

**Spring 2022**

**PROSPECTUS**  
**INTERNATIONAL & OVERSEAS**

**BS Programmes**

1. **BS** Pakistan Studies
2. **BS** Accounting & Finance
3. **Bachelor** of Business Administration (BBA)



Allama Iqbal Open University, Islamabad

**PROSPECTUS**  
**FOR**  
**INTERNATIONAL & OVERSEAS STUDENTS**  
**BS 4-Years Programmes**

**BS-Pakistan Studies**  
**BS-Accounting & Finance**  
**Bachelor of Business Administration**

**SEMESTER: SPRING, 2022**



**Directorate of International Collaboration & Exchange**

# CONTENTS

	<i>Page #</i>
<b>VICE-CHANCELLOR’S MESSAGE</b> .....	iii
<b>IMPORTANT ACTIVITIES</b> .....	iv
<b>REVISED POLICY</b> .....	v
<b>COMPLETE PROCEDURE TO ENROLL IN AIOU PROGRAMMES &amp; SUBMISSION OF FORM</b> .....	vi
<b>STEP BY STEP GUIDE TO FILL UP ONLINE APPLICATION FORMS</b> .....	vii
<b>ALLAMA IQBAL OPEN UNIVERSITY</b> .....	1
<b>FACULTY OF SOCIAL SCIENCES &amp; HUMANITIES</b> .....	2
<b>Department of Pakistan Studies</b> .....	2
BS Pakistan Studies.....	2
<b>Department of Commerce</b> .....	6
BS Accounting & Finance.....	6
<b>Department of Business Administration</b> .....	9
Bachelor of Business Administration (BBA).....	9
General Information .....	13
Availability of Learning Material and Procedure for Fee Payment .....	14
Procedure for Fee Payment .....	14
Regulations for Refund of Admission Fee .....	14
Important Telephone Numbers.....	16

## Vice-Chancellor's Message

**Dear Student,**

السلام عليكم

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 of repute. The university made a landmark progress by ensuring access to quality education rural areas under-privileged students for the people of all ages particularly the females can now select and join the programs of their choice while sitting at their residence and along with continuing their jobs. After assessing the success of many degree programs in Pakistan, AIOU is now going to offer a range of programs for the students in UAE, Saudi Arabia, Kuwait, Qatar, Bahrain, Oman, USA and many other countries currently. 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 Post Graduate programs at rural and remote areas providing an unparalleled opportunity to all the poor and deprived sections 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 kinds of educational using their Learning Management system (LMS) portal support online.



Committed for your bright future

**Prof. Dr. ZiaUl-Qayyum**  
**Vice Chancellor, AIOU**

## **IMPORTANT ACTIVITIES TO BE REMEMBERED**

<b>Activity</b>	<b>Spring Semester</b>	<b>Autumn Semester</b>
Admissions	March – April	September – October
Study Period	June – October	December – April
Examinations	October – November	April – May
Result	January	July

**Note:** Contact Directorate of International Collaboration & Exchange for exact schedule of activities. Simultaneously all information is placed on website ([www.aiou.edu.pk](http://www.aiou.edu.pk)).

It is informed that the students of all Postgraduate programs are required to upload their assignments (in typed form) on AAGHI LMS PORTAL. Handwritten assignments shall not be accepted in any case.

### **Revised Policy for Assessment for BS Programs**

As per revised formula securing passing marks in assignment/practical and other components is not compulsory w.e.f. Autumn, 2021 onwards, however, passing marks i.e. 50% in final exams will be mandatory. If a student gets 50 marks out of 100 in the final exam and does not score 50% aggregate marks, he/she will be declared Fail in the respective course and he/she will have to re-register/re-admit in the respective course, whenever said course (s) are offered in any of the subsequent semester (s).

Assignments	Workshop (attendance/quizzes, etc.)	Final Exam	Passing Marks
20%	30%	50%	50% (in aggregate) however 50% marks in final exams is mandatory

There is no change in formula for Teaching Practice 1 & 2, Research Projects, Long Term Internship and such courses where grading formula/scheme of studies is different and workshops/projects are having weightage of marks, students will have clear/pass them too.

### **Revised Policy: Reappear and Again Reappear**

**The Policy of Re-appear and Again Re-appear is being discontinued and the concerned students will have to re-register/re-enroll or re-admit in the failed courses (s).**

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

**International & Overseas Students Shall Submit Their Admission Using Online System.**

## **ADMISSION PROCEDURE**

### **Fresh International/Overseas Students**

1. Online Admission form is available at <https://aiou.edu.pk>
2. Click on Online Admission Form
3. Create your profile by using your email ID
4. Complete Admission Form
5. Select your required program
6. Upload required documents
7. Submit your application
8. Click on fee payment link
9. Download fee payment challan and note down your challan number
10. Go to [olpay.aiou.edu.pk](http://olpay.aiou.edu.pk)
11. Enter challan number and click on "search" button
12. Check & tally your challan details with the generated challan then click on "submit fee" button
13. Enter credit/debit card number, card holder name, expiry and CVV code (mentioned on back side of card).
14. Click on "pay now" button
15. A successful payment notification will be appeared with an Order ID
16. Write Order ID and Transaction Date on the space given below.
17. Save the Order ID in your record till confirmation of your admission

## **STEP BY STEP GUIDE TO FILL UP ONLINE APPLICATION FORMS**

Here we will share/guide you how to fill up the online admission form for Post Graduate Diploma(s):

- First open our website in any Browser [WWW.AIOU.EDU.PK](http://WWW.AIOU.EDU.PK) you will be at this page/window.

The screenshot shows the homepage of Allama Iqbal Open University. The header includes the university's name and logo, along with a navigation menu. The main banner features the text 'Education for All Admissions Open Autumn 2021' and the AIOU logo. Below the banner, there are four main sections: AAGHI LMS PORTAL, ADMISSIONS, EXAMINATIONS, and LINKS. The ADMISSIONS section is highlighted with a red box around the 'Online Admission Form NEW' link.

- Click **Online Admission Forms** under the ADMISSIONS Tab.

← → ↻ aiou.edu.pk/Onlineadmissionform.asp ☆ ⓘ

Home | About | Faculties | Departments | Programmes | Research | Libraries | News Letters | Jobs | Contact Us

Allama Iqbal Open University  
"Education for All"

Admissions | Mailing | Examination | Live Media | Downloads | Life at AIOU | ORIC | Help Desk

### Online Admission Form

For Semester Autumn 2021

- 🔗 Admission for Fresh Applicants
- 🔗 Enrolment for Continuing Students (If you have not received Username/Password please call helpline: 051-111-112-468 OR submit request on Helpdesk: <http://support.aiou.edu.pk>)
- 🔗 Download Prospectus (For National Students)
- 🔗 Download Prospectus (For International and Overseas Students)

