISSION OF FORM IN AIOU ISLAMABAD

International & Overseas Students Shall Submit their Admission using Online System

Dear Applicant

Allama Iqbal Open University and Directorate of International collaboration & Exchange welcome and thanks you for showing your interest in our programs. For online admission, please watch video guidelines:

Fresh Enrollment: https://www.youtube.com/watch?v=_14IPtu4vnk

Continuing Students: <https://www.youtube.com/watch?v=d52VGci6XNQ>

Fee Depositing Process: <https://www.youtube.com/watch?v=A33WSSY9pbA&t=9s>

THANKS AND LET US KNOW HOW WE CAN HELP OR GUIDE YOUR FURTHER

Admission Schedule for International student:

From semester Autumn 2021, the AIOU has started offering of Matric, FA, Certificate Courses, AD, B.Ed, BS, BBA, PGD and MBA/MPA (COL) Level Programs for international students. Schedule of Admission is given below:

01st January 2025 to 10th February 2025

Address:

Directorate of International Collaboration and Exchange

Room No. 05, Block No. 25, Allam Iqbal Open University

Sector H-8, Islamabad, Pakistan

Telephone: 0092519572495

Email: overseas@aiou.edu.pk



ALLAMA IQBAL OPEN UNIVERSITY

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 in the world and the first of its kind in Asia and Africa. The aim of establishing AIOU was to provide affordable and accessible education through distance learning at the doorsteps to those people who could not continue their educational journey through formal system of education. The University (AIOU) operates on semester-based system and admits students in Spring and Autumn semesters. Under-graduate admissions are offered in both the semesters whereas postgraduates are offered once a year. The undergraduate students are given course books especially prepared by the university on self-instructional principles. However, at post graduate level students are encouraged for self-study; therefore, no textbooks are provided.

At present, the AIOU is offering programs from Matric to Ph.D. level in diverse disciplines from four faculties. The AIOU is also offering four years under-graduate degrees in various disciplines.

Apart from curricular and extra-curricular activities during the academic year, the AIOU and its Regional Centers actively participate in the co-curricular activities by arranging educational and literary seminars, workshops, and conferences, attended not only by the students and faculties of the university, but also by the renowned dignitaries and scholars. For the science students and research scholars, a Science Complex has been built where they use the latest equipment of international standards for experiments and research. To meet the present-day challenges, internet facilities are also available in the student's hostel and the Central Library where computers have been provided to enable students to access the latest information available through open source databases.

Allama Iqbal Open University (AIOU ranked 1st among 66 Pakistani varsities recent Times Higher Education Impact Ranking 2023 (The's Ranking) in SGD-4 (Quality Education)



We Made it

THE WORLD
UNIVERSITY
RANKINGS
TIMES HIGHER EDUCATION

SDG 4 - Quality Education

2022

Ranked 20th in
Pakistan

Ranked 401 - 600
Globally

2023

Ranked 1st in
Pakistan

Ranked 25th
Globally



Times Higher Education
Impact Rankings 2024

AIOU RANKED

#3 OVERALL
IN PAKISTAN

#1 SDG 4  Quality education

#1 SDG 8  Decent work and economic growth

#3 SDG 10  REDUCED INEQUALITIES

#3 SDG 17  Partnerships for the goals

[TIMESHIGHIEREDUCATION.COM](https://www.timeshighereducation.com)





#Educationforall

#1 in  Times Higher Education
Impact Rankings 2024
PAKISTAN
Quality
Education

timeshighereducation.com

AIOU AT A GLANCE

Current Enrollment
1,027,000



Faculties
04



Academic Departments
37



Regional Offices
54



**MINIMUM AND MAXIMUM TIME DURATION/SEMESTERS
FOR THE COMPLETION OF FACE TO FACE PROGRAMME
(From Spring 2021 Semester)**

Sr. #	Degree Level	Minimum Duration	Maximum Duration
1.	PhD	3 Years / 5 Semesters	8 Years*
2.	MS/MPhil/MSc (Hons)/MBA/COL MBA	2 Years / 4 Semesters	4 Years**

& As per AIOU & HEC rules.*

The policy of Re-Appeal and Again Re-Appeal is being dis-continued and the concerned students will have to re-register/enroll or re-admit in the failed course(s).

