

Admission Autumn 2022

**AIOU**

An Internationally Recognized

Autumn 2022  
**Prospectus** MBA / MPA  
COMMONWEALTH *of* LEARNING

Program for Executives



Allama Iqbal Open University, Islamabad

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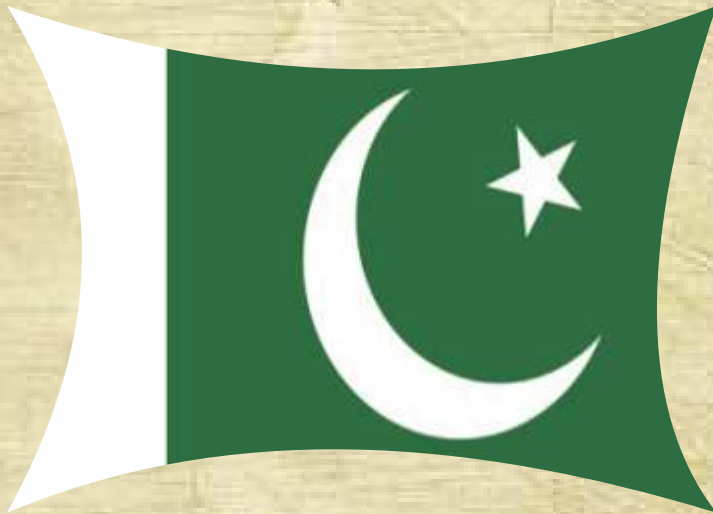
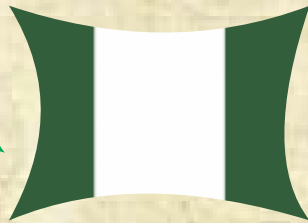
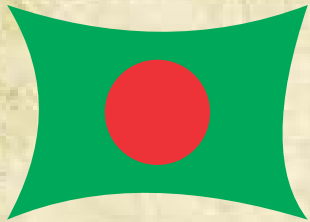
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## AIOU CHEMISTRY LAB





### Message from The President & Chief Executive Officer of the Commonwealth of Learning

The Commonwealth of Learning (COL) is an intergovernmental organization created by Commonwealth Heads of Government to encourage the development and sharing of open learning/distance education knowledge, resources and technologies. COL is helping the developing nations improved access to quality education and training. Through its own resources and its extensive networks, the Commonwealth of Learning (COL) provides a wealth of services and collaborative opportunities for policy makers, institutions and distance education practitioners to encourage the development of the use of open and distance learning (ODL) policies, systems and applications. The Commonwealth of Learning aims to empower people with the learning that enables them to be agents of economic and social development. Our goal is to deliver high quality learning and professional development opportunities with our

Commonwealth Partner Universities that complement existing MBA/MPA programmes in the participating countries. The Commonwealth Master of Business Administration and Public Administration (CMBA/CMPA) Programme is the outcome of collaboration between the Commonwealth of Learning (COL) and three open universities in South Asia: Allama Iqbal Open University (Pakistan), Bangladesh Open University, and the Open University of Sri Lanka. Established in 2002, the CEMBA/CEMPA Programme is now expanding through partnership with universities in Asia, Africa, the South Pacific and South America.

The CMBA/CMPA Programme is designed for part-time study by busy working professionals, in response to the growing demands for post-graduate level education in business and public administration. The flexible and modular programme allows students to choose either

Business Administration (MBA) or Public Administration (MPA) as their major field of study. In addition, students have the option of several exit points after earning a diploma, graduate diploma or a Masters degree. The minimum completion time for the Commonwealth Executive MBA or MPA is two years.

So pat yourself on the back. You are now a part of this highly prestigious program having focus on excellence. My most important message to you is that you should have high dreams to fulfill and greater heights to search and reach.