Facebook Twitter Google+ YouTube

Helpline: 051-111-112-468

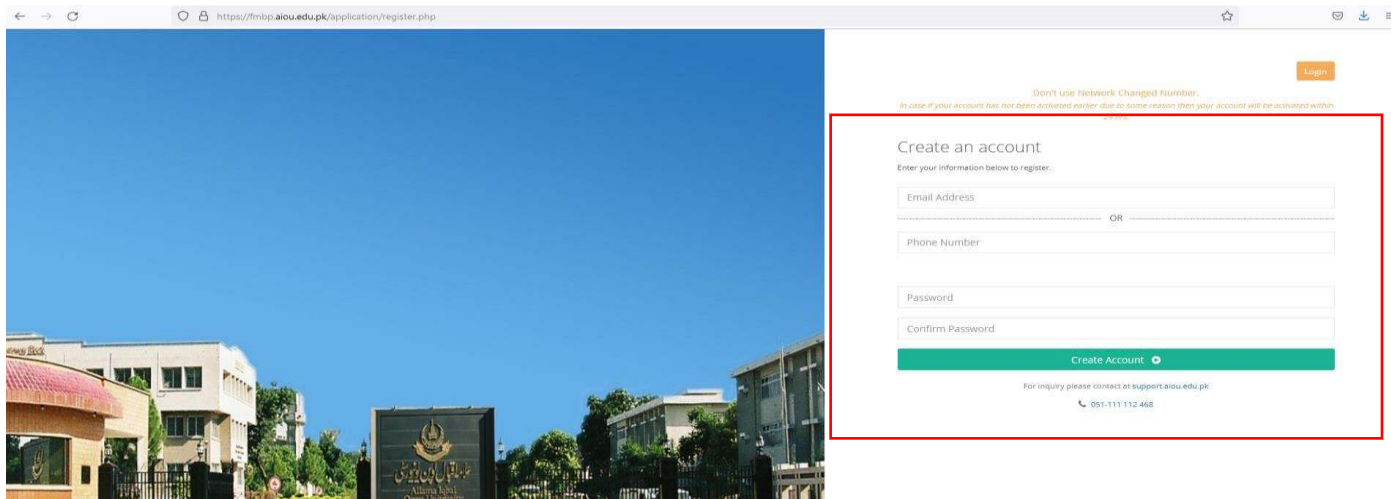
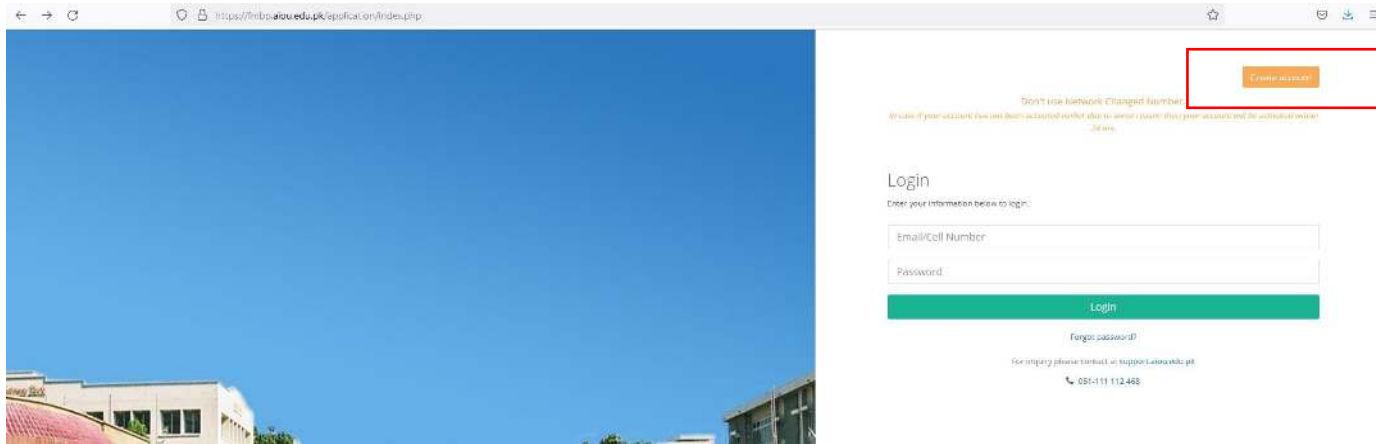
Copyright © 2020-21 @ AIOU Allama Iqbal Open University, Sector H-8, Islamabad- 44000, Pakistan AIOU Help Desk

- On next window you will find following **Four Options**.
  1. **Admissions for Fresh Students**
  2. Enrolment for Continuing Students (will start from 16 August 2021)
  3. Download Prospectus (For National Students)
  4. **Download Prospectus (For International and Overseas Students)**

Please click option 4 if you want to read or download the prospectus otherwise click on option 1 to fill-up online admission form Click on Admission for Fresh Applicants.

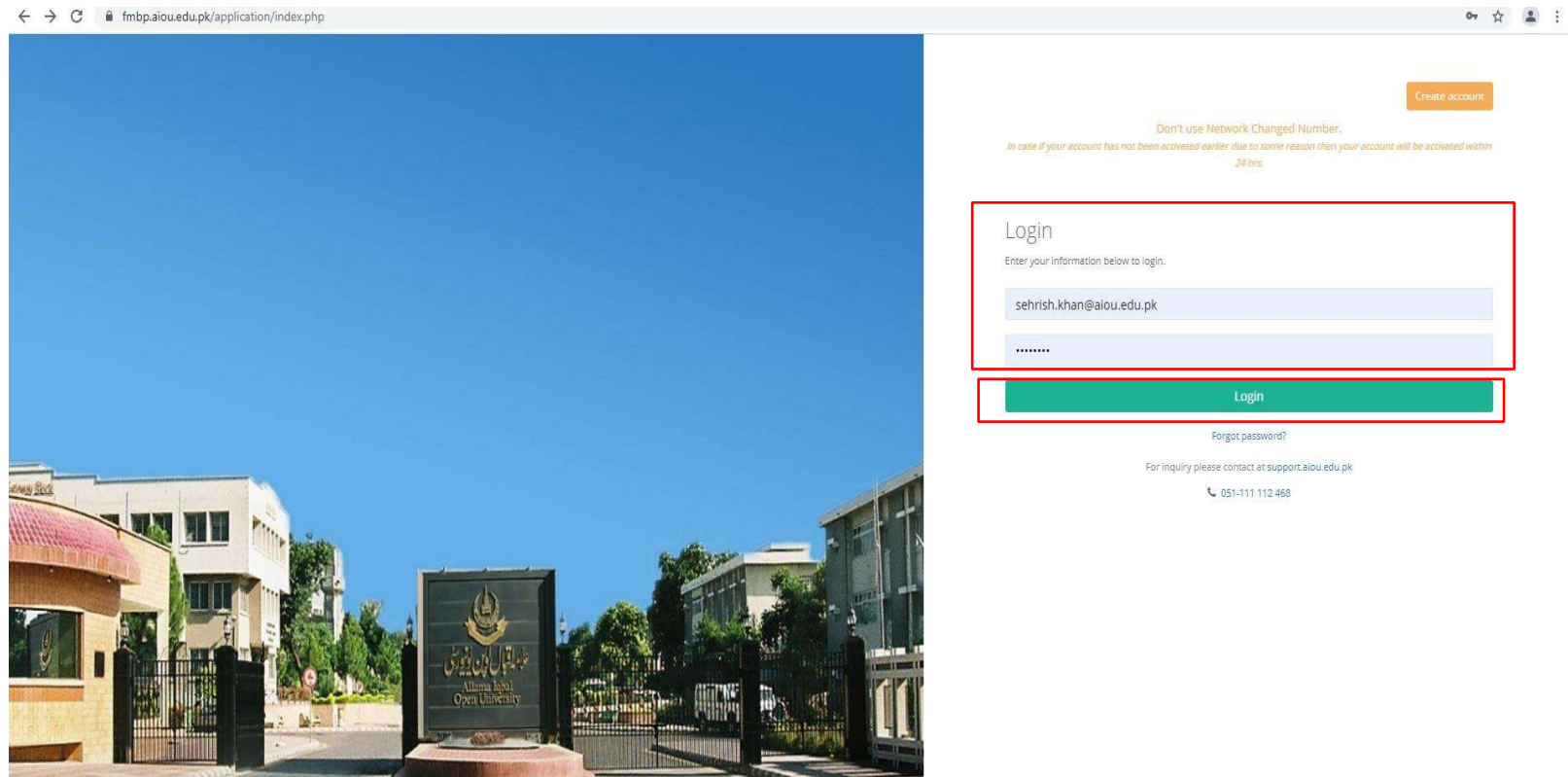
On clicking [Admission for Fresh Applicants](#), you can view the window as shown in picture. Here you will have to create your account with your email (Phone number option is not available for international and overseas students).

