



AIOU

ASSOCIATE DEGREE IN

- EDUCATION
- COMMERCE
- BUSINESS ADMINISTRATION

Autumn 2019



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

Help Line: (051) 111-112-468

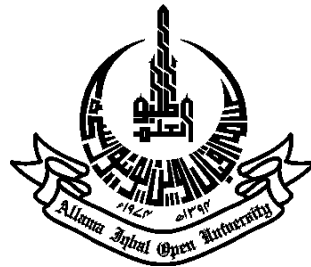
PROSPECTUS

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Associate Degree Programmes

- Education
- Commerce
- Business Administration

Semester: Autumn 2019



Allama Iqbal Open University, Islamabad

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IMPORTANT ACTIVITIES TO BE REMEMBERED

| Activity | Spring Semester | Autumn Semester |
|------------------|------------------------|------------------------|
| Admissions | March – April | September – October |
| Mailing of Books | April – June | October – December |
| Study Period | June – October | December – April |
| Examinations` | October – November | April – May |
| Result | January | July |

Note: Contact concerned Regional office for exact schedule of activities. Continuing Students are sent information for all activities by post. Simultaneously information is placed on website (www.aiou.edu.pk), students can download if not received by post.

Most Important to remember is admission is next semester. Continuing admission form is sent to all students by post. If not received, download from website or use new admission form of Matric program as continuing form.

Vice-Chancellor's Message

Dear Student,

السلام عليكم

Welcome to Allama Iqbal Open University, the first distance education university in South Asia that provides cost effective education to 1.3 million students not only in Pakistan but also in Middle East. This university has the unique privilege of blurring temporal and spatial boundaries by providing education at the thresholds of the students. The university offers a diverse range of educational facilities, starting from basic literacy programs to the PhD level. The courses are regularly revised to bring them at par with international standards. The university offers maximum number of specializations at postgraduate level through four faculties, i.e. Faculty of Arabic and Islamic Studies, Faculty of Education, Faculty of Sciences, and Faculty of Social Sciences and Humanities. The university has a huge network of faculty members, tutors, resource persons, specialists and experts who strive hard to ensure that the programs offered by the university enable the students to become independent learners and critical thinkers. The university takes special measures to establish and strengthen research culture and prepare those individuals who can play an instrumental role in the process of progress and development of the country.



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

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

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 door-steps 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. Under graduate admissions are offered in both the semesters where-as post graduates 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, allied material with 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 comprising 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 are being provided instruction, guidance and counselling through face-to-face education. AIOU is offering four year 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 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 students' hostel and the Central Library where computers have been provided to enable students to access latest information available through open source databases.

ONLINE ADMISSION PROCEDURE Open Merit Programmes

1. Visit <https://online.aiou.edu.pk>
2. Click on Admissions Form for Fresh Students (Associate Degree Programmes, Education/Commerce/Business Administration.
3. Then click on "Admission Form For Fresh Students" button
4. Fill the form, print the form and challan form
5. Attach attested copies of the required documents according to given details in prospectus in relevant programme section
6. **Submit the fee in any branch of ABL or MCB along with printed, signed form and all required documents**

NOTE:

Bank will take the form and part of bank challan and return only “Student copy” from bank challan.

IMPORTANT NOTE:

Applying online will give you advantage of fast admission process and fee verification.

FACULTY OF EDUCATION

The origin of the Faculty of Education pre-dates the university itself. The National Institute of Education was established in 1973 under the Federal Ministry of Education. It became part of the university in June, 1975 as Institute of Education in the Faculty of Social Sciences. The progressively extending functions of the Institute brought the needs for structural change and in 1984 it got the status of Faculty of Education.

Departments of the Faculty

Faculty of Education comprises the following six departments:

1. Distance, Non-Formal and Continuing Education
2. Educational Planning, Policy Studies and Leadership
3. Early Childhood Education and Elementary Teacher Education
4. Secondary Teacher Education
5. Science Education
6. Special Education

**DEPARTMENT OF EARLY CHILDHOOD
EDUCATION AND ELEMENTARY
TEACHER EDUCATION**

The Department of Elementary Teacher Education was established in 2003. In April 2008, the name of Elementary Teacher Education Department was changed as Early Childhood Education and Elementary Teacher Education Department.

The Elementary Teacher Education Department offers ADE, PGD in ECE, BEd 4 years, BEd 1.5 year, BEd 2.5 years, MEd and MPhil programmes. It also offers “Education” as subject at Matric, Intermediate and Graduate level.

The department is planning to launch BS.Ed Early Childhood and Ph.D Programme.

Early Childhood Education and Elementary Teacher Education Department is one of the largest departments of this institution in terms of its enrollment of students and the number of courses offered by this department.

**ASSOCIATE DEGREE
IN EDUCATION (ADE) (Two Year)****Introduction:**

The National Education Policy of 2009 states that to improve the overall quality of education in Pakistan, the standard of teacher education must be raised. The policy

calls for reforms in pre-service training and standardization of professional qualifications.

As a step towards improvement in educational standards new National Scheme of Studies for school education was developed.

It was notified by the Ministry of Education (MOE) in 2006. Major objectives of new scheme included teaching of school subjects using interactive student centered methods focusing on development of higher order cognitive skills. The new scheme suggests a paradigm shift in learning from teacher centered, rote learning to student centered and active learning. Better educated and trained teachers are required to implement the scheme effectively. ADE and B.Ed (Hons.) programmes have been introduced with the focus on nurturing those aspects in teachers that correspond to the basic requirements of National Education Policy 2009, National Scheme of Studies 2006, National Professional Teaching Standards 2008 and National Accreditation Council for Teacher Education 2009.