#### **Professor Asha Kanwar**

President and CEO, Commonwealth of Learning  
Chair, Executive Governing Board,  
Commonwealth CEMBA/CEMPA Programme



## Welcome Message from the Vice Chancellors of Partner Universities

As partners in the Commonwealth MBA and MPA Programme (CMBA/CPMA) and members of the Executive Governing Board, we are pleased to extend our congratulations and good wishes to all students embarking on this exciting learning journey. We share a common goal of delivering a high quality open and distance learning (ODL) Programme which meets the highest standards of executive education in the Commonwealth.

The Commonwealth MBA/MPA Programme is designed to help busy practicing professionals, managers, and public and private sector officers gain a higher level of competency in their respective functions, and learn skills to support their career advancement.

The challenge in building leaders for tomorrow is to provide valuable, relevant and forward-thinking professional development and educational opportunities today. Whether you complete the diploma, the graduate diploma, or a Masters degree in

Business or Public Administration, the Commonwealth Programmes provides these opportunities. Both streams provide comprehensive and in-depth coverage of current leadership and management practices through core courses, electives and courses, with distance learning expertise and resource materials developed in the fields of Management and Public Administration in the Commonwealth.

This flexible, modular and learner-centered Programme is designed to enable you to achieve your professional goals and balanced on-going career and family demands. Inter-institutional credit transfer and the international partnership among our universities also provide opportunities for mobility and broader learning perspectives. In this increasingly globalized world, this has become more important than ever.

We invite you to join us in building leaders for tomorrow. Begin the journey today, with the Commonwealth MBA/MPA.

**Prof. Dr. Zia Ul-Qayyum**  
Allama Iqbal Open University,  
Pakistan  
Vice Chancellor  
vc@aiou.edu.pk,

**Prof. Dato' Dr. HO Sinn Chye,**  
Vice Chancellor and CEO  
Wawasan Open University  
(WOU), Malaysia

**Professor Dr. M. A. Mannan,**  
Vice-Chancellor Bangladesh  
Open University (BOU)

**Professor Willam Otoo Ellis**  
Vice-Chancellor  
Kwame Nkrumah University of Science  
and Technology, (KNUST), Ghana  
vc@knust.edu.gh

**Professor Vincent Ado Tenebe,**  
Vice-Chancellor  
National Open University of  
Nigeria (NOUN)

**Dr. Kaviraj Sharma Sukon,**  
Director-General  
Open University of  
Mauritius (OUM)

**Dr. Vijitha Nanayakkara,**  
Vice Chancellor  
The Open University of  
Sri Lanka (OUSL)

**Dr. Winston Adams**  
Executive Chairmen/President  
University College of Caribbean,  
Jamaica.  
wadams@ucc.edu.jm  
wadams@ucc.edu.jm

**Professor J. A. Roy Boddien,**  
JP, President  
University College of the  
Cayman Islands (UCCI)

**Professor Jacob Opadeyi,**  
Vice-Chancellor & Principal  
University of Guyana (UG)



### Welcome Message Vice Chancellor of Allama Iqbal Open University

It gives me immense pleasure to welcome you at the platform of Commonwealth MBA/MPA Program for the Executives of business and public administration. Allama Iqbal Open University, one of the mega universities of the world, provides educational facilities to every citizen of Pakistan and even for the foreigners living in the territory of Pakistan. In terms of students' enrolment, it is truly the largest university of the country. The university provides education of international standard at the doorsteps of the students with an affordable cost. It is the pioneer of distance learning education in Asia. With the collaboration of Commonwealth of learning, AIOU has taken some fundamental steps towards virtual education.

This program is the outcome of close collaboration between Commonwealth and the National Open Universities of Pakistan, Bangladesh, Malaysia, Sri Lanka, Ghana, Guyana, and Nigeria. It aims to complement existing MBA/MPA programs in meeting the growing demands for post-graduate level of education in business and public administration in Commonwealth countries. Designed

for busy working professionals, the program can be completed by the students at their own pace. The minimum completion time for MBA or MPA is two years and maximum time is five years.

This MBA/MPA Program for Executives prepares you to shoulder greater management responsibilities, extend your comprehension and application of the latest managerial concepts and techniques and broadens your understanding of the working of an organization in the competitive international environment. Classes are scheduled to, minimize time spent away from the office and home, while maximizing the benefits through the facilities only a distance learning institution of the stature of Allama Iqbal Open University can provide. This MBA/MPA program is designed not only to meet current managerial needs, but those of the future as well by developing the critical capabilities of the participants.

