

Admission Autumn 2021

AIOU

Associate Degree Programmes

- Associate Degree in Education
- Associate Degree in Business Administration (with three specializations)
 - i) Islamic Banking
 - ii) HRM
 - iii) Marketing



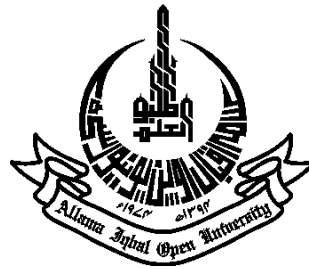
Allama Iqbal Open University, Islamabad

www.aiou.edu.pk

Help Line: (051) 111-112-468

PROSPECTUS
Associate Degree Programme
in
EDUCATION

Semester: Autumn 2021



Allama Iqbal Open University, Islamabad

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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 of repute. The university made a landmark progress by ensuring access to quality education rural areas under-privileged students for the people of all ages particularly the females can now select and join the programs of their choice while sitting at their residence and along with continuing their jobs. After assessing the success of many degree programs in Pakistan, AIOU is now going to offer a ranges programs for the students in UAE, Saudi Arabia, Kuwait, Qatar, Bahrain, Oman, USA and many other countries currently. More than 1.3 million students are getting benefits from the high quality educational services of AIOU in all regions of the country through more than fifty regional offices of the university. It offers-suggests many undergraduate and Post Graduate programs at rural and remote areas providing an unparalleled opportunity to all the poor and deprived sections of the society at an affordable cost. The university has recently digitalized all its student-support services for facilitating its students on priority basis. This digitization of the system, it is hoped, will enable AIOU students to get all kinds of educational using their Learning Management system (LMS) portal support online.



Committed for your bright future

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

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.

Minimum and Maximum Duration/Semesters: Programs on ODL Mode

| Sr. No. | Degree Level | Minimum Duration | Maximum Duration |
|----------------|--------------------------------------|-------------------------|-------------------------|
| 1. | Matric / FA | 2 Years / 4 Semesters | 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. | BEd (1.5 Years) | 1.5 Years / 3 Semesters | 3 Years |
| | BEd (2.5 Years) | 2.5 Years / 5 Semesters | 5 Years |
| 6. | BS/BBA/BEd (4-Years) | 4 Years / 8 Semesters | 8 Years |
| 7. | Med (1 Year) | 1 Year / 2 Semesters | 3 Years |
| 8. | All Master Degree Programs (2-Years) | 2 Years / 4 Semesters | 4 Years |

Note: Maximum time duration includes semester freeze period.

Since 2021, minimum and maximum duration of Associate Programs is 2-years (4 Semesters) and 4-years (8-Semesters) respectively. If one fails to complete the same within 4-years, one has to get re-admission.

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

All fresh and continue students can submit their admission using online system.

Follow these instructions to apply:

APPLY ONLINE (FRESH STUDENTS):

1. Visit website: <https://online.aiou.edu.pk>
2. Press link “Admission for Fresh applicants”. Associate Degree Education
3. After filling the admission form, print out your “Challan Form”.
4. Using printed challan form submit your fee in any branch of FWBL, ABL, MCB or UBL.
5. You can also deposit fee through Upaisa, Jazzcash & Easypaisa.

APPLY ONLINE (CONTINUE STUDENTS):

1. Visit website: <https://online.aiou.edu.pk>
2. Press link “Enrollment Form for Continue students”;
3. Enter your User ID & Password.
4. Select courses and print challan form.
5. Using printed challan form submit your fee in any branch of FWBL, UBL, MCB or ABL. Keep save copy of your challan form after submission of fee. **You need not to send challan to the University** but University can ask for copy of challan form any time if required.
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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.

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 Early Childhood Education and Elementary Teacher Education Department offers ADE, PGD in ECE, BEd 4 years, BEd 1.5 year, BEd 2.5 years, M.Ed, MPhil and Ph.D programmes. It also offers “Education” as subject at Matric, Intermediate and Graduate level.

The department is planning to launch BS.Ed Early Childhood.