- Please click on [Create Account](#).



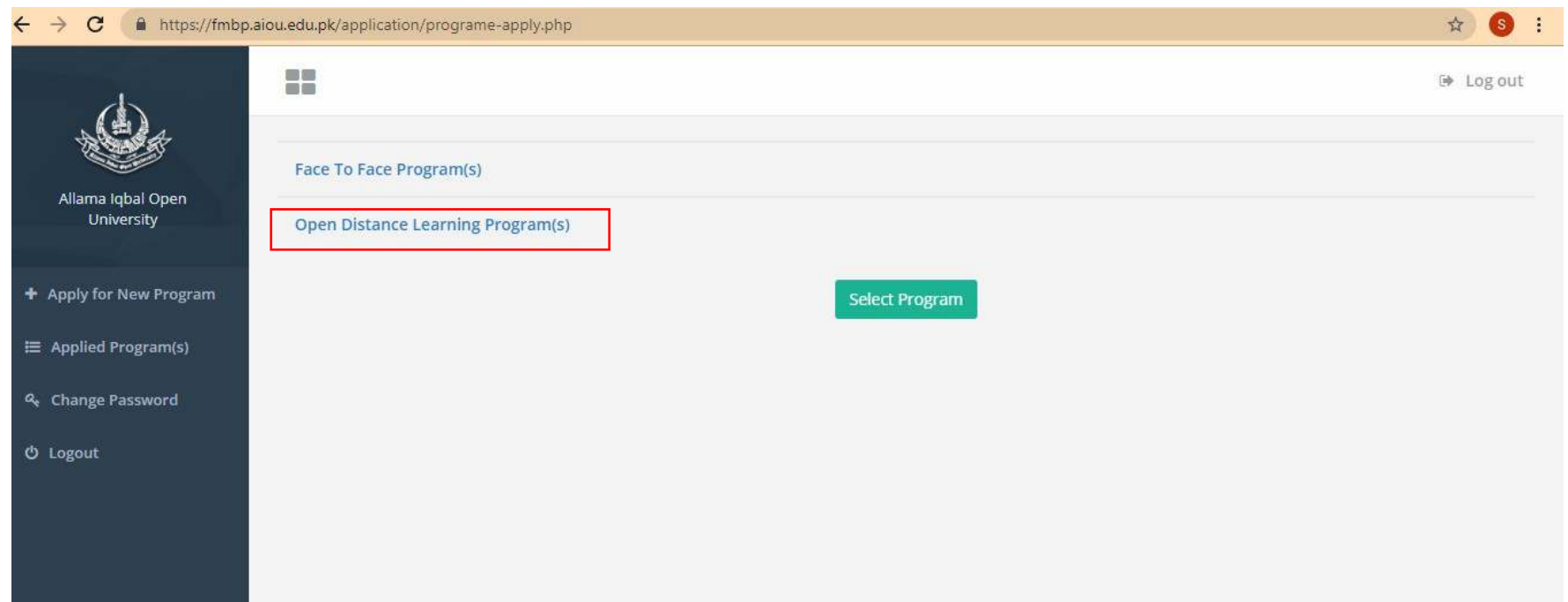
On creating account with email, you will receive a [CODE through your email](#). Write down that code at this page and proceed further.

- On successful creation of your account with AIOU you will have to sign in with your [email and password](#) as per shown example:



After Clicking the Login Button, you will sign into your University Account.

- Click on [Apply for New Program](#). You will see two options [Face to face Programs](#) and [Open Distance Learning Programs](#):
- [Click Open Distance Learning Program](#).



After Selecting Open Distance Learning Program **Select Option No 5** if you are wishful to apply for any BS-4Years Program (i.e. BBA 4-Years):

The screenshot shows the application portal for Allama Iqbal Open University. The page is titled "Face To Face Program(s)" and "Open Distance Learning Program(s)". A table lists the following programs:

	S.#	Program	Session	Deadline
<input type="radio"/>	1	ODL - SSC	Autumn   2021	Monday , September 20, 2021   23:59
<input type="radio"/>	2	ODL - H55C	Autumn   2021	Monday , September 20, 2021   23:59
<input type="radio"/>	3	ODL - CERT after SSC	Autumn   2021	Monday , November 01, 2021   23:59
<input type="radio"/>	4	ODL - BED1,5	Autumn   2021	Monday , November 01, 2021   23:59
<input checked="" type="radio"/>	5	ODL - BA/BS/AD/BED4	Autumn   2021	Monday , November 01, 2021   23:59
<input type="radio"/>	6	ODL - PGD	Autumn   2021	Monday , November 01, 2021   23:59

A green "Select Program" button is located below the table. The page footer contains the text "Copyright © 2021 Allama Iqbal Open University".

- After selecting your desired degree program, you will be at the new window there you will have to fill up the required information.
- For BS Programmes fill-up, the information on this page, i. e. your last degree information. **Under Degree Type click Degree** and **under Degree Level click 12 years of education.** Under **DEGREE** **click relevant option.** Then your **Preference/Major** **click relevant option** and then **under Board/university select your university from which you passed your last degree.**
- After this you will have to provide **INFORMATION about your MARKS.** Under **Starting Year** and **Passing Year** select the year you started and passed your degree.

- Under **Roll Number** type your roll number or registration no of that degree.
- In **Exam type Annual or Semester** and **Grading**.
- Then fill up **Total Marks** and **Obtained Marks**. Then **Division** will be auto filled by the system.

https://fmbp.aiou.edu.pk/application/terminal-degree.php?\_ID=MTA=

Application Form Log out

Allama Iqbal Open University

Apply for New Program

Applied Program(s)

Change Password

Logout

Image Not Found

Tracking ID: 02-2021-3-00160387  
Username: sehrish.khan@aiou.edu.pk  
Phone: -  
Application Status: Not Submitted

Program Group  
ODL - BA/BS/AD/BED4  
Autumn 2021

Current Address  
-  
--

0%

Degree Information ( Terminal/Last Academic Record )

\* Degree Type Degree

\* Degree Level 12 Years

\* Degree F.Sc.

