

ADMISSION Spring 2022

AI^oU

M. Com



Allama Iqbal Open University, Islamabad
Directorate of International Collaboration & Exchange
www.aiou.edu.pk

PROSPECTUS FOR INTERNATIONAL/OVERSEAS STUDENTS

M.COM

FOR

SEMESTER: SPRING, 2022



Directorate of International Collaboration & Exchange

Allama Iqbal Open University Pakistan

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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 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. 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. AIOU offers 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. After assessing the success of many degree programs in Pakistan, AIOU is successfully offering multiple degree programs for International/overseas students. AIOU values the presence of International/Overseas students and recognizes the important role they play in the life of AIOU. In recent years we have established cross institutional cooperation's with many countries across the globe. 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 support online by using their Learning Management system (LMS) portal.



Committed for your bright future!

Prof. Dr. Zia-UI-Qayyum
Vice Chancellor, AIOU

Minimum and Maximum Duration/ Semesters: Programs on ODL Mode

Sr. No.	Degree Level	Minimum Duration	Maximum Duration
1.	Matric/ F.A	2 Years / 4 Years	5 Years
2.	Certificate (6 Months)	6 Months / 1 Semester	1 Year
3.	All Postgraduate Diplomas (1 Year)	1 Year / 2 Semesters	3 Years
4.	Associate Degree (2 Years)	2 Years / 4 Semesters	4 Years
5.	B. Ed (1.5 Years)	1.5 Years / 3 Semesters	3 Years
	B. Ed (2.5 Years)	2.5 Years / 5 Semesters	5 Years
6.	BS / BBA / B,Ed (4 Years)	2 Years / 8 Semesters	8 Years
7.	M.Ed (1 Year)	1 Year /2 Semesters	3 Years
8.	All Master Degree Programs (2 Years)	2 Years / 4 Semesters	4 Years

Revised Policy: Reappear and again Reappear

<p>The policy of Re-appear and again Re-appear is being discontinued and the concerned students will have to re-register/enroll or re-admit in the failed course(s).</p>
--

IMPORTANT ACTIVITIES TO BE REMEMBERED

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

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
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 you will be at this page/window.

The screenshot shows the Allama Iqbal Open University website. 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 ☆ ⓘ ⋮

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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