The challenges to our higher education system, particularly to the universities are to carve out a path and a strategy for the students so that they can be

critically instrumental in the process of transformation of this country. Simply producing graduates who can participate in the work force is not enough. Therefore, AIOU focuses on creation of new knowledge and innovative minds which are greatly required for social and economic growth of our country. With this aim in mind, we are making sincere and committed efforts to develop this university as a well reputed and established centre of higher education. We are striving to produce better individuals with right interests, attitude, moral and intellectual values so that they can serve our country with an utmost sense of devotion, dedication and commitment.

I wish you a very bright future and good luck with your educational endeavor. I hope that after getting education from AIOU, you will become an asset for the country and you will be able to play an important role for the development and prosperity of the people of Pakistan.

**Prof. Dr. Zia Ul-Qayyum**  
Vice Chancellor  
Allama Iqbal Open University  
Islamabad Pakistan

## EXECUTIVE GOVERNING BOARD

**Professor Asha Kanwar**  
Chairman, Executive Governing  
Board President and Chief Executive  
Officer Commonwealth of Learning

**Prof. Dr. Zia Ul-Qayyum**  
Allama Iqbal Open University  
Pakistan  
Vice Chancellor  
vc@aiou.edu.pk,

**Professor Dr. M. A. Mannan,**  
Vice-Chancellor Bangladesh  
Open University (BOU)

**Professor Willam Otoo Ellis**  
Vice-Chancellor  
Kwame Nkrumah University of Science  
and Technology, (KNUST), Ghana  
vc@knust.edu.gh

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**Dr. Kaviraj Sharma Sukon,**  
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Vice Chancellor  
The Open University of  
Sri Lanka (OUSL)

**Dr. Winston Adams**  
Executive Chairmen/President  
University College of Caribbean,  
Jamaica.  
wadams@ucc.edu.jm  
wadams@ucc.edu.jm

**Professor J. A. Roy Bodden,**  
JP, President  
University College of the  
Cayman Islands (UCCI)

**Professor Jacob Opadeyi,**  
Vice-Chancellor & Principal  
University of Guyana (UG)

**Prof. Dato' Dr. HO Sinn Chye,**  
Vice Chancellor and CEO  
Wawasan Open University  
(WOU), Malaysia

## ACADEMIC BOARD

### PAKISTAN

Allama Iqbal Open University.  
Sector H-8, Islamabad, Pakistan  
www.aiou.edu.pk  
www.col.aiou.edu.pk  
Dr. Syed Hassan Raza, Professor,  
Chairman, Department of Business  
Administration, Tel: +92-9250090  
Email: [hassan\\_raza@aiou.edu.pk](mailto:hassan_raza@aiou.edu.pk)  
Dr. Salman A. Qureshi  
Assistant Professor/Programme  
Coordinator, + 92 9250090  
salman\_qureshi@aiou.edu.pk

### BANGLADESH

Bangladesh Open University (BOU)  
Professor Dr. A.T.M. Tofazzel Hossain,  
Dean, School of Business  
Mr. Mostafa Azad Kamal, Associate  
Professor, School of Business.

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Science and Technology, (KNUST),  
Ghana  
Professor I. K. Dontwi, Dean, Institute  
for Distance Learning  
Rev. (Dr.) William Osusu-Boateng,  
Head, Centre for Distance and  
Continuing Education (CDCE).

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(NOUN)  
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Associate Professor and Dean, School  
of Management Sciences  
Dr. Samaila Mande, Senior Lecturer,  
School of Management Sciences.

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Studies.  
Dr. L.P.S. Gamini, Senior Lecturer in  
Finance, Department of Management  
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Dr. Dameon Black, Deputy President  
(with special responsibility for  
Graduate Studies)  
Ms. Dianne Boyd, Director,

CEMBA/CEMPA Graduate  
Programmes.