ADE is a transitional two year programme of 72 credit hours linked with and leads to B.Ed (4 year) and will replace the existing diploma, PTC and CT programmes providing an opportunity to prospective teachers to enhance their academic qualifications and acquire a professional degree.

Aims & Objectives:

- To equip the prospective teachers with adequate knowledge of subject matter, contemporary pedagogy

techniques, communication skills, critical thinking, and dispositions to be an elementary school teacher.

- To offer students a teacher education programme that allows them to move through a four year B.Ed., by completing part of the degree (ADE) and completing the remaining two years of the programme immediately, or by completing the additional year(s) at a later date.

Eligibility Criteria (ADE):

1. FA/FSc/A levels with 45% Marks
2. Applicants with A Level or other certificates will submit equivalence certificate.

Duration: 2 Years (4 Semesters)

Semester Duration: 16–18 Weeks

Semesters: 04

Course Load per Semester: 18 Credit Hours

Medium of Instruction: English/Urdu

Short Term Internship (Workshop & Teaching Practice)

1. **Two Weeks Workshop**
 - a) Development of Lesson Plans
 - b) Development of A.V Aids/No Cost – Low Cost A.V Aids
 - c) Development of Assessment Tools
 - d) Preparing School Records, Applications, Letters etc.
2. **Teaching Practice Four Weeks**
3. **Two Final Lessons**

(Workshop & Teaching Practice)

WORKSHOP

Duration: Two Weeks

| S. # | Component | Marks |
|------|--|-------|
| 1. | Attendance | 10 |
| 2. | Draft Lesson Plans & Peer Group Presentation | 05 |
| 3. | Development of Assessment Tools and A.V Aids | 10 |

Break up of Marks of Attendance:

| | |
|-----------|----|
| 95% Above | 10 |
| 90-94% | 09 |
| 85-89% | 08 |
| 80-84% | 07 |

Below 80% Attendance Does not Qualify

Teaching Practice

| S. No. | Teaching Practice | Four Weeks |
|--------------------|------------------------------|------------|
| 1. | 40 Lesson Plans and Teaching | 35 |
| 2. | Two Final Lessons | 40 |
| Total Marks | | 100 |

**Semester-Wise Breakup of Scheme of Studies
Semester-1**

18 – Credit Hours

| S. No. | Course Code | Name of Course | Credit Hours |
|--------|--------------|--|--------------|
| 1. | 5404 | English Compulsory-I (Core) | 03 |
| 2. | 5436 5432 | Islamic Studies OR Ethics (For Non-Muslims student only) | 03 |
| 3. | 5438 | Pakistan Studies | 03 |
| 4. | 6400 | General Methods of Teaching | 03 |
| 5. | 6416 | Urdu | 03 |
| 6. | 5403 | Basics of Information & Communication Technology | 03 |

Semester -2

18 – Credit Hours

| S. No. | Course Code | Name of Course | Credit Hours |
|--------|-------------|-----------------------------------|--------------|
| 1. | 5411 | English Compulsory-II (Core) | 03 |
| 2. | 6401 | General Math and Statistics | 03 |
| 3. | 6402 | Educational Psychology & Guidance | 03 |
| 4. | 6403 | Classroom Management | 03 |
| 5. | 1659 | Teaching of Urdu | 03 |
| 6. | 1655 | Teaching of English | 03 |

Semester -3

18–Credit Hours

| S. No. | Course Code | Name of Course | Credit Hours |
|--------|-------------|---|--------------|
| 1. | 6404 | General Science | 03 |
| 2. | 6405 | Education in Pakistan | 03 |
| 3. | 6406 | Curriculum Development | 03 |
| 4. | 6407 | Classroom Assessment | 03 |
| 5. | 6408 | Teaching of Islamic Studies & Pak Studies | 03 |
| 6. | 6409 | Teaching of Math | 03 |

Semester-4

18–Credit Hours

| S. No. | Course Code | Name of Course | Credit Hours |
|--------|-------------|-------------------------------------|--------------|
| 1. | 6410 | Arts Craft & Calligraphy | 03 |
| 2. | 6411 | Foundations of Education | 03 |
| 3. | 6412 | School Society & Teacher | 03 |
| 4. | 6413 | Introduction to Inclusive Education | 03 |
| 5. | 6414 | Teaching of General Science | 03 |
| 6. | 6415 | Short term Teaching Practice | 03 |

Note: There will be a two days workshop for each 3 credit hour course at the end of each semester.

Fee Structure:

| S. No. | Title | Fee |
|--------|---|------------|
| 1. | Registration Fee (At the time of first Admission) | Rs.100/- |
| 2. | Admission Fee (At the time of first Admission) | Rs. 500/- |
| 3. | Course Fee (3 Credit Hours Fee) | Rs. 1660/- |
| 4. | Technology Fee + Courier Charges | Rs. 135/- |
| 5. | Practicum/ Workshop (6415) Fee | Rs. 2590/- |

Semester-wise Fee Structure:

| | | |
|----|-------------------|--------------------|
| 1. | First Semester: | Rs.10700/- |
| 2. | Second Semester: | Rs.10110/- |
| 3. | Third Semester: | Rs.10110/- |
| 4. | Fourth Semester: | Rs.11040/- |
| | Total Fee: | Rs. 41960/- |

Faculty Members of the Department

1. Prof. Dr. Nasir Mahmood
Chairman
2. Dr. Fazal-Ur-Rehman
Associate Professor
3. Dr. Muhammad Athar Hussain
Assistant Professor

4. Dr. Rahmatullah Bhatti
Assistant Professor
5. Miss Mubeshera Tufail
Lecturer
6. Dr. Syed Nasir Hussain
Lecturer
7. Mr. Salman Khalil Ch.
Lecturer

For academic assistance, please contact the department:

1. Prof. Dr. Nasir Mahmood
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ECE & ETED
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2. Mr. Salman Khalil
Lecturer/Coordinator
ECE & ETED
Ph: 051-9057709

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 preparations are being made to launch MPhil Business Administration, Applied Linguistics.