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)

Programme Code:

| | | | |
|---|---|---|---|
| 0 | 4 | 4 | 5 |
|---|---|---|---|

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) which has replaced the diploma, PTC, 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

Mode: ODL

Teaching Practice-II/Short Term Teaching Practice (Course Code: 8608)

| Sr. No. | Components | Marks | Passing Marks |
|---------|--|-------|---------------|
| 1. | Workshop (Attendance in workshop is compulsory. Lesson planning and lesson presentation carry marks) | 15 | 50% |
| 2. | Teaching Practicum Related Work (06-Weeks) | 25 | 50% |
| 3. | Final Lesson-I & Final lesson-II (Lesson Plans and Presentations) | 60 | 50% |
| | Total | 100 | |

Semester-Wise Breakup of Scheme of Studies Semester–1

Programme Code:

| | | | |
|---|---|---|---|
| 0 | 4 | 4 | 5 |
|---|---|---|---|

18 – Credit Hours

| Sr. No. | Course Code | Name of Course | Credit Hours |
|---------|--------------|---|--------------|
| 1. | 5404 | English Compulsory-I (Core) | 03 |
| 2. | 5436 5437 | Islamiyat 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

| Sr. 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

| Sr. 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

| Sr. 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. | 8608 | Teaching Practice-II/Short Term Teaching Practice | 03 |

Note: There will be a 15 hours 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. 500/- |
| 2. | Admission Fee (At the time of first Admission) | Rs. 1000/- |
| 3. | Course Fee (3 Credit Hours Fee) | Rs. 3300/- |
| 4. | Technology Fee | Rs. 500/- |
| 5. | Practicum/ Workshop (6415) Fee | Rs. 3300/- |
| | Total fee for 1 st Semester | Rs. 21800 |

Faculty Members of the Department

1. Dr. Fazal-Ur-Rehman
Chairman
2. Dr. Muhammad Athar Hussain
Assistant Professor
3. Dr. Rahmatullah Bhatti
Assistant Professor
4. Dr. Muhammad Sami Ullah
Assistant Professor
5. Dr. Syed Nasir Hussain
Assistant Professor
6. Dr. Mubeshera Tufail
Lecturer
7. Dr. Rukhsana Durrani
Lecturer
8. Mr. Salman Khalil Ch.
Lecturer

For academic assistance, please contact the department:

1. Dr. Fazal-ur-Rahman
Chairman (ECE & ETED)
Ph No. 051-9250167 (PA-051-9057718)
2. Mr. Salman Khalil Ch.
Lecturer/Programme Coordinator
ECE & ETED
Ph: 051-9057709

GENERAL INFORMATION

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A candidate who has passed BA/BSc degrees (Level-5 Qualification i.e. 14 years education) can be admitted in Third Year (5th Semester) of BS (four years) degree programme upon successful completion of 15-18 credit hours bridging courses to be decided by admitting University.
- iii. If an applicant of post-graduate/research level programme does not receive any information regarding admission within three months from submission of application, he/she should presume non-selected.
- iv. The address of a student will not be changed during the semester.
- v. 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. The continuing students may enroll through online system on AIOU website within due date.
- vi. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme
- vii. On payment of the registration fee, each student will be issued a student ID. This number must be quoted in all the future correspondence.
- viii. Study material shall be available on AIOU website for downloading.
- ix. Rules and regulations framed, enhanced and changed from time to time by the authorities, bodies of the university will be effective as deemed necessary. The student will have to abide by all such rules and regulations from the date of their implementation.
- x. A student who fails in continuous assessment component is not eligible to reappear but will be allowed to re-register for the same course at its next offering semester by the university.
- xi. It is the responsibility of the student to remain in touch with the department regarding the academic activities.
- xii. A student already admitted to a programme or a specialization of a programme shall not be allowed to transfer or to get admission to another programme unless he/she formally postpones it till the completion of the new programme or withdraws from the previous programme.
- xiii. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.
- xiv. The university reserves the right to change contents of this prospectus without any prior notice as per university policy.
- 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.

PROCEDURE FOR DEPOSITING FEE

Eligible candidates for (OPEN MERIT PROGRAMMES) are required to deposit fee in any branch of the following banks:

- (1) Allied Bank Limited (ABL)
- (2) First Women Bank (FWBL)
- (3) Muslim Commercial Bank (MCB)
- (4) United Bank Limited (UBL)

Admission Form (Original) to be sent to Directorate of Admission and Mailing through Post Office or any other courier service.

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

REGULATIONS FOR REFUND OF ADMISSION FEE

1. The students who has submitted their fees for Admission but do not wish to continue and have applied for refund of fee before dispatch of study material/ books, the fees will be refunded after deduction @ 10% of total fee.
2. the student who was not eligible but deposited fee for Admission, the fee shall be refunded after deduction @ 15% of total fee.
3. The students who have deposited their fee in excess of due fee the total excess amount shall be refunded or adjusted as the case may be.
4. The Treasurer Department shall verify the fee of students and shall send the case to the audit for pre-audit.
5. the cheque will be issued to the candidate by the campus payment section, Treasurer Department.
6. Admission fee will be refunded/ adjusted maximum up to one year.
7. After dispatching the study material, the candidate shall not be eligible for the refund of fee.