DEPARTMENT OF BUSINESS ADMINISTRATION

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Dr. Muhammad Majid Mahmood Bagram
Chairman



Introduction:

Established in 1986, the Department of Business Administration has risen to international prominence in a remarkably short period of time, achieving widespread global recognition. Always striving for excellence, our strength lies in our full range of program offerings, our high-quality research, conducted by our world class faculty, and our diverse and high-caliber student. Our full suite of degree programs, including PGD, BBA, MSc, MBA, MS and PhD as well as a wide range of executive education programs, means that the Department of Business Administration is always at the forefront of educational development and business thinking. Our graduates strive to make a positive impact on both the business world and the wider society.

Aims and Objectives:

The major aims and objectives are to prepare students to:

- a) Communicate ideas effectively.
- b) Synthesize, analyze, and integrate their knowledge of business disciplines to provide innovative and credible solutions to organizational problems and opportunities.
- c) Assess the impact of globalization on business.
- d) Analyze ethical implications of business decisions.

Demonstrate effective leadership and collaboration skills for making decisions and accomplishing goals.

COMMONWEALTH OF LEARNING, MASTER OF BUSINESS ADMINISTRATION PROGRAM

The COL MBA program offered by Allama Iqbal Open University (AIOU) is dynamic, globally recognized degree program designed to cater the needs of professionals seeking to advance their careers in management and administration. The MBA program equips the students with essential business acumen, strategic decision-making skills, and leadership capabilities to excel in the corporate world.

A hallmark of this program is its internationally benchmarked curriculum, designed in collaboration with Commonwealth of Learning (COL) to align with contemporary business administration trends. The program emphasizes practical, case-based learning; ensuring students acquire not only theoretical knowledge but also real-world problem-solving skills. Another distinctive feature is the affordability and accessibility, making quality education available to a broader learner.

Furthermore, the inclusion of research-driven projects empowers students to apply their learning in a practical context, while the flexibility of self-paced learning options ensures learners can balance their studies with professional and personal commitments. The program emphasizes

practical knowledge, case-based learning, and research to ensure students gain a comprehensive understanding of their field, making them competitive in local and international markets.

1. Objectives:

The mission of Commonwealth MBA Program is to provide experienced executives and professionals with an applied and integrative business management education that develops their critical thinking and leadership abilities for better management of resources.

2. Duration:

As per guidelines of NCRC regarding Executive MBA Program. The revised scheme of studies is spread over 04 semesters covering 19 courses and 01 Research Project. The program consists of 63 credit hours. The minimum period required for its completion will be 2 years while maximum period 04 years. If student fails to complete the COL MBA Program in 04 years, the University shall not be liable to award the degree.

3. Eligibility:

- Applicants having 16 years of education from any HEC recognized institution with a minimum 50% marks or 2 CGPA would be eligible to apply.
- A minimum of 03 years post qualification Professional Experience.

4. Scheme of Studies:

The detail of courses semester wise offering in Commonwealth MBA Program is as under.

Semester-I

Sr. No.	Course Code	Course Title	Credit Hours
1	6661	Managing Human Resource	03
2	6662	Marketing Management	03
3	6663	Accounting and Finance	03
4	6664	Economic Environment for Business	03
5	6665	Electronic Commerce	03

Semester-II

1	6666	Quantitative Techniques	03
2	6667	Management Information System	03
3	6668	Operations Management	03
4	6669	Management and Organization	03
5	6670	Project Management	03

Semester-III

1	6671	Research Methodology for Management Decision	03
2	6672	Total Quality Management	03
3	6673	Corporate Finance	03
4	6674	International Marketing	03
5	6675	Disaster Management	03

Semester-IV

1	6679	Strategic Management	03
2	6680	Managerial Economics	03

3	6681	Business Ethics	03
4	6682	Business Sustainable Development	03
5	6690	Research Project	06

Medium of Instruction

The medium of instruction and examination will be English only.