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 privilege to offer I.Com, Associate Degree in Commerce, BS Accounting & Finance and M.Com program. The department is a part of Faculty of Social Sciences and Humanities.

ASSOCIATE DEGREE IN COMMERCE (ADC) – Two Year

Business sector of Pakistan is under the process of development. Economy of Pakistan is semi-industrialized that mainly encompasses banking, textiles, hospitals, tourism, chemicals, food processing, hotel & restaurants, agriculture and other industries. These industries are developing and providing employment opportunities to the masses of Pakistan. These industries need skilled/trained workforce for the achievement of their goals and objectives. People equipped with skills required by these industries can get employment easily at various position. Associate Degree holders will be able to serve the industries at junior level.

Associate Degree program in Commerce has been designed in consultation with academic, industry and Higher Education Commission of Pakistan to develop professionally trained human resources for the specific needs of banking of Pakistan. After the successful completion of the program, the students will be able to get jobs in industries as well as join B.S program in 5th semester or M.Com program at any time in future as per University policy.

Aims & Objectives of the programs

- To impart job oriented education by developing skills
- To facilitate industrial sector to increase productivity by employing skilled human resource.
- To provide basic knowledge, skills and expertise to student in the field of accounting, finance and banking.

- To train students in management financial resources of small-scale enterprises.

Expected Job Opportunities

Associate Degree Programme in Commerce degree holders will be able to employ in Government, private, semi government organization, accounts and audit department, as well as in banking sector as an junior auditor, assistant accountant, assistant manager, sales manager, cashier, OG-III or as an owner of business.

Eligibility Criteria:

Applicants having 12 years of education (F.A./F.Sc or equivalent) from any recognized Board of Intermediate and Secondary Education /University with at least second division (45% marks) would be eligible to apply.

Scheme of Studies

The Associate Degree Program in Commerce is equivalent to two years graduation. This Degree is skill oriented and better as compared to general graduation. The semester wise scheme of studies is as follows:

SEMESTER WISE SCHEME OF STUDIES

| Sr. No. | Semester I | Cr. Hrs. | Code |
|---------|--------------------------|----------|-----------|
| 1 | Islamiat/Ethics | 3 | 5436/5437 |
| 2 | Compulsory English-I | 3 | 5404 |
| 3 | Fundamentals of Business | 3 | 5402 |
| 4 | Principles of Accounting | 3 | 5401 |

| | | | |
|---------------------|--|----|------|
| 5 | Micro Economics | 3 | 5406 |
| 6 | Applied Mathematics for Business & 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 |
| Total Credit Hours | | 69 | |

Methods of Instruction:

This Program is offered in blended mode of learning comprising of online and workshop classes. Components of this program are as follows:

i. Study Material

Study material is provided to students through courier service to students. Students may also get respective study material from <http://aaghi.aiou.edu.pk/>

ii. Assignments

In this program, two assignments are given to students of each course. Students have to secure 50% passing marks in these assignments.

Assignments Submission Procedure

In this program, assignments are submitted in soft form. Therefore, students are required to upload their typed or scanned assignments at their AAGHI PORTAL.

iii. Classes

Department of Commerce is offering this program through blended mode of learning comprises of online and workshop classes.

a. Online Classes

For each course there will be 10 online classes which will be held in each week. Hence, it is compulsory for students to have computer/laptop and good internet connection. To join online classes and other study material, detailed guidelines are provided to students, which are also available at the following link: <https://aiou.edu.pk/Downloads/>

Online classes of Spring semester start from 2nd week of June and for Autumn semester classes start from 2nd week of December. Hence, students are required to login to their account (without waiting for intimation from University) and join online classes accordingly.

b. Workshop Classes

Workshop classes are usually held at main campus Islamabad, however in case of significant number of students, these classes may be conducted at Regional Centre. Total duration of workshop classes are 10 to 12 days in each semester.

Workshop classes start from Last week of August of Spring Semester and from Last week of February of Autumn semester. 70% attendance is compulsory in workshop classes, failing which the student will reappear in Workshop.

iv. Multimedia Programmes

Department has developed video lectures of each course for the student of this program and the link is given at each course page at AAGHI PORTAL. Students may directly view these lectures at official page of AIOU at YouTube.

v. Final Examination

At the end of each semester, students will have to appear in the final examination and secure 50% passing marks to qualify the subject.

Evaluation System

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

| Assessment Component | Weightage in the aggregate result |
|----------------------|-----------------------------------|
| Assignment No. 1 & 2 | 30% |
| Final Examination | 70% |

For successful completion of each course, the student will be required to qualify in each of the above component. To appear in final examination, it is prerequisite to pass both assignments.

The conditions to qualify each component are given below:

- a. A minimum of 50% pass marks in assignments (aggregate).
- b. A minimum of 50% pass marks in the final written examination.