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. The Bank Challan/ 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, through cross cheques.
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 sever 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 enrollment / non formation of viable group/ non offering of courses, full fee will be refunded to them.

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 |

Final: 30-8-2021
Ready for permission from
admission dept. for uploading
on AIOU-website

PROSPECTUS

OF

ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION

- **ISLAMIC BANKING (IB)**
- **HUMAN RESOURCE MANAGEMENT (HRM)**
- **MARKETING**

FOR

SEMESTER: AUTUMN 2021



Allama Iqbal Open University
Islamabad

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Semester:..... Autumn 2021
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Vice Chancellor
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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.

It is informed that the students of all Postgraduate programs are required to upload their assignments (in typed form) on AAGHI LMS PORTAL from Spring 2020 Semester onward. Hand written assignments shall not be accepted in any case.

Minimum and Maximum Duration/Semesters: Programs on ODL Mode

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| 7 | MEd (1 Year) | 1 Year / 2 Semesters | 3 Years |
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ALLAMA IQBAL OPEN UNIVERSITY

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guidance by their respective tutors. Moreover, the university has established full-time study centres 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 instruction, guidance and counselling through face-to-face education. AIOU is also offering four years' under-graduate degrees.

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

FACULTY OF SOCIAL SCIENCES AND HUMANITIES

First established in 1981 with five departments, the Faculty of Social Sciences and Humanities has, over the years, flourished to become, by far, the largest Faculty of the University. It, today, consists of 14 departments offering masters programmes in major areas of Social Sciences and Humanities like, Business Administration, 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 AIU'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

**ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION
(Islamic Banking, HRM, and Marketing)**

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

| Sr. No. | Course title | Course Code | Cr. Hrs. |
|------------------------|--|-------------|----------|
| FIRST SEMESTER | | | |
| 1 | Islamic Studies /Ethics | 5436 / 5437 | 3 |
| 2 | Pakistan Studies | 5438 | 3 |
| 3 | Fundamentals of Business | 5402 | 3 |
| 4 | Basics of ICT | 5403 | 3 |
| 5 | Compulsory English-I | 5404 | 3 |
| SECOND SEMESTER | | | |
| 1 | Principals of Accounting | 5401 | 3 |
| 2 | Applied Mathematics for Business and Social Sciences | 5405 | 3 |
| 3 | Micro Economics | 5406 | 3 |
| 4 | Compulsory English-II | 5411 | 3 |
| 5 | Sociology | 5415 | 3 |

| Sr. No. | Course title | Course Code | Cr. Hrs. |
|------------------------|---------------------------------|-------------|----------|
| THIRD SEMESTER | | | |
| 1 | Principals of Marketing | 5407 | 3 |
| 2 | Business Communication | 5409 | 3 |
| 3 | Cost Accounting | 5410 | 3 |
| 4 | Statistics for Management | 5412 | 3 |
| 5 | Principles of Management | 5414 | 3 |
| 6 | Macro Economics | 5416 | 3 |
| FOURTH SEMESTER | | | |
| 1 | Fundamentals of Islamic Finance | 5446 | 3 |
| 2 | Takaful Management | 5447 | 3 |
| 3 | Islamic Capital Markets | 5448 | 3 |
| 4 | Sakuk Management | 5449 | 3 |
| 5 | Islamic Branding and Marketing | 5450 | 3 |
| 6 | Internship | 5440 | 3 |

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

| S. No. | Course Title | Course Code | Cr. Hrs. |
|-----------------------|-------------------------|----------------|----------|
| FIRST SEMESTER | | | |
| 1 | Islamic Studies /Ethics | 5436 / 5437 | 3 |
| 2 | Pakistan Studies | 5438 | 3 |