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Dr. J. D. Mosley-Matchett, Director of  
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International Affairs.  
Mr. Hector Edwards, Lecturer, Faculty  
of Social Sciences.

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Wawasan Open University (WOU),  
Malaysia  
Professor Name Venkata (N.V.)  
Narasimham, Dean, School of  
Business & Administration.  
Mr. Prakash Arumugam, Senior  
Lecturer, School of Business and  
Administration.

## THE COMMONWEALTH



The Commonwealth of Learning was inspired by the vision that the people of the Commonwealth must and can have access to knowledge, regardless of where they live and whether they are rich or poor. With headquarters in Vancouver, Canada, the Commonwealth of Learning is an intergovernmental organization with a mandate to widen opportunities for learning in the 53-member states of the Commonwealth by promoting the development and sharing of open and distance learning resources and communication technologies. It was created by Commonwealth Heads of Government in late 1987 and became operational in early 1989.

The Commonwealth of Learning, as an advocate for distance education and open learning, and committed to the promotion of education as a fundamental tool for the development of people and organizations in the developing world, now enables ODL institutions in Africa to offer these programmes to the people of Ghana, Mauritius, Nigeria and Tanzania, in

their own time, at their own pace and, most importantly, at an affordable price. Management graduates of the programme can position themselves for middle and senior level executive positions in national and international organizations, aspire for upward mobility in their own organizations or take up challenging assignments in senior positions in industry or the services sector.

COL helps developing Commonwealth countries to increase access to learning using distance education and appropriate technologies. Its work is grouped into three sectors of activity: education, learning for livelihoods and human environment. For a competitive edge in the emergent global economy, Commonwealth governments increasingly seek nontraditional education solutions such as open and distance learning (ODL) to achieve cost-effective, significant education and training results for their citizens. COL plays a pivotal role in this critical growth area.

Special features of the programme include:

- Provision of learning at one's pace, place and time
- Cost effective and cost efficient educational operations
- Provision of equal opportunities of admission
- Self instructional learning materials, in print and electronic media
- Provision of face-to-face and distance tutor support
- Continuous and terminal evaluation.
- Working with and providing services to hundreds of institutions throughout the Commonwealth countries, COL is helping to increase the capacities of developing nations to meet the demands for improved access to quality education and training.



## Participating Institutions Allama Iqbal Open University, Pakistan



Allama Iqbal Open University (AIOU) is the first Open University in Asia. AIOU is a unique institution in Pakistan because of its philosophy, system, approach, functions and overall structure. The University with its main campus at Islamabad and huge network of regional centers spread all over the country is serving its clientele all over Pakistan and in the Middle East. AIOU is a Distance Education institution, which provides multi disciplinary education from basic to doctoral level programs. The Allama Iqbal Open University was established in May 1974 under Act No. XXXIX passed by the Parliament of Pakistan. It was initially named as the People's Open University, renamed as Allama Iqbal Open University in 1977.

The Allama Iqbal Open University was established with the main objectives of providing educational opportunities to masses and to those who

cannot leave their homes and jobs. It has opened up educational opportunities for the working people and has provided access to the females on their door steps. It has also done pioneering work in the field of Mass Education. It is now breaking new grounds in the fields of professional, scientific, and technical education. It is attempting to reach out to the remotest areas of Pakistan. It is also attempting to harness modern information Technology for spreading education in Pakistan. Professional and technical education in Pakistan is becoming very costly, especially in recent years, because of government policy to encourage private sector in this field. The lower middle class and poorer classes are being marginalized and their children have very little chance to get higher education in fields like Business Administration, Computer Science, Medicine and Engineering. The AIOU is attempting to meet this challenge and to

keep a window open for these classes by keeping the costs at the minimum and by creating a Student Assistance Fund.

Allama Iqbal Open University has started sharing educational programmes in collaboration with other open universities of the world. Commonwealth of Learning and SAARC countries open universities have started commonwealth international MBA/MPA Programme for executives.