Award of Degree: Following are the requirements for the award of degree:

- i. Successful completion of all required courses.
- ii. A student will be required to complete internship of **Six (06) Weeks** in the relevant industry, in any reputable private or public organization and submit internship Letter to the Examination Department while applying for Degree of ADC. Experience letter of a student already employed in any relevant organization as mentioned above may be accepted. The internship eligibility starts from the enrolment in 4th semester.

Fee Structure

Course fee is Rs. 2000/-, however, concession has been granted to students of this program. Hence, students has to pay Rs. 1200/ per course and Rs. 800 will be paid by university from university scholarship fund. According to that total fee will be as follows:

| Semester | Total Fee | Fee Concession | Fee paid by student |
|---|-------------|----------------|---------------------|
| First Semester | Rs. 12750/- | Rs. 4800/- | Rs. 7950/- |
| Second Semester | Rs. 12150/- | Rs. 4800/- | Rs. 7350/- |
| Third Semester | Rs. 12150/- | Rs. 4800/- | Rs. 7350/- |
| Fourth Semester | Rs. 10150/- | Rs. 4000/- | Rs. 6150/- |
| Registration Fee: Rs. 100 (In case of first time admission in University) | | | |
| Admission Fee: Rs. 500 (In case of first time admission in this program) | | | |
| Technology Fee + Courier Charges: Rs. 150 (In each Semester) | | | |

Faculty Members of Commerce Department

- 1) **Prof. Dr. Samina Awan**
Dean, Faculty of Social Sciences & Humanities
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- 2) **Prof. Dr. S.M. Amir Shah**
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- 7) **Staff:**
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DEPARTMENT OF BUSINESS ADMINISTRATION

The Department of Business Administration was established in 1986 with the objective to impart managerial education and skills in the discipline of Business Administration. Since its inception, the Department has made tremendous progress towards achieving its ultimate goal of becoming a Centre of Excellence in Business Management education and research in Pakistan. The Department has assembled outstanding teaching faculty and developed extensive teaching material for the improvement of education in Pakistan. The University first time launched MBA program in 1986, MBA-IT in 2001 and MBA-Banking & Finance in Spring 2005 semester. Presently, the Department is offering programs from BBA to PhD levels with different specializations. These programs contribute significantly to the national goals by developing the professionals equipped with modern business techniques. These programs are designed to enable the professionals to upgrade their skills and enhance business qualifications. Further, it is hoped 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 MPhil/ MS and PhD both from national and foreign universities.

The department is offering various programmes in order 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.
- Human Resource Management
 - Marketing

It is an industry integrated program, designed for the professionals who want to enhance the knowledge and skills in the areas of HRM and Marketing. Further, these professionals will achieve excellence through development of practical skills through the applications of theory across the field of HRM and Marketing.

It is a comprehensive educational program that will be offered through blended modes of learning consists of four semesters covering 20 courses. Students would have to complete internship / project as per the HEC guidelines and AIOU practice. All the courses are designed in such a manner to able the professionals to fulfill the need of industry and can provide financial solutions anywhere as where and when required.

Objectives:

Associate Degree in Business Administration is designed for achieving the following objectives:

- i. To develop managerial skills in the areas of HRM and Marketing.
- ii. To enable professionals to work in complex and dynamic environment of corporate sector
- iii. To inculcate analytical insight to deal with the different related issues in order to cater the need of the country.

Eligibility Criteria:

Applicants having 12 years of education (F.A./F.Sc or equivalent) from any recognized Board of Intermediate and Secondary Education /University with at least second division (45% marks) would be eligible to apply.

**ASSOCIATE DEGREE IN BUSINESS
ADMINISTRATION
(HUMAN RESOURCE MANAGEMENT)**

Programme Code:

| | | | |
|---|---|---|---|
| 0 | 4 | 7 | 2 |
|---|---|---|---|

| S. No. | Course Title | Course Code |
|-----------------------|--------------------------|----------------|
| FIRST SEMESTER | | |
| 1 | Islamic Studies /Ethics | 5436 / 5437 |
| 2 | Pakistan Studies | 5438 |
| 3 | Fundamentals of Business | 5402 |
| 4 | Basics of ICT | 5403 |
| 5 | Compulsory English-I | 5404 |

| SECOND SEMESTER | | |
|------------------------|--|------|
| 1 | Principals of Accounting | 5401 |
| 2 | Applied Mathematics for Business and Social Sciences | 5405 |
| 3 | Micro Economics | 5406 |
| 4 | Compulsory English-II | 5411 |
| 5 | Sociology | 5415 |
| THIRD SEMESTER | | |
| 1 | Principals of Marketing | 5407 |
| 2 | Business Communication | 5409 |
| 3 | Cost Accounting | 5410 |
| 4 | Statistics for Management | 5412 |
| 5 | Principles of Management | 5414 |
| 6 | Macro Economics | 5416 |
| FOURTH SEMESTER | | |
| 1 | Business Law | 5413 |
| 2 | Human Resource Management | 5431 |
| 3 | Organizational Behavior | 5432 |
| 4 | Social Policy and Strategy | 5423 |
| 5 | Internship | 5440 |