\* Preference/Major Pre-Medical

\* Board/University BISE Lahore

On Next Window you will find an option to choose your degree program in which you want to get admission. In Program Type all International and Overseas Students are required to choose **INTERNATIONAL** as shown in picture below:

The screenshot displays the application form for Allama Iqbal Open University. The interface includes a sidebar with navigation options: 'Apply for New Program', 'Applied Program(s)', 'Change Password', and 'Logout'. The main content area features a header with the university logo and name, and a navigation bar with 'Application Form' and 'Log out' links. The user's profile information is shown, including a tracking ID, username, and phone number. The application status is 'Not Submitted'. The 'Program Group' is 'ODL - BA/BS/AD/BED4 Autumn 2021'. A progress indicator shows 20% completion. The 'Select Program of Study' section contains two dropdown menus: '\* Program Type' (set to 'INTERNATIONAL') and '\* Program' (set to 'BBA 4 YEARS'). A green button labeled 'Add Program to List' is located below the dropdowns. Below the form is a table titled 'Program(s)' with columns for 'S.#', 'Faculty', 'Program', 'Campus/Region', and 'Action'.

- Click one by one on the given options **Program of Study, Personal information, Academic Record, Professional Experience, Course Information, Photographs & Documents** and fill up accurately all the requisite information under these headings.
- Applicants of BS(4-Years), Associate degree Programs, B.E.D Programs, Online Certificates and Post Graduate Diplomas will pay their fee online after filling up their online admission form.

Logout

Personal Information  
Last Update:

Academic Record  
Last Update:

Professional Experience  
Last Update: September, 02 2021 01:05:18 PM

Courses Information  
Last Update:

Photograph and Documents  
Last Update:

051-111 112 468

Quick Links  
Prospectuses  
Advertisement

**Undertaking**

The information given in this form is correct to the best of my knowledge and nothing has been concealed. I have read the prospectus of the programme and filled the form in the light of the given instruction.

I shall abide by the rules and regulations framed by the university from time to time.

Upon the seeking admission I shall study the material and abide by the instruction given in it.

For legal remedy, I shall file an appeal in the courts of Rawalpindi/Islamabad only.

My admission is provisional and in case of any wrong mis-statement, or false information the university can cancel the admission and confiscate the fee/degree, etc.

I accept the responsibility for non-consideration of admission by the university due to incomplete or late admission of form fee.

I have submitted only one admission form in this semester. In case of two admission forms of two different courses/programmes the University is fully authorized to cancel admission of the fresh programme, and confiscate fee as per rules.

I have filled this form with the entire consent of my parent/ guardian.

I hereby undertake that the information provided herein is correct and I agree that at any stage the information found false OR I am found ineligible according to the admission criteria, the admission shall be cancelled and I shall not claim for the degree.

Application cannot be updated after submission.

Accept All

Submit Application

- In Professional Experience students who don't have any work experience shall [click as shown in the picture](#) and [click on the save & continue Section](#):

The screenshot displays the 'Work Experience' section of an application form. A red box highlights a message in the 'Organization' column: 'if you donot have any working experience click here to complete this section'. Another red box highlights the 'Save & Complete Section' button at the bottom right of the form.

S.#	Organization	Job Title	Date	Actions
if you donot have any working experience click here to complete this section				

- Please upload all required documents in the requisite format in the Photograph & Documents Section:

Application Form | Log out

Image Not Found

Tracking ID: 02.2021-3-00136670  
 Username: sehri1st.jhan@aiou.edu.pk  
 Phone: ...

Program Group  
 ODL - BA/BS/AD/BED4  
 Autumn 2021

Current Address  
 -

20%

Application Status: Not Submitted

Applicant (For multiple documents, Please create and upload one PDF document containing all documents.)

S.#	Document	Status	Action
1	*Recent Photograph <input type="button" value="Choose File"/> No file chosen Max File Size (0.5 MB) File Format: jpeg,jpg,png	Not Uploaded File Name: **	<input type="button" value="Upload"/>
2	*CNIC / B-Form / Passport <input type="button" value="Choose File"/> No file chosen Max File Size (0.5 MB) File Format: jpeg,jpg,png,pdf	Not Uploaded File Name: **	<input type="button" value="Upload"/>
3	Local/Domicile <input type="button" value="Choose File"/> No file chosen Max File Size (0.5 MB) File Format: jpeg,jpg,png,pdf	Not Uploaded File Name: **	<input type="button" value="Upload"/>

Guardian (For multiple documents, Please create and upload one PDF document containing all documents.)

S.#	Document	Status	Action
1	Father CNIC / Passport <input type="button" value="Choose File"/> No file chosen	Not Uploaded File Name: **	<input type="button" value="Upload"/>

- At the last step **ACCEPT ALL UNDERTAKINGS** by clicking on the empty boxes placed on left side of the window and click on the Submit Application Button:

Logout

Personal Information  
Last Update:

Academic Record  
Last Update:

Professional Experience  
Last Update: September, 02 2021 01:05:18 PM

Courses Information  
Last Update:

Photograph and Documents  
Last Update:

051-111 112 468

Quick Links  
Prospectuses  
Advertisement

**Undertaking**

- The information given in this form is correct to the best of my knowledge and nothing has been concealed. I have read the prospectus of the programme and filled the form in the light of the given instruction.
- I shall abide by the rules and regulations framed by the university from time to time.
- Upon the seeking admission I shall study the material and abide by the instruction given in it.
- For legal remedy, I shall file an appeal in the courts of Rawalpindi/Islamabad only.
- My admission is provisional and in case of any wrong mis-statement, or false information the university can cancel the admission and confiscate the fee/degree, etc.
- I accept the responsibility for non-consideration of admission by the university due to incomplete or late admission of form fee.
- I have submitted only one admission form in this semester. In case of two admission forms of two different courses/programmes the University is fully authorized to cancel admission of the fresh programme, and confiscate fee as per rules.
- I have filled this form with the entire consent of my parent/ guardian.
- I hereby undertake that the information provided herein is correct and I agree that at any stage the information found false OR I am found ineligible according to the admission criteria, the admission shall be cancelled and I shall not claim for the degree.
- Application cannot be updated after submission.
- Accept All

Submit Application

## **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 of 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 education journey through formal system of education. The University (AIOU) operates on semester system and admits students in Autumn and Spring semesters. Undergraduate admissions are offered in both semesters where-as postgraduates are offered once a year. The enrolled students are given course books specially prepared by the university on self instructional principles. However, at post graduate level reprints of foreign books alongwith allied material and university prepared study guides help students to polish their skills.

At present, the AIOU is offering programmes from Matric to PhD level in diverse disciplines comprised of four faculties. The university has established study centres across the country where distance education students are provided necessary guidance by their respective tutors. Moreover, the university has established full-time study centres wherein the students of MBA (IT), MBA (Banking and Finance), BS (CS), MSc/BS Chemistry, MSc/BS Microbiology etc. are being provided instruction, guidance, and counseling through face-to-face education. AIOU is also offering four years under-graduate degrees.

Apart from curricular and extra-curricular activities during the academic year, the AIOU and its regional centres 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 the research

scholars, a science complex has been built where they use the latest equipment of international standard for experiments and research. To meet the present-day challenges, internet facility is also available in the student hostel and the Central Library where computers have been provided to enable students to access latest information available through open-source databases.

## 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 14 departments offering masters programmes in major areas of Social Sciences and Humanities like, Business Administration, Commerce, Economics, Mass Communication, Sociology, Urdu, Library & Information Sciences, History, Pakistan Studies, English, Gender and Women Studies. Additionally, efforts are afoot to plan and launch post-graduate programmes in Pakistani Languages and Law. The Commonwealth-collaborated master's programmes 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 MPhil/PhD programmes in Iqbaliat, Urdu and Mass Communication and History and English while preparations are being made to launch MPhil Business Administration.