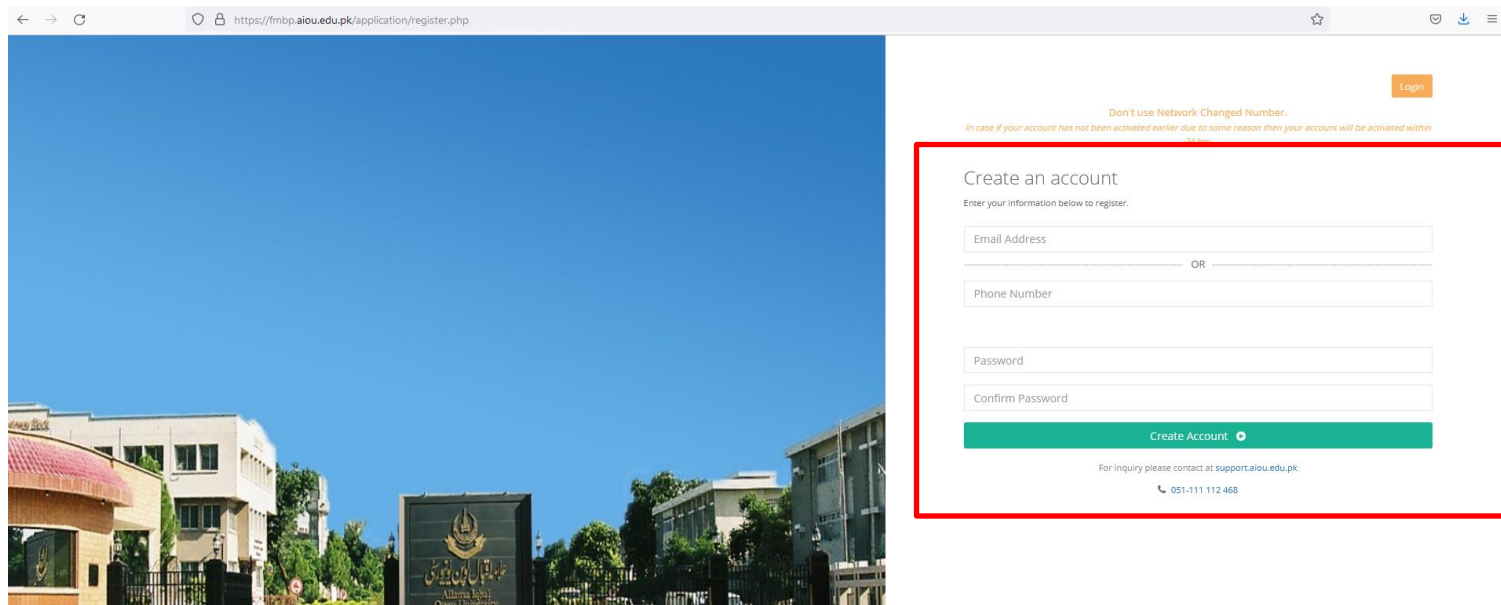
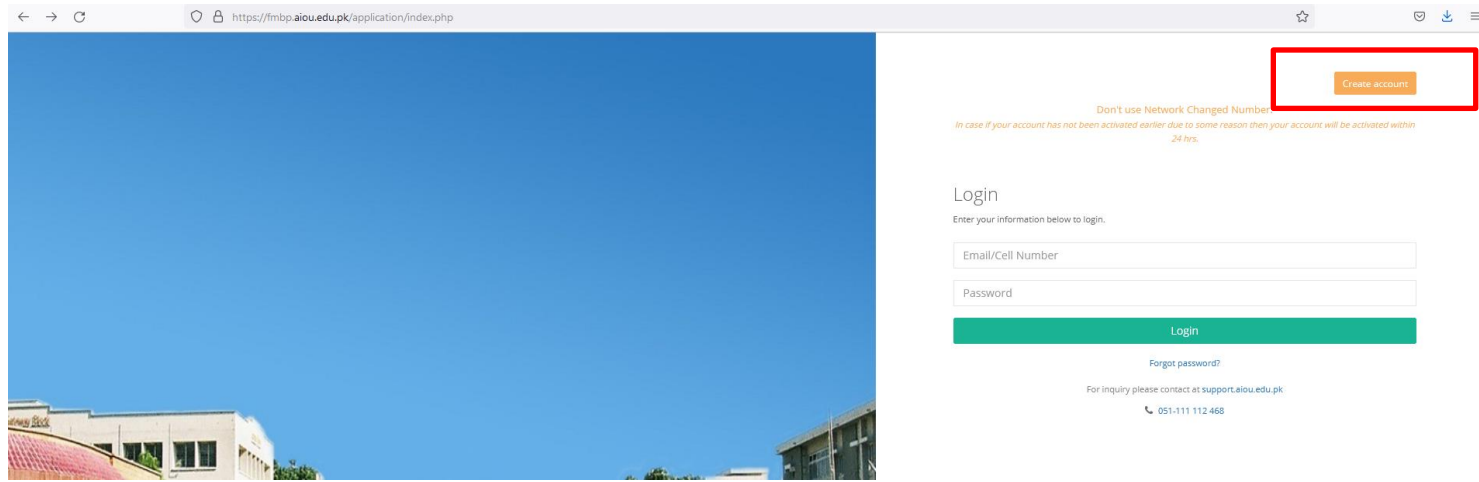
Copyright © 2020-21 @ AIOU Allama Iqbal Open University, Sector H-8, Islamabad- 44000, Pakistan AIOU Help Desk