**ASSOCIATE DEGREE IN BUSINESS
ADMINISTRATION (MARKETING)**

Programme Code:

| | | | |
|----------|----------|----------|----------|
| 0 | 4 | 7 | 3 |
|----------|----------|----------|----------|

| S. No. | Course Title | Course Code |
|------------------------|--|--------------------|
| FIRST SEMESTER | | |
| 1 | Islamic Studies /Ethics | 5436 / 5437 |
| 2 | Pakistan Studies | 5438 |
| 3 | Fundamentals of Business | 5402 |
| 4 | Basics of ICT | 5403 |
| 5 | Compulsory English-I | 5404 |
| SECOND SEMESTER | | |
| 1 | Principals of Accounting | 5401 |
| 2 | Applied Mathematics for Business and Social Sciences | 5405 |
| 3 | Micro Economics | 5406 |
| 4 | Compulsory English-II | 5411 |
| 5 | Sociology | 5415 |
| THIRD SEMESTER | | |
| 1 | Principals of Marketing | 5407 |
| 2 | Business Communication | 5409 |
| 3 | Cost Accounting | 5410 |
| 4 | Statistics for Management | 5412 |
| 5 | Principles of Management | 5414 |
| 6 | Macro Economics | 5416 |

| FOURTH SEMESTER | | |
|------------------------|---------------------------------|------|
| 1 | Business Law | 5413 |
| 2 | Advertising and Seles Promotion | 5435 |
| 3 | Marketing Management | 5433 |
| 4 | Marketing Research | 5434 |
| 5 | Internship | 5440 |

The Associate Degree is equivalent to two years' graduation. This degree is skill oriented education and better as compared to general graduation.

| Sr. No. | Nature of Courses | Credits |
|----------------|---|----------------|
| 1 | Compulsory Courses | 21 |
| 2 | Foundation Courses | 12 |
| 3 | Major Courses including Project/ Internship Report | 27 |
| 4 | Elective Courses supporting the Major | 09 |
| | Total | 69 |

Duration:

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

Admission Criteria:

Intermediate or equivalent having at least 2nd division (45% marks). The qualifying candidates as per criteria mentioned above are required to deposit their fee in the approved branches of banks given in the prospectus along with the admission form and testimonials.

Methods of Instruction:

- i. The Program will be offered at blended mode of learning.
- ii. The outline of courses along with the required reading material and assignments will be provided to the students. Electronic books/ video conference and online education methods may also be applied in this regard.
- iii. Fourteen online classes of two hours each will be conducted for a course. Two days workshop and six tutorials will be conducted for each course. CDs may also be provided for some courses. Attendance in tutorials is not compulsory.
- iv. At least 70% percent class attendance of students would be mandatory to qualify them for appearing in exams.

Evaluation Scheme

Assignments

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

Assessment

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

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

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

Degree Requirements

Following are the requirements for the award of Associate Degree:

- i. Successful completion of all required courses.
- ii. Successful completion of Project/ Internship in the relevant industry:
- iii. A student will be required to complete Internship/Project of 06 Credit Hours as per AIOU rules, and submit report.
- iv. Guidelines regarding the Internship/ Project will be provided by the department according to AIOU rules and regulations.
- v. Viva voce examination: On successful completion of Internship/ Project, viva voce examination shall be held according to AIOU rules. The Viva Voce can be arranged at the Main Campus/ Regional Officers as per decision of the Competent Authority.

For any query may contact on mba@aiou.edu.pk

FEE STRUCTURE:

Registration Fee Rs. 100 (In case of first time admission in University), Admission Fee Rs. 500 (In case of first time admission in this program. Technology Fee + Courier Charges Rs. 150 (In each Semester). Fee for 1st Semester is Rs. 12750/-. However, if any candidate already registered at AIOU, should deposit fee Rs. 12650/-

FACULTY MEMBERS:

1. **Prof. Dr. Syed Hassan Raza**
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Email: hassan_raza@aiou.edu.pk
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Ph: 051-9057379
11. **Mr. Ehsan Javaid**
Lecturer
Ph: 051-9057855
12. **Staff:**
Ph: 051-9057723

GENERAL INFORMATION

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A candidate is required to send complete admission form along with attested copies of all educational and experience certificates to the Department as mentioned in the prospectus before or on the closing date.
- iii. If an applicant of post-graduate/research level programme does not receive any information regarding admission even after three months of submission of application, he/she should presume himself/herself non-selected.
- iv. The student cannot change the specialization at post-graduate research level during the programme after once being admitted to a specific field.
- v. A course taken by any student cannot be changed during the semester.
- vi. The address of a student will not be changed during the semester. However in real hardship cases change of courses will be allowed within fifteen days after receipt of books and deposit of prescribed fee.
- vii. Admission to courses for both the Spring and Autumn semesters are generally offered in the

- months of February and August, respectively, where as examinations commenced in November and May respectively. The continuing students are sent computerized admission forms. However if for any reason, the student could not get the said form, he/she may purchase admission form from any Regional Office of the university or download from AIOU website and send it to the University within due date.
- viii. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme.
 - ix. On payment of the registration fee, each student will be issued a registration number. This number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.
 - x. Study material shall be mailed to the students at their given addresses.
 - xi. After receipt of the study package, students are usually intimated by the part time tutors appointed for each course for tutorial guidance, within fifteen days. If you do not get information about tutors, you are required to send your assignment by registered post to the concerned Regional Director, Assistant Regional Director without delay; you are also required to retain a photocopy of all your assignments.
 - xii. Rules and regulations framed, enhanced and changed from time to time by the authorities and bodies of the university will be effective as deemed necessary. The student will have to abide by all such rules and regulations from the date of their implementation.
 - xiii. 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.
 - xiv. It is the responsibility of the student to remain in touch with the department regarding the selected programme.
 - xv. 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 programme or withdraws from the previous programme.
 - xvi. After successfully, completion of a programme a student has to apply to Controller of Examinations for issuance of certificate/degree.
 - xvii. The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.