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

The faculty has expanded vitally, and its programmes 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 programmes in accordance with the current challenges of 21<sup>st</sup> century.

The faculty proposed to launch post-Graduate programmes in the disciplines of Political Science and International Relations, Psychology, Public Administration and Social Work.

Directorate of International Collaboration & Exchange is offering admissions to International and Overseas Students in BS-Pakistan Studies, BS-Accounting & Finance, BS-English and BS-Gender & Women Studies from Autumn-2021 Semester.

## DEPARTMENT OF PAKISTAN STUDIES

### Introduction

The Department of Pakistan Studies was separated from its parent department, the Department of Social Sciences and Humanities, and established as an independent department in the Faculty of Social Sciences and Humanities. Since its inception, the department has developed and offered several courses of Pakistan Studies ranging from Matriculation (Secondary School Certificate) to M Phil levels. M. Sc Pakistan Studies was offered first time in 1985. Since then, it has produced many graduates who are serving the nation in various capacities and bringing honor and pride to the Department of Pakistan Studies and to the AIOU.

### BS PAKISTAN STUDIES 4 YEARS PROGRAMME

PROGRAMME CODE: 0439

### Introduction

For the pragmatic understanding of the socio-political and economic institutions of any country, it is inevitable to study the Geography, History, Politics, Economics and Culture of that country in an integrated manner. The purpose of offering BS (4 years) Pakistan Studies is to promote investigative approach, in Social Sciences paradigms, to study Pakistani Society and Culture, Political and Economic Institutions, History and Geography in an integrated and interdisciplinary ways.

### Objectives

The main objective of BS (4 years) Pakistan Studies programme is to produce social scientists who can embark on the task of carrying out scientific research in the fields of Pakistan's history, politics, economics, society, and culture. We hope, this approach will be helpful to understand the complexities and problems associated with the socio-political and economic development of the country.

### Eligibility

The candidates having Intermediate Certificate (at least in 2<sup>nd</sup> division) will be eligible to apply for the admission in BS (4 years) Pakistan Studies.

### Duration

The minimum period for completion of the programme is four years while maximum period will be as per university rule(s) as prescribed by HEC.

**Medium of Instruction**

The medium of instructions and examinations will be English.

**Scope of Studies**

BS (4 years) Pakistan Studies programme would fulfill their innermost satisfaction and their thirst for knowledge as well as the requirements of students for jobs. After completing BS in Pakistan Studies the learners will find the jobs in public as well as in various private sectors. Pakistan Studies is a compulsory subject at college level and after completing BS the candidate may serve as lecturer in colleges as well as Subject Specialist & Senior Subject Specialist in schools. Moreover, the candidates have vast opportunities in the field of Research, Tourism and NGOs. The curriculum of BS Pakistan Studies also would be fruitful for those who wish to join Central Superior Services of Pakistan. (CSS)

**Scheme of Studies**

BS (4 years) Pakistan Studies programme comprises of 129 Credit Hours (CH) of course work. The admission in BS (4 years) would be advertised twice in a year (Autumn and Spring Semesters) for National, International and Overseas Pakistani students.

<b>Semester wise break-up of the courses:</b>			
Course Load per Semester:		15-21 Credit Hours	
Number of Courses per Semester:		5-7 Courses	
S. No	Categories	No. of Courses Min-Max	Credit Hours Min-Max
1	Compulsory Requirement (No Choice)	09	27
2	General Courses (chosen from other departments)	02	06
3	Discipline Specific Foundation Courses (chosen from other departments)	09	27
4	Major Courses	23	69
<b>Total</b>		<b>43</b>	<b>129</b>

**SEMESTER WISE BREAKUP**

**SEMESTER 1**

**18 Credit hours**

S. No.	Course Code	Course Title	Cr. Hrs
1	9407	English – I	3
2	9374	Pakistan Studies	3
3	5403	Basics of Information & Commu-nication Technology <b>(Compulsory)</b>	3
4	6489	Muslim Struggle in British India (1858-1947)	3
5	9404	Public Relations	3
6	9351	Geography of Pakistan -I	3

**SEMESTER 2**

**18 Credit hours**

1	9408	English-II	3
2	9401/5437	Islamiat / Ethics (For non-Muslims) <b>(Compulsory)</b>	3
3	4485	Introduction to Statistics <b>(Compulsory)</b>	3
4	9353	Geography of Pakistan II	3
5	9354	Foreign Policy of Pakistan I	3
6	9403	Pakistani Adab-I	3

**SEMESTER 3**

**18 Credit hours**

1	9409	English-III	3
2	9369	Minorities and Human Rights in Pakistan	3
3	9410	Introduction to Sociology: Culture and Society	3
4	9417	Understanding of Mathematics & Statistics <b>(Compulsory)</b>	3
5	9355	Foreign Policy of Pakistan -II	3
6	9356	Pakistani Society and Culture -I	3

**SEMESTER 4** **15 Credit hours**

1	9416	English-IV	3
2	9375	Research for Development	3
3	9411	Population Studies	3
4	9362	Public Administration	3
5	9358	Genesis of Pakistan Movement	3

**SEMESTER 5** **15 Credit hours**

1	9438	Methods of Social Research- I: Research Process	3
2	9376	Developing Research Reports	3
3	9264	National And International Current Affairs-I	3
4	9360	Political and Constitutional Development in Pakistan- I	3
5	9361	Pakistani Society and Culture- II	3

**SEMESTER 6** **15 Credit hours**

1	9363	Pakistan and Neighbors	3
2	9359	Pakistani Languages and Literature –I	3
3	9365	Political and Constitutional Development in Pakistan- II	3
4	9439	Methods of Social Research- II: Tools of Data Collection	3
5	9377	Natural Resource of Pakistan and their Management	3

**SEMESTER 7** **15 Credit hours**

1	9366	Regional Cultures of Pakistan	3
2	9364	Pakistani Languages and Literature- II	3
3	9367	Economic Development in Pakistan- I	3
4	9368	Urbanization in Pakistan	3
5	9440	Sociology of Development: Meaning and Explanation	3

**SEMESTER 8** **15 Credit hours**

1	9370	Economic Development in Pakistan-II	3
2	9371	Political Parties and Pressure Groups in Pakistan	3
3	9372	Social Change in Pakistan	3
4	9352	Ideological Foundations of Pakistan	3
5	9357	Archeology of Pakistan	3

**Fee Tariff:**

Item	Fee
<b>Registration Fee</b> (once, if not already registered with AIOU)	US\$50
<b>Admission Fee</b>	US\$50
<b>Tuition fee</b> per 3 Credit Hours Course = US\$100× 6 = 600	US\$600
<b>Total US\$:</b>	<b>US\$700</b>

**Revised Assessment Formula for Associate Degree (ADC, ADE, ADB)/BS/BBA/B.Ed/PGD Programs (ODL)**  
Securing passing marks in assignment/practical/any other component is not compulsory from semester Autumn, 2021 onwards, however, passing marks i.e. 50% in final exams will be mandatory. If a student gets 50 marks out of 100 in the final exam and does not score 50% aggregate marks, he/she will be declared Fail in the respective course and he/she will have to re-register/re-admit in the respective course, whenever said course (s) are offered in any of the subsequent semester (s).