- 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.**

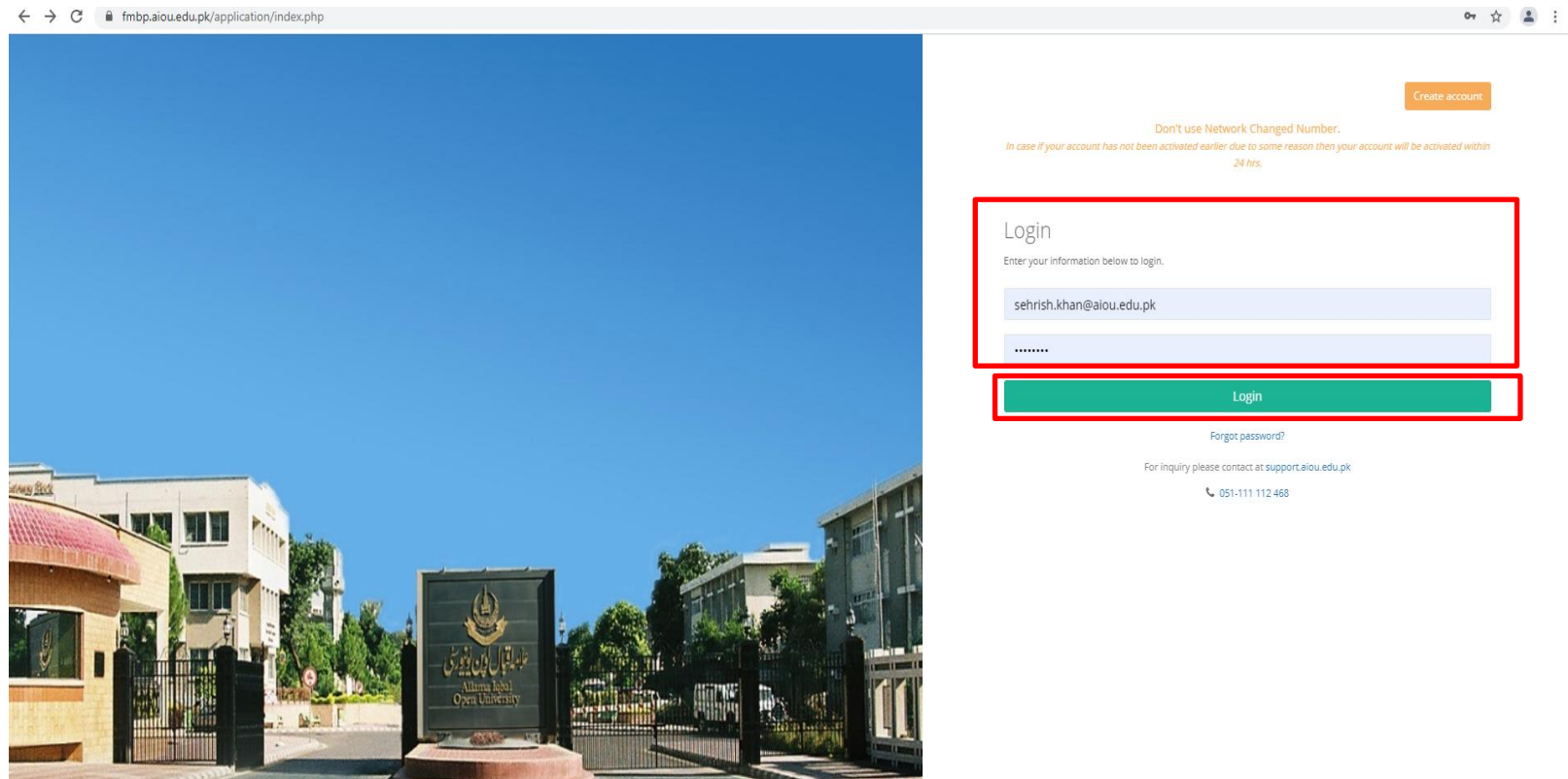
On clicking **Admission for Fresh Applicants**, you can view the window as shown in picture. Here you will have to create your account with your email (Phone number option is not available for international and overseas students).

- 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.

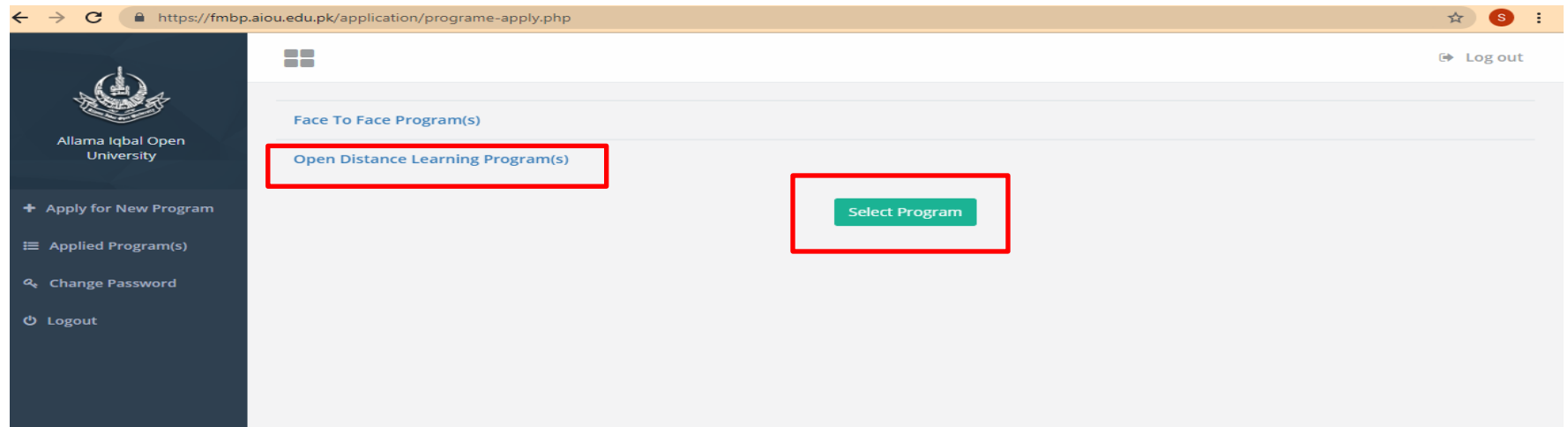
- On successful creation of your account with AIOU you will have to sign in with your [email and password](#) as per shown example:



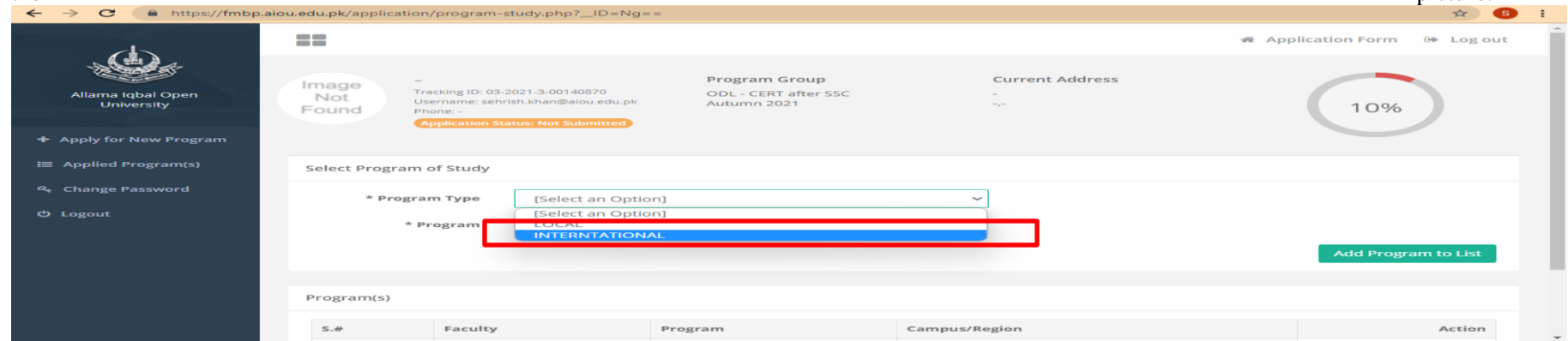
After Clicking the Login Button you will sign in to your University Account.

- 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.



All International and Overseas Students filling the Program of Study Portion shall select INTERNATIONAL in their Program Type as shown in the



On Next Window you will find an option to choose your degree program in which you want to get admission.

The screenshot shows the application portal for Allama Iqbal Open University. The left sidebar contains navigation options: 'Apply for New Program', 'Applied Program(s)', 'Change Password', and 'Logout'. The main content area is titled 'Face To Face Program(s)' and 'Open Distance Learning Program(s)'. A table lists six ODL programs. The fourth row, 'ODL - BED1.5', is highlighted with a red box, and its radio button is selected. A 'Select Program' button is located at the bottom right of the table area.

	S.#	Program	Session	Deadline
<input type="radio"/>	1	ODL - SSC	Autumn 2021	Monday , September 06, 2021 23:59
<input type="radio"/>	2	ODL - HSSC	Autumn 2021	Monday , September 06, 2021 23:59
<input type="radio"/>	3	ODL - CERT after SSC	Autumn 2021	Monday , November 01, 2021 23:59
<input checked="" type="radio"/>	4	ODL - BED1.5	Autumn 2021	Monday , November 01, 2021 23:59
<input 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

Students wishful to apply for **B. ED (1.5-Year)** Program shall **select Option-4 ODL-BED1.5** as shown in the above picture. While all those students who are applying for other **2.5Years and 4-Years B.E.D** programs shall select **Option-5 ODL-BA/BS/AD/BED4** as shown in the picture below:

The screenshot shows the application portal for Allama Iqbal Open University. The left sidebar contains navigation options: 'Apply for New Program', 'Applied Program(s)', 'Change Password', and 'Logout'. The main content area is titled 'Face To Face Program(s)' and 'Open Distance Learning Program(s)'. A table lists six ODL programs. The fifth row, 'ODL - BA/BS/AD/BED4', is highlighted with a red box, and its radio button is selected. A 'Select Program' button is located at the bottom right of the table area.