- xviii. The student must inform the Admission Department in writing within the period of 15 days after receipt of study material parcel, *If found any wrong/short of material/ books which is not according to the admission form/ check list or mistake in name and address.* No request for any change will be entertained after the stipulated period.
- xix. Check the books and tally with the course codes mentioned on the address label pasted on the registered packet. If there is any discrepancy, write immediately to Admission Department for correction/supply of requisite books.
- xx. Admission forms incomplete in any respect will not be entertained and will be returned after closing of semester to the students indicating the deficiency in clear terms with advise to request for refund of fee.
- xxi. Admission form received without prescribed fee or less fee or fee deposited after due date will not be considered.
- xxii. 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.

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

REGULATIONS FOR REFUND OF ADMISSION FEE

Admission fee once deposited by the candidates/students in the university account will neither be refunded nor converted/adjusted as a matter of right. However fee paid by the candidates/students will be settled in the following cases:

- i) The candidates/students who deposit the fee for a programme and later on change their mind to apply in another programme and communicate their decision in black and white to the admission section before dispatch of study material in such cases, fee will be refunded to them after deduction of 25% of the total amount deposited.
- ii) The candidates/ students who discontinue the programme/ courses(s) after dispatch of books, neither their admission will be cancelled nor fee will be refunded to them.
- iii) The candidates/students who are not allowed admission to a programme offered by the university due to less enrolment non formation of viable group/ non offering of courses, full fee will be refunded to them.

- iv) The candidates/students who know that they are ineligible for admission to a programme and even then, they deposit the fee, in such cases, the fee will be refunded after the deduction of 10% as services charges from total amount.
- v) The amount deposited by the candidates/ student in excess (more than the prescribed fee) will be refunded/ adjusted within a year.
- vi) Cases of refund of admission fee will be processed after finalization/completion of admission of the semester and only on the production of original Bank Challan/Receipt No. 3 & 4.
- vii) If candidates/students deceive the university and get admission in two different programmes simultaneously in a semester admission will be cancelled in both the programmes and the fee deposited for both the programmes will be forfeited.
- viii) **Applicant should ensure that the information provided in admission form is correct. If at any stage, the information found false or the applicant was not eligible according to the admission criteria, the admission shall be cancelled and there will be no right to claim the degree.**

IMPORTANT TELEPHONE NUMBERS

| Sr. No. | 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 |

ADDRESS OF PART-TIME REGIONAL COORDINATORS

PUNJAB

| | | | | | |
|-----|--|-----|---|-----|---|
| 1. | Mr. Muhammad Waheed Anjum, Regional Coordinator, AIOU, SSS, Govt. Higher Secondary School, Sheikh Fazal, Burewala . 0331-7956198 | 2. | Mr. Muhammad Miskeen, Regional Coordinator, AIOU, Sr. Headmaster, Govt. Boys High School No.2, Fateh Jang . 0300-5273227 | 3. | Mr. Safdar Khan, Regional Coordinator, Allama Iqbal Open University, Lecturer, Govt. Boys Degree College, Hazro . 0300-5609260 |
| 4. | Hafiz Abdul Ghaffar, Regional Coordinator, Allama Iqbal Open University, Asstt. Prof. Govt. Boys Degree College, Pindi Gheb . 0333-9535710 | 5. | Dr. Mukhtar Ahmad Awan, Regional Coordinator, Allama Iqbal Open University, Sr. Headmaster, Govt. Boys High School No.2, Hassanabdal . 0312- 5609715 | 6. | Mr. Zafar Mahmood Khakwani, Regional Coordinator, Allama Iqbal Open University, Dy. Headmaster (Rtd) Al.Mahmood Medical Store, Kachahry Road, Ahmad Pur East . 0300-6807969 |
| 7. | Mr. Muhammad Aslam, Regional Coordinator, Allama Iqbal Open University, SST, House No. 552, Khadim Abad Colony, Bahawalnagar . 0300-7923295 | 8. | Mr. Muhammad Arshad, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Higher Secondary School, 207/Murad, Chishtian . 0300- 7546099 | 9. | Mr. Muhammad Naeem Qaisar, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. High School, Gagan Hatta, Lodhran . |
| 10. | Ch. Muhammad Sarwar, Regional Coordinator, Allama Iqbal Open University, Principal (Rtd) Surgical Hospital, Bahawalpur Road, Hasil Pur . 0300-2934131 | 11. | Raja Muhammad Akhtar Khan, Regional Coordinator, Allama Iqbal Open University, Principal, Allama Iqbal Junior Public School, Choa Saidan Shah . 0346-5783355 | 12. | Mr. Muhammad Arif Khan, Regional Coordinator, Allama Iqbal Open University, Sr. Headmaster, Govt. Boys High School, No.2, Talagang . 0331-4855113 |