Assignments	Workshop (attendance/ quizzes)	Final Exam	Passing Marks
20%	30%	50%	50% (in aggregate) However, 50% marks in final exams is mandatory

### **1. Workshops**

There would be workshop for 3 days each 3 credit hour course. Workshop is a compulsory component. It is required for pass the course. It does not carry any marks.

### **2. Study Material**

The University will provide study material to the students at the start of each semester in the form of soft copy as per AIOU policy.

### **3. Change of Rules**

Any amendment made by the University in BS (4 years) rules will be applicable to the BS (4 years) Pakistan Studies programme (as per rules).

1. Professor Dr. Badshah Sardar, Chairman,  
051-9250074, badshah.sardar@aiou.edu.pk

2. Dr. Samina Yasmeen, Associate Professor,  
051-9057836, samina.yasmeen@aiou.edu.pk

3. Malik Aakhgter Hussain, Assistant Professor,  
051-9057751, a.hussain@aiou.edu.pk

4. Dr. Khalid Mahmood, Lecturer,  
051-9057831, Khalid.mehmood@aiou.edu.pk

## DEPARTMENT OF COMMERCE

The Department of Commerce is one of the pioneer academic Departments of AIOU. The Department was established in 1975 and started offering, Industrial & Commercial Training Courses. Since 1987 Commerce Department started working with a full-fledged capacity to cater the needs of the wide range of people interested in 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 programmes in consultation with accreditation bodies and stakeholders. The Department takes pride to offer BS Accounting and Finance. Moreover, after assessing the international and overseas market need the Directorate of International Collaboration and Exchange has offered BS-Accounting & Finance to International and overseas students as well from Summer-2021 semester. Most of the overseas students are serving the international market and want to upgrade their educational qualification but they couldn't get spare time to continue their studies along-with their jobs. It's a great opportunity for all such overseas students to join our online educational plan and upgrade their qualification without any hindrance in their work-life.

### **SCHEME OF STUDIES** **BS (ACCOUNTING & FINANCE)** **Programme Code: 0436**

Sr #	Semester I	Cr. Hrs.	Code
1	Islamiat/Ethics (For Non-Muslims Students)	3	5436/5437
2	Compulsory English-I	3	5404
3	Fundamentals of Business	3	5402
4	Principles of Accounting	3	5401
5	Microeconomics	3	5406
6	Applied Mathematic for Business and Social Sciences	3	5405

Semester II			
1	Pakistan Studies	3	5438
2	Compulsory English-II	3	5411
3	Basics of ICT	3	5403
4	Cost Accounting	3	5410
5	Macro Economics	3	5416
6	Statistics for Management	3	5412
Semester III			
1	Principles of Management	3	5414
2	Business Communication	3	5409
3	Fundamentals of Money and Banking	3	8593
4	Financial Accounting	3	5418
5	Business Taxation	3	5445
6	Commercial Geography	3	8595
Semester IV			
1	Auditing	3	5417
2	Introduction to Business Finance	3	8594
3	Advanced Accounting	3	5419
4	Business Law	3	5413
5	Islamic Banking	3	5421
Semester V			
1	Advanced Financial Accounting	3	8553
2	Bank Operations Management	3	5479
3	E-Commerce	3	8554
4	Basics of Technical English	3	8504
5	Introduction to Sociology	3	9410
6	Pakistani Adab-I	3	9403
Semester VI			
1	Managerial Accounting	3	8508
2	Business Research	3	8510
3	Non-Banking Financial Institutions	3	5478
4	Marketing Management	3	8511
5	Introduction to Environment	3	5443
6	Iqbal Persian Poetry	3	5444

Semester VII			
1	Financial Management	3	8513
2	Corporate Law	3	5480
3	Taxation Management	3	8531
4	Money and Capital Markets	3	8526
5	Public Sector Accounting	3	8555
Semester VIII			
1	Financial Reporting-I	3	8567
2	Corporate Finance	3	8524
3	Advanced Auditing	3	8533
	Financial Reporting II	3	8568
4	Research Project Or	3	8566
	1. Project Management		8516
	2. Entrepreneurship		8503
	Or		
	1. Project Management		8516
	2. Internship		8569
<b>Total Credit Hours</b>		<b>138</b>	

Note: Two Courses in lieu of Research project will be as follows:

- I. Project Management
- II. Entrepreneurship

One course along with internship will be Project Management

**Duration:**

Four (04) year consisting of eight semesters.

**Admission Criteria:**

- i. Candidates having intermediate/12 Year's education or equivalent qualification with at least 45% marks are eligible to apply for admission.
- ii. All those students having intermediate/higher secondary school/12-years degree from any other country shall get their degree verified by the IBCC. In case of any confusion in this regard students may contact the Directorate of International Collaboration & Exchange AIOU.
- iii. ADC degree holders will be eligible for admission in fifth semester of BS & A&F.

**Methods of Instruction:**

- i. The program will be offered online to all international and overseas students.
- ii. Learning Management Systems (LMS) shall be sourced for hosting academic material delivery of instructions.

**Revised Assessment Formula for Associate Degree**

**(ADC, ADE, ADB)/BS/BBA/B.Ed/PGD Programs (ODL)**

Securing passing marks in assignment/practical/any other component is not compulsory from semester Autumn, 2021 onwards, however, passing marks i.e. 50% in final exams will be mandatory. If a student gets 50 marks out of 100 in the final exam and does not score 50% aggregate marks, he/she will be declared Fail in the respective course and he/she will have to re-register/re-admit in the respective course, whenever said course (s) are offered in any of the subsequent semester (s).

Assignments	Workshop (attendance/ quizzes)	Final Exam	Passing Marks
20%	30%	50%	50% (in aggregate) However, 50% marks in final exams is mandatory

**v. Award of Degree:**

- i. Successful completion of all required courses.
- ii. Internship Report (if chosen):
  - a) A student will be required to complete internship of three (03) months and submit internship report online to the department for evaluation. Guidelines regarding internship report will be provided by the department.
  - b) On successful completion and submission of internship report, viva voce examination will also be held online for all international and overseas students.

**Fee Structure:**

Item	Fee
<b>Registration Fee</b> (once, if not already registered with AIOU)	US\$50
<b>Admission Fee</b>	US\$50
<b>Tuition fee</b> per 3 Credit Hours Course = US\$100× 6 = 600	US\$600
<b>Total US\$:</b>	<b>US\$700</b>

**Note:**

- i. To attend online classes, a student is required to have a facility of computer with internet connection.

**Faculty Members of Commerce Department**

- 1) **Prof. Dr. Syed Hassan Raza**  
*Dean*  
*Faculty of Social Sciences & Humanities*  
Ph: 051- 9250076, 051-9057772
- 2) **Prof. Dr. Syed Muhammad Amir Shah**  
*Chairman*  
Ph: 051-9250153, 051-9057154  
E-mail: dramirshah@aiou.edu.pk
- 3) **Mr. Tanvir Ahmed**  
*Assistant Professor*  
Ph: 051-9257441  
E-mail: tanvir.ahmed@aiou.edu.pk
- 4) **Mr. Moazzam Ali Tarar**  
*Assistant Professor*  
Ph: 051-9057879  
E-mail: moazzam.ali@aiou.edu.pk
- 5) **Mr. Muhammad Munir Ahmad**  
*Lecturer*  
Ph: 051-9057162  
E-mail: munir.ahmad@aiou.edu.pk
- 6) **Ms. Asia Batool**  
*Lecturer*  
Ph: 051-9057879  
E-mail: asia.batool@aiou.edu.pk
- 7) **Staff:**  
Ph: 051-9057221  
E-mail: commerce@aiou.edu.pk

## 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 goal of becoming a center of excellence in the discipline of Business Management. The Department has assembled outstanding teaching faculty and developed extensive teaching material for the improvement of education in Pakistan.