	S.#	Program	Session	Deadline
<input type="radio"/>	1	ODL - SSC	Autumn 2021	Monday , September 06, 2021 23:59
<input type="radio"/>	2	ODL - HSSC	Autumn 2021	Monday , September 06, 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

- After selecting your desired degree program; you will be at the new window there you will have to fill up the required information.
- For Post Graduate Diploma's 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.

Application Form | Log out

Image Not Found

Tracking ID: 02-2021-3-00131260
Username: sehish.khan@aiou.edu.pk
Phone: -

Application Status: Not Submitted

Program Group
ODL - PGD
Autumn 2021

Current Address

0%

Degree Information (Terminal/Last Academic Record)

* Degree Type [Select an Option] v

* Degree Level [Select an Option] v

* Degree [Select an Option] v

* Preference/Major [Select an Option] v

* Board/University [Select an Option] v

Marks Information

* Starting Year [Select an Option] v

* Passing Year [Select an Option] v

* Roll Number

* Exam Type [Select an Option] v

* Grading [Select an Option] v

- 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. The page includes a sidebar with navigation options: 'Apply for New Program', 'Applied Program(s)', 'Change Password', and 'Logout'. The top header shows the user's profile information, including 'Tracking ID: 02-2021-3-00136670', 'Username: sehish.khan@aiou.edu.pk', and 'Phone: ...'. A progress indicator shows '20%' completion. The 'Work Experience' section contains a table with columns for 'S.#', 'Organization', 'Job Title', 'Date', and 'Actions'. A red box highlights a link 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.

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

fmbp.aiou.edu.pk/application/check-list.php?_ID=NQ==

Application Form Log out

Alama Iqbal Open University

Apply for New Program
Applied Program(s)
Change Password
Logout

Image Not Found

Tracking ID: 02-2021-3-00136670
Username: sehrish.khan@aiou.edu.pk
Phone: _____
Application Status: Not Submitted

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

Current Address
-

20%

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**:

The screenshot shows a web application interface for submitting an application. The top navigation bar includes a 'Logout' button and a contact number '051-111 112 468'. The main content area is divided into several sections, each with a status indicator and an edit icon:

- Personal Information**: Pending
- Academic Record**: Pending
- Professional Experience**: Completed (Last Update: September, 02 2021 01:05:18 PM)
- Courses Information**: Pending
- Photograph and Documents**: Pending

The **Undertaking** section is highlighted with a red box and contains the following terms and conditions:

- 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

A green **Submit Application** button is located at the bottom right of the Undertaking section.

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 the semesters where-as postgraduates are offered once a year. 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 of MBA (IT), MBA (Banking and Finance), MBA (Marketing), MBA (HRM), BS (CS), MSc/BS Chemistry, MSc/BS Microbiology etc. are being provided instructions, guidance, and counselling 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 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 hostels and the Central Library where computers have

been provided to enable students to access latest information available through open-source databases.

The Directorate of International Collaboration & Exchange is offering programmes from Secondary School Level to the Masters' Degree Programmes to International and Overseas Students in diverse disciplines comprised of four faculties i.e Social Sciences & Humanities, Education, Science, Arabic & Islamic Studies. AIOU aims to enhance the coverage of quality higher education by providing opportunities to those who cannot attend universities because of inflexible timings, cost, or cultural barriers. AIOU is delivering online classes to its International/overseas students. AIOU runs web-based students, Learning Management System (LMS) namely AAGHI portal, accessible anywhere anytime to deal with academic tasks of its International/overseas students besides the National level students. LMS supports a live collaborative platform which adds value to online learning/online examinations of our International/overseas students through interactive virtual classrooms and virtual examinations.

Directorate of international Collaboration & Exchange

Allama Iqbal Open University is one of the first few universities of the country that has a formal International Office setup to look after academic linkages and ties with International Universities.

Directorate of International Collaboration & Exchange is the first point of contact for International/overseas students which handles all international/overseas applications as well as provides support services for students at all AIOU regional campuses.

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, 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 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 while

The Faculty of Social Sciences & Humanities also offers several bachelors' level programmes 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 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 21st century.

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

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 MCom Programme.

M.Com Programme (2-Years)

The M.Com programme is offered to the applicants having 14 years of Commerce/Business education.

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.

Duration

The programme consists of 63 Credit hours and four (4) semesters (2-years).