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|-----|---|-----|--|-----|--|
| 13. | Mr. Muhammad Javid Regional Coordinator, AIOU, SSS, Govt. Higher Secondary School, Kallar Kahar. 0333-5904962 | 14. | Mr. Muhammad Saeed, Regional Coordinator, AIOU, Principal, Govt. Boys Higher Secondary School Danda Shah Belawal, Lawa. 0333-5928107 | 15. | Mr. Arshad Mahmood Shahid, Regional Coordinator, AIOU, Principal, Govt. Boys Degree College, Sara-e-Alamghir. 0333-5841544 |
| 16. | Ch. Muhammad Ashraf, Regional Coordinator, Allama Iqbal Open University, Street No. 10, Mohallah Mission Compound, Mehmada Raod, Gujrat. 0332-7144828 | 17. | Mr. Munwar Abbas, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Higher Secondary, School Bhowana. 0346-6417040 | 18. | Mr. Muhammad Sharif, Regional Coordinator, Allama Iqbal Open University, SST (R), Ward No.16, Street No.4, Nowan Sher, Shorkot City. 0301-7205704 |
| 19. | Mr. Mahmood Iqbal, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Higher Secondary School, Lalian. 0333-6575750 | 20. | Mr. Muhammad Noor Zaman, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. High School, Wasu Astana, 18-Hazari Jhang. 0332-6264432 | 21. | Dr. Tariq Majeed, Regional Coordinator, Allama Iqbal Open University, Professor, Govt. Islamia College, Chiniot. 0333-6715262 |
| 22. | Mr. Hafeez ur Rehman, Regional Coordinator, Allama Iqbal Open University, Sr. Headmaster, Govt. High School, Ahmed Pur Sial. 0333-6767108 | 23. | Syed Mukhtar Hussain Bukhari, Regional Coordinator, Allama Iqbal Open University, Assistant Professor, Govt. College, Bhakkar. 0333-8909805 | 24. | Mr. Faiz-ul-Hassan Khan, Regional Coordinator, Allama Iqbal Open University, SS (R), Near Jamia Masjid Firdaus, Darya Khan, District Bhakkar. 0301-4938528 |
| 25. | Mr. Muhammad Aslam Farooqi, Regional Coordinator, Allama Iqbal Open University, Assistant Prof. Govt. Degree College Jalalpu Pirwala. 0301-5227173 | 26. | Mr. Sikandar Hayat, Regional Coordinator, Allama Iqbal Open University, Sr. Headmaster, Govt. Muslim Union High School Mian Channu. 0301-3017686, 0333-6248587 | 27. | Mr. Khalil Ahmad, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Postgraduate College Khanewal. 0301-7817130 |

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| 28. | Ch. Basharat Ali, Regional Coordinator, AIOU, SS, Govt. Christian Higher Secondary School Rawalpindi . 0333-5191799 | 29. | Dr. Muhammad Anwar, Regional Coordinator, AIOU, Headmaster, Govt. Boys School, Bhabra, Wah Cantt . 0300-5363883 | 30. | Mr. Saqib Imam Rizvi Regional Coordinator, AIOU, Headmaster, Govt. Elementary School Bhai Khan, Gujar Khan . 0300-5199749 |
| 31. | Mr. Muhammad Raza Vaince, Regional Coordinator, AIOU, Senior Headmaster, Govt. High School Phalina, Tehsil Kallar Syedan, Distt. Rawalpindi . | 32. | Syed Zamir Hussain Shah, Regional Coordinator, AIOU, SSS, Govt. Higher Secondary School, Nara, Kahuta . 0301-5151911 | 33. | Mr. Sabeer Ahmad Abbasi, Regional Coordinator, AIOU, Lecturer, Govt. College, Jhika Gali Murree . 0300-5585228 |
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| 37. | Mr. Muhammad Rafiq Saqee, Regional Coordinator, Allama Iqbal Open University, Sr. Headmaster, Govt. High School 37/EB, Arifwala . 0303-7782782 | 38. | Rana Abid Ali Khan, Regional Coordinator, Allama Iqbal Open University, Dy. Headmaster, Govt. MC Model High School Chichawatni . 0301- 6925775 | 39. | Mr. Zafar Ali Tipu, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Postgraduate College for Boys Okara . 0333-6972392 |
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SINDH

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| 1. | Mr. Ghulam Qadir Jamali, Regional Coordinator, Allama Iqbal Open University, HST, Govt. Boys High School, Khair Pur Nathan Shah . 0300-3256369 | | Mr. Dildar Hussain Rahu, Regional Coordinator, AIOU, Headmaster (R) Principal, Allied Public School Sakrand , District Nawabshah . 0306-8292318 | 3. | Mr. Pir Muhammad Rind, Regional Coordinator, Allama Iqbal Open University, HST, Govt. Boys High School, Sehwan Sharif District Jamshoro . 0300-5457029 |
| 4. | Mr. Muhammad Suleman Chahwan Regional Coordinator, Allama Iqbal Open University, SPE, Office of the Assistant District Education Officer (Male) Moro, District Nausheroferoz . 0300-3229979 | 5. | Mr. Anwar-ud-Din Pirzada, Regional Coordinator, Allama Iqbal Open University, HST, Govt. Boys High School, Kandiario , District Nausheroferoz 0301-2127574 | 6. | Mr. Riaz Roshan Paul, Regional Coordinator, Allama Iqbal Open University, HST, Govt. HM Khoja High School No. 1, Nawabshah City . 0300-3227785 |