The department is offering MBA 3-½ year, MBA 2-½ year, PGD HRM, MS Management Sciences and PhD Business Administration. The department introduced BBA 4 Years programme in Autumn 2017. It is hoped that these programmes would contribute significantly to the national goal of development of professions equipped with modern business techniques. These programmes are designed to provide an opportunity to upgrade the skills and enhance professional qualifications of the future managers. 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 PhDs, MPhil/MS both from national and foreign universities.

The department is offering various programmes to achieve the following objectives:

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

## BACHELOR OF BUSINESS ADMINISTRATION (BBA 4 Years) Programme Code: 0435

### **Introduction:**

The Higher Education Commission initiated four years degree programme in Business Administration to access best talent at initial stages and provide students the opportunity to have expertise in the discipline of choice.

The purpose of BBA 4-year programme is to enable graduates to better respond to the organizational demands and to help them acquire the skills needed for managing self and others in an organization. The courses of BBA 4-year programme are aimed at developing an understanding of the ways in which individuals and groups behave in relation to an organization. It also focuses on the way organizations shape individual action. The specialized courses of BBA 4-year Programme to enable the students to develop an understanding of kind of organizations and to learn different skills appropriate for managerial and administrative tasks associated with these organizations.

It is designed to enable students to develop knowledge and skills appropriate for them to effectively manage their own activities. At Department of Business Administration, AIOU a blend of theory and practical knowledge is applied in this programme.

Moreover, by keeping in view the interest of international and overseas students in our online educational programs, admissions in BBA (Hons) have been offered to the international and overseas students from Autumn-2021 semester.

### **Objectives:**

The Business Administration programme of AIOU is designed to achieve the following objectives:

1. To prepare professionally trained leaders for public and private sector organizations and to train managers to cater to the needs of complex and changing business environment.
2. To inculcate future orientation in the managers which encourage continuous learning and habitual receptiveness to new ways, identifying and dealing with opportunities and problems in the business world.

### Eligibility Criteria

- An applicant having intermediate (12 years of education)/higher secondary school pass certificate or equivalent in second division (at least 45% marks) with any subject(s) from any recognized institution is eligible for admission.
- All those students having intermediate/higher secondary school/12-years degree from any other country shall get their degree verified by the IBCC. In case of any confusion in this regard students may contact the Directorate of International Collaboration & Exchange AIOU.

### Duration:

As per guidelines of HEC, BBA 4Years will be spread over 8 semesters covering 42 course including term paper. It will consist of 128 credit hours. The minimum period required for its completion will be 4 years.

### SCHEME OF STUDY:

#### 1<sup>st</sup> Semester

Sr#	Code	Course Title	Cr Hrs
1.	8401	Principles of Accounting	3
2.	8402	Fundamentals of Business	3
3.	8403	Fundamentals of Computers	4
4.	5466/ 5467	Islamic Studies/ Ethics (for Non- Muslim)	2
5.	9407	English-I	3

#### 2<sup>nd</sup> Semester

Sr#	Code	Course Title	Cr Hrs
1.	8404	Advanced Accounting	3
2.	8405	Applied Math for Business & Social Science	3
3.	8406	Microeconomics	3
4.	8407	Principles of Marketing	3
5.	5465	Pakistan Studies	2

#### 3<sup>rd</sup> Semester

Sr#	Code	Course Title	Cr Hrs
1.	8408	Cost Accounting	3
2.	9408	English-II	3
3.	8409	Statistics for Management	3
4.	8410	Business Communication-I	3
5.	8411	Introduction to Psychology	3

#### 4<sup>th</sup> Semester

Sr#	Code	Course Title	Cr Hrs
1.	8412	Macro Economics	3
2.	8413	Introduction to Logic	3
3.	8414	Introduction to Business Finance	3
4.	8415	Business Communication-II	3
5.	9410	Introduction to Sociology: Culture and Society	3
6.	8416	Pre-Calculus for Business	3

#### 5<sup>th</sup> Semester

Sr#	Code	Course Title	Cr Hrs
1.	8417	Statistical Inferences	3
2.	8418	Production & Operations Management	3
3.	8419	Management Theory and Practice	3
4.	8420	Business Ethics	3
5.	8421	Business and Labor Laws	3

#### 6<sup>th</sup> Semester

Sr#	Code	Course Title	Cr Hrs
1.	8422	Financial Management	3
2.	8423	Marketing Management	3
3.	8424	Entrepreneurship	3
4.	8425	Human Resource Management	3
5.	8426	Introduction to E- Business	3

#### 7<sup>th</sup> Semester

Sr#	Code	Course Title	Cr Hrs
1.	8427	Organizational Behavior	3
2.	8428	Consumer Behavior	3
3.	8429	Management Information System	3
4.	8430	Project Management	3
5.	8431	Business Research	3
6.	8432	Economy of Pakistan	3

## 8<sup>th</sup> Semester

Sr#	Code	Course Title	Cr Hrs
1.		Elective – I	3
2.		Elective – II	3
3.		Elective – III	3
4.		Elective – IV	3
5.	8445	Term Paper or Two course at serial no. 6 & 7 below in lieu of term paper	6
6.	5017	Corporate Governance	3
7.	5011	Total Quality Management	3
<b>Elective/Specialization Courses:</b>			
<b>Marketing</b>			
1.	8433	International Marketing	3
2.	8434	Marketing of Services	3
3.	8435	Marketing Research	3
4.	8436	Distribution Channels	3
<b>Human Resource Management</b>			
1.	8437	Human Resource Development	3
2.	8438	Training and Development	3
3.	8439	Compensation Management	3
4.	8440	Leadership and Team Management	3
<b>Banking and Finance</b>			
1.	8441	Financial Markets and Institutions	3
2.	8442	Auditing	3
3.	8443	Taxation Management	3
4.	8444	Banking Law and Practice	3

### Admission Procedure

1. Admission forms would be accepted online only.
2. All international and overseas students can apply for BBA(Hons).
3. The qualifying candidates as per criteria mentioned are required to deposit their fee online.
4. Incomplete online admission forms will not be entertained in any case.

### Medium of Instruction

Medium of Instructions and examination will be English only.

### Method of Instruction

BBA 4-years (specializations in Marketing, Human Resource Management and Banking & Finance) would be offered Online to all international and overseas students.

### BBA Online Workshops

At the end of each semester, online workshops will be arranged for all the courses except Course Codes (5465, 5466 and 5467). **The workshop would be held as per university policy. Seventy percent (70%) attendance and presentation/viva are mandatory for each course.** The presentation of the study report and participation in the workshop activities would be duly evaluated and graded. If a student fails to obtain 70% marks in the workshops, he/she will be given two additional chances to qualify in subsequent semester (with reappear fee as per AIOU rules) or as and when university offers these courses.