Classes

Commonwealth MBA program has sixteen classes of three hours for each course. The participation of the students in the classes is compulsory. The classes will be organized to provide the students with proper guidance in course contents through intensive lectures, **class assignments and presentations** etc. The program of the classes will be chalked out by the Academic Department and intimated to students well in time. Midterm and Final term examinations will be conducted.

Evaluation Scheme

Assessment Component	Marks	Weight age in the Aggregate Result
Assignment No.1	100	10%
Assignment No.2	100	10%
Midterm	100	30%
Final Examination	100	50%

1. For successful completion of each course the student will be required to qualify each component
2. To take final examination, the student has to pass in assignments and midterm (minimum combined 50% marks) with 75% attendance in the classes.
3. Scoring 50% marks is mandatory in final examination.

RESEARCH PROJECT

The research project course is a distinct feature of the Commonwealth MBA Program. Students are required to submit project proposal/ synopsis to the COL MBA program office, AIOU Campus. This also allows them to contribute their own analysis and findings to the body of knowledge in Business Management.

Following are the requirements to be met by the students for opting and completing of project course CC- 6690.

1. The student must have a valid admission the Research Project Course(CC- 6690) in prevailing semester.
2. The student will have to contact the faculty member deployed by the academic department for research supervision.
3. The synopsis must be duly signed by the supervisor along with Supervisor consent form while submitting for Research Project Committee (RPC) approval.
4. Only upon the acceptance/approval of the proposal from RPC, the student will be allowed to start his/her research work.
5. Every draft (proposal and project) must be checked and signed by the supervisor before submission to the department.
6. Student needs to apply for extension through supervisor in case the project is submitted after six months from the date of topic notification. Extension fee paid challan must be submitted in department for extension notification.
7. The student will have to appear for viva voce in the department in front of RPC members. Minimum 50% marks must be secured in viva voce to pass.
8. The supervisor must ensure that the student has incorporated the suggested changes by RPC before resubmission as per AIOU rules.

Fee Tariff

Item	Fee
Registration Fee: (At the time of 1 st Admission)	US\$ 50/-
Admission Fee: (At the time of 1 st Admission)	US\$ 50/-
Per Course Fee:	US\$ 100/-
Total First Semester Fee=	US\$ 600/-

For any Assistance Contact:

Directorate of International Collaboration & Exchange

Phone No. +92-51-9572495

Email: overseas@aiou.edu.pk

GENERAL INFORMATION

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A candidate is required to apply for admission (LMS) online only.
- iii. If an applicant does not receive any information regarding admission within three months from submission of application, he/she should presume no admission.
- iv. A course taken by any student cannot be changed during the semester. However, in real hardship cases, the change in courses will be allowed before the start of study period after deposit of prescribed fee. Study period schedule is available on AIOU website.
- v. The address of a student will not be changed during the semester.
- vi. On payment of the registration fee, each student will be issued a student ID. This number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.
- vii. Study material shall be available at the LMS and Website at their given addresses.
- viii. After confirmation of admission students are usually intimated about the part time tutors for each course through student CMS portal. If you do not found information about tutors, you are required to contact the concerned AIOU Regional Office immediately without any delay.
- ix. Rules and regulations framed, enhanced 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.
- x. A student who fails in continuous assessment component is not eligible to reappear but will be allowed to re-register for the same course at its next offering semester by the university.
- xi. It is the responsibility of the student to remain in touch with the department regarding the selected programme.
- xii. A student already admitted to a programme or a specialization of a programme 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.
- xiii. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.

- xiv. The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.
- xv. The student must inform the Admission Department in writing about admission mistakes within the period of 15 days, 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.
- xvi. Admission form received without prescribed fee, less fee or fee deposited after due date will not be considered in any case.
- xvii. 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 Examinations Department shall also issue certificate/ degree on the said name.
- xviii. In case 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.
- xix. The degree/diploma/certificate of the student will be quashed:
 - i) If any mistake found in compilation or declaration of result at any stage.
 - ii) If any candidate found ineligible for a degree/ diploma/certificate during the cross verification process of result and documents at any stage.

- iii) If found that candidate submitted forged/fake/illegal document(s) in the University at any stage.