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| 1. | Mr. Wali Dad, Regional Coordinator, Allama Iqbal Open University, ADEO, School & Literacy Dassu , Kohistan . 0315-4377788 | 2. | Mr. Sajjad Aziz, Regional Coordinator, Allama Iqbal Open University, Instructor, Regional Institute of Teacher Education, Haripur . 0301-5520529 | 3. | Mr. Zafar Ali Khan S/O Mashroof Ullah Khan, Regional Coordinator, AIOU, Village and P/O Bailian, Tehsil Oghi, District Mansehra . 0334-5586962 |
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| 13. | Mr. Aurang Badshah, Regional Coordinator, Allama Iqbal Open University, SS, Village & P.O Piran, Batkhela Malakand. 0341-0503658, 0345-9354518 | 14. | Mr. Muhammad Ayaz Khan, Regional Coordinator, Allama Iqbal Open University, Lecturer, Govt. Degree College, Puran, District Shangla. 0345-8530350 | 15. | Mr. Muhammad Arif, Regional Coordinator, Allama Iqbal Open University, SET, Govt. Middle High School, Daggay, Tehsil Kabal Swat. 0345-9528291 |
| 16. | Mr. Ali Haider, Regional Coordinator, Allama Iqbal Open University, ADO, Office of EDO Education Dir Lower. 0346-9399596 | 17. | Mr. Ghulam Wahid, Regional Coordinator, Allama Iqbal Open University, Headmaster, GHS, Bibyawar, Dir Upper. 0302-8335588 | 18. | Mr. Faiz Ali Khan, Regional Coordinator, Allama Iqbal Open University, SS, Govt. High School Sigband, Tehsil Matta, District Swat. 0346-9416144 |

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| 19. | Mr. Zia ul Haq, Regional Coordinator, Allama Iqbal Open University, Asstt. Prof. GPGC Khar, Bajour Agency. 0307-8566671,0345-9155616 |
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BALOCHISTAN

| | | | | | |
|----|---|----|---|----|---|
| 1. | Mr. Mohammad Yousaf, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. High School Mashkaf, Tehsil Dhadar, District Kachhi Bolan. | 2. | Mr. Fazal Din Abro, Regional Coordinator, Allama Iqbal Open University, SST, Govt. High School, Sardar Sohbat Khan Gola, Tehsil Dera Allah Yar , District Jaffarabad. 0333-7858673 | 3. | Mr. Zahid Hussain, Regional Coordinator, Allama Iqbal Open University, SST, Govt. High School, Sohbat Pur. 0345-4821186 |
| 4. | Mr. Mohammad Ayaz, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys Model High School Sibi. 0333-7710714 | 5. | Mr. Mohammad Tariq, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys Middle School Kali Saleh Mohammad Tehsil Gandawah, District Jhal Magsi. 0333-2315891 | 6. | Mr. Sahib Jan, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School, Harnai. 0332-8099430 |
| 7. | Mr. Muhammad Asif, Regional Coordinator, Allama Iqbal Open University, SST, Govt. High School Mastung. 0334-3062311 | 8. | Mr. Muhammad Jumman, Regional Coordinator, AIOU, SST, Govt. Elementary College Uthal, District Lasbela. 0333-2875203, 0315-2555006 | 9. | Mr. Abdul Majeed, Regional Coordinator, Allama Iqbal Open University, SST, Govt. High School Akram Colony Hub, District Lasbela. |

GILGIT BALTISTAN

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|-----|--|-----|---|-----|---|
| 1. | Mr. Ghulam Murtaza, Regional Coordinator, AIOU, TGT, F. G. Boys High School Nagar-I. 0355-5550013 | 2. | Mr. Ahmad Raza, Regional Coordinator, AIOU, TGT, F.G. Boys High School, Chalt Nagar-II. 0346-9239995 | 3. | Mr. Muhammad Raza, Regional Coordinator, AIOU, TGT, Govt. Boys High School, Danyore, District Gilgit. |
| 4. | Mr. Hazir Panah, Regional Coordinator, AIOU, Assistant Education Officer (AEO), Gupis, District Ghizer. 0355-4113079 | 5. | Mr. Muhammad Jamal Khan, Regional Coordinator, AIOU, SST, Silpi Post Office Gahkuch, Tehsil Punial, District Ghizer. 0355-5123057 | 6. | Mr. Akhtar Jan, Regional Coordinator, (Juglote Sai) Allama Iqbal Open University, SST, Boys High School, Damote Sai. 0355-5101875 |
| 7. | Mr. Adina Baig, Regional Coordinator, AIOU, SST, Govt. Boys High School Yasin District Ghizar. 0312-9712256 | 8. | Mr. Nabi Ali, Regional Coordinator, AIOU, TGT, Govt. Boys High School, Gulmit Gojal, District Hunza Nagar. 0343- 5041335 | 9. | Mr. Mehfooz Ullah, Regional Coordinator, AIOU, SST, Govt. High School Darel. 0355-5355009 |
| 10. | Mr. Piyar Ali, Regional Coordinator, AIOU, SST, Govt. Boys High School Aliabad, District Hunza. 0355-5231988 | 11. | Mr. Manzoor Hussain, Regional Coordinator, AIOU, AEO, Deputy Director Education Office, District Nagar. 0310-0500714 | 12. | Mr. Jamal-ud-Din, Regional Coordinator, AIOU, SST, Government High School Chilas. 0346-9868453 |

AZAD KASHMIR

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|----|--|----|---|----|--|
| 1. | Mr. Zahid Hussain Sahi, Regional Coordinator, Allama Iqbal Open University, Asstt. Prof. Govt. College G.T. Road Jhelum. 0334-5688778 | 2. | Mr. Abid Hussain, Regional Coordinator, Allama Iqbal Open University, Asstt. Prof. Govt. Degree College Dina, District Jhelum. 0300-5437292 | 3. | Mr. Muhammad Ilyas Chaudhary, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. Boys Pilot High School Dadyal, District Mirpur, AK. 0346-5014456 |
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