### Revised Assessment Formula for Associate Degree (ADC, ADE, ADB)/BS/BBA/B.Ed/PGD Programs (ODL)

Securing passing marks in assignment/practical/any other component is not compulsory from semester Autumn, 2021 onwards, however, passing marks i.e. 50% in final exams will be mandatory. If a student gets 50 marks out of 100 in the final exam and does not score 50% aggregate marks, he/she will be declared Fail in the respective course and he/she will have to re-register/re-admit in the respective course, whenever said course (s) are offered in any of the subsequent semester (s).

Assignments	Workshop (attendance/ quizzes)	Final Exam	Passing Marks
20%	30%	50%	50% (in aggregate) However, 50% marks in final exams is mandatory

### Fee Structure:

Item	Fee
<b>Registration Fee</b> (once, if not already registered with AIOU)	US\$50
<b>Admission Fee</b>	US\$50
<b>Tuition fee</b> per 3 Credit Hours Course = US\$150 × 5 = 650	US\$650
<b>Total US\$:</b>	<b>US\$850</b>

### **Degree Requirements**

Following are the requirements for the award of BBA 4 Years degree.

1. Successful completion of all required courses.
2. Student would have to complete a term paper of 6 credit hours and submit to the department for evaluation.
3. Viva voce examination: On successful completion of term paper, comprehensive/viva voce shall be held as per AIOU rules. The said exam will be arranged Online.

### **Rules & Regulations**

Rules and regulations, in line with the HEC guidelines and applicable in the AIOU, as amended from time to time will be adopted in this programme. Format and procedure for term paper will be communicated to students in due course of time.

### **Faculty Members:**

- 1) **Prof. Dr. Syed Hassan Raza**  
*Chairman*  
Ph: 051-9057722, 051-9250089  
[mba@aiou.edu.pk](mailto:mba@aiou.edu.pk)
- 2) **Dr. Muhammad Majid Mahmood Bagram**  
*Assistant Professor*  
Ph: 051-9057406
- 3) **Dr. Adnan Riaz**  
*Assistant Professor*  
Ph: 051-9057272
- 4) **Mr. Salman Ali Qureshi**  
*Assistant Professor*  
Ph: 051-9057840
- 5) **Dr. Mubashar Hassan Zia**  
*Assistant Professor*  
Ph: 051-9057477
- 6) **Mahmood ul Hasan**  
*Lecturer*  
Ph: 051-9057855
- 7) **Mr. Sadar Ayub Khan**  
*Lecturer*  
Ph: 051-9057416  
[mba@aiou.edu.pk](mailto:mba@aiou.edu.pk)
- 8) **Mrs. Mobashira Hamid Alvi**  
*Lecturer*  
Ph: 051-9057186  
[mobashira.alvi@aiou.edu.pk](mailto:mobashira.alvi@aiou.edu.pk)
- 9) **Syeda Attiya Rahat**  
*Lecturer*  
Ph: 051-9057802
- 10) **Mr. Ahmed Hasan Javed**  
*Lecturer*  
Ph: 051-9057250
- 11) **Mr. Muhammad Ehsan Javaid**  
*Lecturer (Program Coordinator)*  
Ph: 051-9057250  
[ehsan.javaid@aiou.edu.pk](mailto:ehsan.javaid@aiou.edu.pk)

## **GENERAL INFORMATION**

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A course taken by any student cannot change during the semester. However, in real hardship cases, the change in courses will be allowed by Director Admission within fifteen days after deposit of prescribed fee.
- iii. The address of a student will not be changed during the semester.
- iv. Admission to courses for both the Spring and Autumn semesters are generally offered in the months of March and September, respectively, whereas, examinations commenced in November and May respectively. Admission schedule is announced on University website <https://aiou.edu.pk> during this period. The students are required to submit their online application for admission as per schedule.
- v. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme.
- vi. On payment of the registration fee, each student will be issued a registration number. The registration number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.
- vii. Rules and regulations framed, enhanced, and changed from time to time by the authorities, bodies of the university will be effective as applicable. The student must abide by all such rules and regulations from the date of their implementation.
- viii. 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.
- ix. It would be responsibility of the student to remain in touch with the department regarding the selected programme.
- x. 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.
- xi. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree as per guided process by the Directorate of International Collaboration & Exchange.
- xii. The university reserves the right to change contents of this prospectus without any prior notice as per university policy.
- xiii. Online admission forms incomplete in any respect will not be entertained and after closure of admissions students would be informed about the deficiency in clear terms with advice to request for refund of fee.
- xiv. Online admission form received without prescribed fee less fee or fee deposited after due date will not be considered.
- xv. 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.
- xvi. 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.
- xvii. International students having international degree equivalent to SSC/HSSC degree are required to get it verified by the IBCC and provide the equivalence certificate to AIOU.

### **Availability of Learning Material**

- i. Learning material can be downloaded from university website: [www.aiou.edu.pk](http://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](http://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**

- The students who have submitted their fees for Admission but do not wish to continue and have applied for refund of fee will be refunded after deduction @ 10% of total fee.
- The student who was not eligible but deposited fee for Admission, the fee shall be refunded after deduction @ 15% of total fee.
- The students who have deposited their fee in excess of due fee the total excess amount shall be refunded adjusted as the case may be.
- The Treasurer Department shall verify the fee of students and shall send the case to the audit for pre-audit.
- Cheque will be issued to the candidate by the campus payment section, Treasurer Department.
- Admission fee will be refunded/ adjusted maximum up to one year.
- Refund of Fee for all international and overseas students is subject to the University policy time to time.

## **GENERAL CONDITIONS FOR REFUND**

1. The University must have received the fees in its bank account.
2. All refund requests must be submitted on the Fee Refund Application form. Deposit Slip, any other record of fee and ID Card copy must be attached to it.
3. All applications shall be addressed to the Treasurer and will be received directly in the Treasurer Department with full particulars. The Treasurer Department will get report from concerned Department and verify the amount from system as the case may be and will process the case accordingly.
4. The refund will be made after deduction of any recoverable amount.
5. The refund will be made to the same person or firm from whom the payment was received, though cross cheque.
6. If the University makes an offer on the basis of incorrect or incomplete information, misstatements, concealment of facts, fake certificates or use of any other unfair means by the applicant/ student, the admission will be cancelled, and refund will not be allowed. Department reserves the right to take disciplinary action also.
7. Any type of Processing Fee will not be refunded.
8. In the case of death or physical incapacity, the full refund will be made only in instances of severe unavoidable and incapacitating circumstances.
9. In case the students who are not allowed/granted admission to a program offered by the University due to less enrolment/non formation of viable group/ non-offering of courses, full fee will be refunded to them.

## **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.
  1. 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**

<b>Sr. #</b>	<b>Name</b>	<b>Telephone Nos.</b>
1.	Director Admissions	051-9057298 051-9250043 051-9250162 (Fax)
2.	Controller of Examinations	051-9057310 051-9057328 051-9250012
3.	Director Students Affairs	051-9250174
<b>Directorate of International Collaboration &amp; Exchange</b>		
1.	Dr. Zahid Majeed Director Zahid_majeed@aiou.edu.pk	+92-51-9057294
2.	Sehrish Khan Assistant Director <a href="mailto:sehrish.khan@aiou.edu.pk">sehrish.khan@aiou.edu.pk</a>	+92-51-9057811
3.	Mr. Muhammad Ajab Superintendent <a href="mailto:overseas@aiou.edu.pk">overseas@aiou.edu.pk</a>	+92-51-9057165 +92-51-9250175