The Allama Iqbal Open University, (AIOU), Islamabad, Pakistan established in 1974, has the same legal and academic status other Universities in Pakistan. The University determines to provide equal educational opportunities to, as large as a section of the population as possible, including those in employment, housewives and others, who wish to upgrade and enhance their education or acquire knowledge for professional advancement.





## Bangladesh Open University, Bangladesh



Bangladesh Open University (BOU) is the only public institution in the country that imparts education in distance mode. In place of campus based teaching, this university uses technology including electronic devices to reach people in different corners of the country. The learner in this system is not restricted by time, space or age. A learner can think and learn at his own will, at his own place and at any time whenever he/she feels free to learn.

The history of distance education in Bangladesh dates back to 1956, when the education Directorate was assigned with the responsibility for distribution of 200 radio receivers to educational institutions. This led to the creation of an Audio-Visual Cell and later the Audio-Visual Education Centre (AVEC in 1962). After separation Bangladesh faced the challenge of meeting the educational needs of mass people. To meet this challenge the necessity for a new mode of education was widely felt. As a sequel to that feeling, the School Broadcasting Pilot Project

(SBP) was launched in 1978. Later in 1983, the project was transformed into National Institute of Educational Media and Technology (NIEMT).

NIEMT was later replaced by the Bangladesh Institute of Distance Education (BIDE) in 1985. Apart from producing audio-visual materials, BIDE offered the Bachelor of Education (BEd) program in distance mode. The success of BIDE encouraged policy makers to take up a major plan for establishing an open university. The plan became a reality in October 1992 when the Bangladesh Open University Act 1992 was passed in the Parliament.

The main objective of the university is to expand all levels of education in different dimensions in science, agriculture; humanities, social science etc. and all other that come under the preview of human knowledge and understanding by diversity of means including the use of digital technology. It intends to provide opportunities of education to all classes of people and create efficient and skilled manpower

by improving the quality of education.

As it is obvious from the objectives, BOU has opened a new horizon for the vast majority of eager learners of Bangladesh who for various reasons drop out of the conventional system of education. BOU serves another target group who wishes to continue to update their knowledge by becoming a lifelong learner. By imparting knowledge and skill to them, BOU is contributing to human resource development in the country.

In the national education arena this university therefore carries enormous responsibilities and possibilities. BOU is the only Institution in the country which can contribute a lot in fulfilling the objective of the Government regarding eradication of illiteracy from the country. The BOU is offering 23 formal and 19 non-formal programmes to make people qualified educated. It has so far educated over 300,000 students in different courses and levels.



Established in 1992 by an act of Parliament, Bangladesh Open University (BOU) has opened up a new vista in a distance education in Bangladesh. Situated at a picturesque site of Gazipur, 30 kilometers north of Dhaka, BOU accommodates Vc's office, administration and school buildings, library, printing and production division, distribution store and a modern media centre.



## Open University of Sri Lanka



"To be the premier ODL institution in South Asia through excellence, efficiency and equity in learning, research, scholarship"

The University was set up by the Government of Sri Lanka under the Universities Act No. 16 of 1978, for the purpose of providing higher educational opportunities to working adults - providing them the road to success, surpassing age, vocation, gender, race, ethnicity and religion. In line with the concept of "Openness", the University caters to a heterogeneous population of people scattered over the island to pursue higher education, taking their own time and pace. The university policy on admission would enable a person to register at the lowest 'Level' with mere basic literacy and then climb up to postgraduate level.

The concept of Distance Education makes this institution a "University without walls", functioning through a dynamic network of regional and study centers, with knowledge imparted through multiple media. Furthermore, they need not disrupt their work com-

mitments to pursue studies, as they can interact with especially designed self-instructional materials where the materials function as "Tutor in Print". Hence, the Open University system provides the learner the best possible learning opportunities for them to balance their personal, work related and academic obligations. While thanking you for your interest in our study programmes we warmly welcome you as a prospective student to the Department of Management Studies of the Open University of Sri Lanka. Sharing a common aim in the delivery of high quality professional programmes through distance education, recognized and accredited throughout the Commonwealth, the Commonwealth of Learning and collaborating Commonwealth Universities are pleased to offer the Commonwealth Executive Master of Business Administration (CEMBA)/Commonwealth Executive Master of Public Administration (CEMPA) programmes.