Note: Beware that University has not authorized any person or private institute to collect payment/forms. All the students are instructed to deposit fee by themselves. In case of any discrepancy in admission fee/ admission form the University will not be responsible and the student will have to face the consequences.

Availability of Learning Material

- i. Learning material can be downloaded from university website: www.aiou.edu.pk
- ii. All learning material would be available online for international/overseas students after the commencement of classes.
- iii. Student shall download the learning material and tally with the course codes for which he/she had been registered in the semester.
- iv. Students can get their learning material through AAGHI LMS portal.

Procedure for Fee Payment

International and Overseas Students will have to pay their fee Online as per Guided Procedure:

1. Go to olpay.aiou.edu.pk
2. Enter challan number and **click on "search"** button.
3. Check & tally your challan details with the generated challan then **click on "submit fee"** button.
4. Enter credit/debit card number, card holder name, expiry and CVV code (mentioned on back side of card).
5. **Click on "pay now"** button.
6. A successful payment notification will be appeared with an Order ID.
7. Write Order ID and Transaction Date on the space given below.
8. Save the Order ID in your record till confirmation of your admission.

REGULATIONS FOR REFUND OF ADMISSION FEE

- (i) The Applicant/candidate/student who have submitted his/her fee for Admissions but do not wish to continue and applied for refund of fee before the start of his/her study period as per Academic Calendar available on the AIOU website corresponding to his/her respective semester i.e Autumn or Spring, the fees will be refunded after the deduction @ 10% of the total fee.
- (ii) The Applicant/Candidate who was not eligible but deposited the fee for admission and applied for refund within one year from the date of fee deposit, the fee shall be refunded after deduction @15% of total fee.
- (iii) The student who has deposited his/her fee in excess of due fee that total excess amount shall be refunded or adjusted as the case may be.
- (iv) The Treasurer Department shall verify the fee of students and shall send the case to the Audit Department for pre-audit.
- (v) The cheque will be issued to the candidate by the Campus Payment Section (CPS), Treasurer's Department.
- (vi) In the case of death, the full fee will be refunded through crossed cheque in favour of the Blood Relative of deceased student, after fulfilling all the codal formalities. The refund case must be submitted within one year of fee deposit.
- (vii) In case the students who are not allowed/granted admission to a program offered by the University due to less enrollment/non formation of viable group/non offering of courses, full fee will be refunded to them.
- (viii) If the admission of an Applicant/Candidate is not matured due to any reason beyond the control of the University or due to unforeseen issues, the whole paid fee, without any deductions shall be refunded to the respective applicant/candidate. The refund case must be submitted within one year of fee deposit.

Note: Beware that University has not authorized any person or private institute to collect payment All the students are instructed to deposit fee by themselves. In case of any discrepancy in admission fee/ admission form the University will not be responsible and the student will have to face the consequences.

REFUND OF OTHER FEE

1. All kind of other fee including but not limited to Degree fee,
Re-appear exams fee, change off name / father name, examiner registration fee, tutor registration fee, late assignment evaluation fee, analysis fee, rechecking of answer scripts fee, NOC fee, subject/group change fee, thesis evaluation fee, thesis extension fee, job fee, tender fee tec. will not be refunded. Only excess fee deposited will be refunded/adjusted.
2. The extension in thesis fee in excess shall be refunded on approval of concerned Dean with certificate that fee was deposited in excess.
3. The amount deposited in university accounts by any person/firm (other than student), by mistake or in excess shall be refunded after verification of the amount deposited

IMPORTANT TELEPHONE NUMBERS

Sr. #	Name	Telephone Nos.
1.	Director Admissions	+92-51-9250043 +92-51-9571501
2.	Controller of Examinations	+92-51-9250012 +92-51-9250013 (Fax)
3.	Director Students Affairs	+92-51-9572400 +92-51-9572401
Directorate of International Collaboration & Exchange		
1.	Dr. Zahid Majeed Director Zahid_majeed@aiou.edu.pk	+92-51-9572450
2.	Sehrish Khan Assistant Director sehrish.khan@aiou.edu.pk	+92-51-9572471
3.	Mr. Muhammad Ajab Superintendent overseas@aiou.edu.pk	+92-51-9572495