| | | | |
|------------------------|--|------|---|
| 3 | Fundamentals of Business | 5402 | 3 |
| 4 | Basics of ICT | 5403 | 3 |
| 5 | Compulsory English-I | 5404 | 3 |
| SECOND SEMESTER | | | |
| 1 | Principals of Accounting | 5401 | 3 |
| 2 | Applied Mathematics for Business and Social Sciences | 5405 | 3 |
| 3 | Micro Economics | 5406 | 3 |
| 4 | Compulsory English-II | 5411 | 3 |
| 5 | Sociology | 5415 | 3 |
| THIRD SEMESTER | | | |
| 1 | Principals of Marketing | 5407 | 3 |
| 2 | Business Communication | 5409 | 3 |
| 3 | Cost Accounting | 5410 | 3 |
| 4 | Statistics for Management | 5412 | 3 |
| 5 | Principles of Management | 5414 | 3 |
| 6 | Macro Economics | 5416 | 3 |
| FOURTH SEMESTER | | | |
| 1 | Business Law | 5413 | 3 |
| 2 | Human Resource Management | 5431 | 3 |
| 3 | Organizational Behavior | 5432 | 3 |
| 4 | Social Policy and Strategy | 5423 | 3 |
| 5 | Internship | 5440 | 3 |

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

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

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

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 both 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 to the Regional Director; reports would be evaluated on the guidelines given by AIOU.
- iv. Guidelines regarding the Internship/ Project will be provided by the department and according to AIOU rules and regulations
- v. Viva voce examination: On successful completion of Internship/ Project, viva voce examination shall be held according to AIOU rules. The Viva Voce can be arranged at the Main Campus/ Regional Officers as per decision of the Competent Authority.

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

FACULTY MEMBERS:

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10. **Syeda Attiya Rahat**
Lecturer
Ph: 051-9057250
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. If an applicant of post-graduate/research level programme does not receive any information regarding admission within three months from submission of application, he/she should presume non-selected.
- 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. The continuing students may enroll through online system on AIOU website within due date.
- 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 student ID. This number must be quoted in all the future correspondence.
- vii. Study material shall be available on AIOU website for downloading.
- viii. Rules and regulations framed, enhanced and changed from time to time by the authorities, bodies of the university will be effective as deemed necessary. The student will have to abide by all such rules and regulations from the date of their implementation.
- ix. 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.
- x. It is the responsibility of the student to remain in touch with the department regarding the academic activities.
- xi. 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.
- xii. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.
- xiii. The university reserves the right to change contents of this prospectus without any prior notice as per university policy.
- xiv. 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.
- xv. 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.

PROCEDURE FOR DEPOSITING FEE

Eligible candidates for (Open Merit Programmes) are required to deposit fee in any branch of the following banks:

- (1) Allied Bank Limited (ABL)
- (2) First Women Bank (FWB)
- (3) Muslim Commercial Bank (MCB)
- (4) United Bank Limited (UBL)

Fee can also be deposited through Jazz Cash, Easy Paisa and Upaisa Mobile App/USSD String *786#, Retailer Agent, Franchise and Branches of Mobilink, Telenor and Ubank. For more detail please visit university website.

The Banks/Mobile App/Retailer Agents/Franchise/Branches will provide Transaction ID of deposited fee.

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

REGULATIONS FOR REFUND OF ADMISSION FEE

1. The students who has submitted their fees for Admission but do not wish to continue and have applied for refund of fee before dispatch of the fees will be refunded after deduction @ 10% of total fee.
2. the student who was not eligible but deposited fee for Admission, the fee shall be refunded after deduction @ 15% of total fee.
3. The students who have deposited their fee in excess of due fee the total excess amount shall be refunded or adjusted as the case may be.
4. The Treasurer Department shall verify the fee of students and shall send the case to the audit for pre-audit.
5. the cheque will be issued to the candidate by the campus payment section, Treasurer Department.
6. Admission fee will be refunded/ adjusted maximum up to one year.
7. After dispatching the study material, the candidate shall not be eligible for the refund of fee.

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. The Bank Challan/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, through cross cheques.
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 sever 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 enrollment/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, workshop center change, late assignment evaluation fee, analysis fee, rechecking of answer scripts fee, NOC fee, subject/group change fee, thesis evaluation fee, thesis extension fee, job fee, tender fee tec. will not be refunded. Only excess fee deposited will be refunded/adjusted.
2. The extension in thesis fee in excess shall be refunded on approval of concerned Dean with certificate that fee was deposited in excess.
3. The amount deposited in University accounts by any person/firm (other than student), by mistake or in excess shall be refunded after verification of the amount deposited.