Admission Criteria

- i. Applicants having 14 years of Commerce/Business degree (B.Com/BBA/Associate Degree) with minimum 45% marks from any HEC/Internationally recognized Higher Education Institution would be eligible to apply for M.Com Programme. Applicants having BA degree with minimum 45% marks are also eligible for M.Com if they have any one of following degree/certificate:
 - * CA intermediate or equivalent **OR**
 - * ICMA–one year Post Graduate Certificate in Accounting (PGA) or equivalent **OR**
 - * PIPFA
- ii. The qualifying candidates as per criteria mentioned above are required to submit online application along with required documents and pay their first semester fee online.
- iii. The prevailing University rules & regulations regarding postgraduate programmes enforced from time to time shall strictly be followed for this programme.

M.Com (Accounting and Finance)

1st Semester:

S. No.	Course Code	Course Title	Credit Hours
1	8503	Entrepreneurship	3
2	8504	Basics of Technical English	3
3	8506	Management Theory & Practice	3
4	8553	Advanced Financial Accounting	3
5	8554	E-Commerce	3

2nd Semester:

S. No.	Course Code	Course Title	Credit Hours
1	8508	Managerial Accounting	3
2	8509	Production & Operations Management	3
3	8510	Business Research	3
4	8511	Marketing Management	3
5	8532	Business Mathematics and Statistics	3

3rd Semester:

1	8513	Financial Management	3
2	8514	Business and Labour Laws	3
3	8516	Project Management	3
4	8522	Managerial Economics	3
5	8555	Public Sector Accounting	3

4th Semester: (Any One Specialization)

1	8524	Corporate Finance	3
2	8526	Money & Capital Markets	3
3	8531	Taxation Management	3
4	8533	Advanced Auditing	3
	8566	Research Project	06
OR			
1	8567	Financial Reporting I *	03
2	8568	Financial Reporting II *	03
OR			
1	8567	Financial Reporting I *	03
2	8569	Internship	03
Total Credit Hours			63

* These courses will be offered to all International/Overseas student by the Department of Commerce in online mode followed by online workshop.

Award of Degree:

Following are the requirements for the 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 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 be held in the department.
- iii. Successful completion of research project (if chosen), viva voce examination will be held in the department.

Methods of Instruction:

- i. The programme would be offered to all International/Overseas students through online study mode arranged at AIOU,s LMS portal.
- 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 will be applied in this regard.
- iii. Academic guidance will be provided to the students through online classes arranged at AIOU's LMS portal.
- iv. At least 70% class attendance of students would be mandatory to qualify them for appearing in exams.

Evaluation Scheme

- a) **Assignments:** The students will submit two compulsory assignments of each course to their teachers as per schedule at LMS portal.
- b) **Presentations:** Students would be required to deliver the presentation of their 2nd assignment on LMS portal of AIOU during their classes.
- c) **Assessment:**
Assessment criteria as per rules & regulations of AIOU 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 presentation.*
 - c. *A minimum of 50% pass marks in the final written examination.*
- iv. Viva voce examination: On successful completion of Research Project/internship, viva voce examination will be held according to AIOU rules. The Viva voce FOR International/Overseas students will be arranged as per decision of the Competent Authority.

Fee Tarrif for M.Com

Registration Fee: (at 1 st Admission in University)	50 US\$
Admission Fee: (at 1 st Admission in University)	50US\$
Per 3 credit hours fee: 100US\$ (100×5) =500US\$/-	500US\$
Total Fee of 1 st Semester	600US\$

Format and procedure of Research Project has been developed by the Department and students may download it from the official website of AIOU www.aiou.edu.pk

This is in line with the HEC guidelines and AIOU rules & regulations applicable at the Master level.

FACULTY MEMBERS

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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
- 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

- 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

Sr. #	Name	Telephone Nos.
1.	Director Admissions	051-9057298 051-9250043 051-9250162 (Fax)
2.	Assistant Registrar (Mailing)	051-9057281-82 051-9250185, 051-9057611
3.	Controller of Examinations	051-9057310 051-9057328 051-9250012
4.	Director Students Affairs	051-9250174
5.	Dy. Registrar (Teachers Education)	051-9057428 051-9057299
Directorate of International Collaboration & Exchange		
1.	Dr. Zahid Majeed Director zahid_majeed@aiou.edu.pk	+92-51-9057294
2.	Sehrish Khan Assistant Director sehrish.khan@aiou.edu.pk	+92-51-9057811
3.	Mr. Muhammad Ajab Superintendent overseas@aiou.edu.pk	+92-51-9057165 +92-51-9250175