IMPORTANT TELEPHONE NUMBERS

| Sr. # | Name | Telephone Nos. |
|--------------|---------------------------------------|--|
| 1. | Director Admissions | 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 |



ALLAMA IQBAL OPEN UNIVERSITY

(DEPARTMENT OF EXAMINATIONS)

FEE TARIFF*

| Sr. # | Programme | Fee Rates for | | |
|---------|--|--|---------------------------------|------------|
| | | Ordinary | Urgent | Duplicate |
| 1. | Course Certificate of SSC/HSSC/Bachelor Programme/Elementary Arabic/Non-Credit | Rs.400/- | Rs.800/- | Rs.1600/- |
| 2. | SSC(Matric)/HSSC(Intermediate)/PTC/CT/ATTC | Rs.500/- | Rs.1000/- | Rs.2000/- |
| 3. | BA/B.Com/BBA(old)/BLIS/BCS/Associate Degree (2 years)/ Undergraduate Diploma/Certificate | Rs.800/- | Rs.1600/- | Rs.3200/- |
| 4. | BS / BBA (4 years) Associate Degree (4 years) etc. | Rs.1200/- | Rs.2400/- | Rs.4800/- |
| 5. | B.Ed. (old programme) | Rs.1000/- | Rs.2000/- | Rs.4000/- |
| 6. | B.Ed. (1.5 years / 2.5 years / 4 years) | Rs.1200/- | Rs.2400/- | Rs.4800/- |
| 7. | MA/M.Sc/M.Ed/MBA/M.Com/MBA & MPA Executive | Rs.1200/- | Rs.2400/- | Rs.4800/- |
| 8. | Postgraduate Diploma / Certificate | Rs.1000/- | Rs.2000/- | Rs.4000/- |
| 9. | M.Phil/MS/LLM/M.Sc (Honors) | Rs.2000/- | Rs.4000/- | Rs.8000/- |
| 10. | Ph.D | Rs.3000/- | Rs.6000/- | Rs.12000/- |
| 11. | Fee of Triplicate Certificate/Degree from Matric to Bachelor Programme | | | Rs.5000/- |
| | Fee of Triplicate Degree of B.Ed /BS (4years)/Master/MS/MPhil Programme | | | Rs.10000/- |
| 12. | Change of Examination Center | | | Rs.600/- |
| 13. | Duplicate Result Card Per Semester (Beyond Two Current Semesters) | | | Rs.100/- |
| 14. | Rechecking of per Answer Script ATTC /CT/PTC/B.Ed / all Graduate Programme | | | Rs.700/- |
| | Rechecking of per Answer Script BS / MA / MSc / PGD & equivalent | | | Rs.800/- |
| | Rechecking of per Answer Script MS / MPhil / Ph.D & equivalent | | | Rs.1000/- |
| 15. | Change in Name or any other Correction in Certificate/ Degree (made by Board/University or Court Decision) | Double Fee of Ordinary/Prescribed for Programme | | |
| 16. | Verification of Certificate/Degree (By Students or Departments) | By Post Rs.600/- | By hand (same day) Rs.1000/- | |
| | Verification of Certificate/Degree from Foreign Organizations/Oversees Countries | USD 100* * including USD 25 for Courier Charges | | |
| Sr. No. | Re-Appear Exams Fee for Programme | Fee Rate Per Course | | |
| 1. | SSC / PTC / Elementary Arabic | Rs.100/- | | |
| 2. | ATTC | Rs.180/- | | |
| 3. | HSSC / CT / Diploma 10 + 3 | Rs.200/- | | |
| 4. | Bachelor / Associate Degree (2 years) | Rs.300/- | | |
| 5. | BS / BBA / Associate Degree (4 years) | Rs.400/- | | |
| 6. | B. Ed. (old) / B.Ed (1.5 years / 2.5 years / 4 years) | Rs.400/- | | |
| 7. | M.A / M.Sc / MBA / M.Ed/ PGD / MS / M.Phil | Rs.500/- | | |
| 8. | Ph.D | Rs.800/- | | |

*Applicable with effect from 1st January 2020.

AIOU WEBSITE: <https://www.aiou.edu.pk>



ALLAMA IQBAL OPEN UNIVERSITY

“Education for All”

Admission

Examination

Mailing

Download

Department

Programme

Education for All



Admissions

Admission Confirmation
Admission Objectionable Forms
Books Dispatch Status
Admissions Amendments
Admission Refund of Fee
Tutors Information
Workshop Schedule
More....

Examinations

Result
Result Rechecking Application
Date Sheet
Roll Number Slip
Assignment Marks
Degree Tracking System
Assignments Schedule
Assignments

ALLAMA IQBAL OPEN UNIVERSITY, REGIONAL NETWORK

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