It is the only recognized university in Sri Lanka where students pursue fur-

ther education through Open Distance Learning (ODL) methodology. As such, the academic programmes of the OUSL are well suited for employed persons and adults. These programmes have been specifically designed to enable persons aged 18 and above to follow Foundation Courses or Programmes leading to Certificates, Diplomas, Degrees and Post Graduate Degrees/Diplomas at their leisure and in their own homes.

The OUSL adopts a multimedia study system emphasizing distance learning techniques, consisting of largely printed material and supplementary audiovisual aids. In addition, there are limited face to face sessions (day schools and tutorials), presentation seminars and counseling sessions for student-teacher interaction and discussion.

"We dedicate ourselves to facilitate Open and Distance Learning, support excellence in research and scholarship and enhance opportunities for adult life-long learning"





## Wawasan Open University, Malaysia



“We aspire to be a vibrant learning community that inspires learning, supports innovation and nurtures all-round personal growth”.

In July 2005 WOUC officially established, with Tan Sri Emeritus Prof. Gajaraj Dhanarajan appointed as Vice Chancellor. Wawasan Open University is Malaysia's first private, not for-profit, open learning institution, a lifelong learning community without borders. WOUC uses flexible approaches to make higher education accessible to all anytime, anywhere. Our self-paced learning environment is specially designed for the convenience and accessibility of adult learners of any age, gender, ethnicity and background.

Funded by charitable trusts, corporations and the public, we aim to lower the personal cost of learning and make it more affordable. If you wish to study for accredited qualifications or for personal enrichment without leaving your home or job, then Wawasan

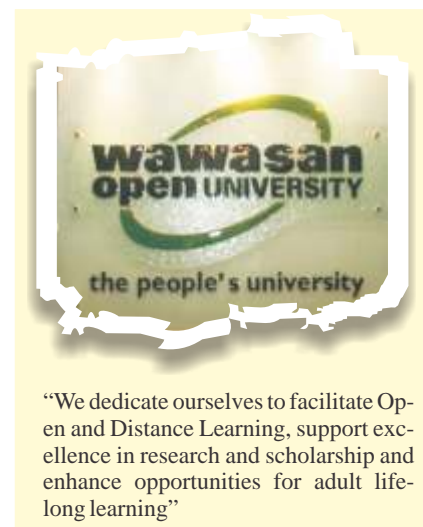
Open is for you. It is funded by Wawasan Education Foundation, a tax-exempt entity supported by donations and other charitable organizations, corporations and members of the concerned public.

Developed as a collaborative programme by the Commonwealth of Learning, Vancouver, and a consortium of participating universities in Asia, the CMBA programme is designed to help professionals working as managers and supervisors in Malaysian organizations, to get an in-depth grasp of management principles and develop skills and capabilities required to function as effective executives in the highly competitive global business environment. The presentation of course content in the Open Distance Learning (ODL) ensures that the learners do not have to dislocate from their workplace. The contemporary and highly relevant programme content is supported by online and face-to-face tutor support, video conference

based interaction and Residential School cum Project Workshop.

The CMPA/CMBA degree is designed to provide the students with an understanding and knowledge of public systems and management. As professional programmes, emphasis is placed upon acquiring those administrative concepts, processes, and techniques that are associated with managing the public systems at various levels. The programmes blend the theoretical and practical dimensions of administration and encourage a broadened academic and professional perspective.

WOU has made, by using the Open and Distance learning mode, the Commonwealth Executive Programmes more flexible and accessible to the working adults in Malaysia. The objective of this programme is to provide enhanced knowledge that includes interpersonal skills, self-reliance, resilience and clarity about public service values and principles.



“We dedicate ourselves to facilitate Open and Distance Learning, support excellence in research and scholarship and enhance opportunities for adult lifelong learning”



## National Open University of Nigeria



“To be regarded as the foremost University providing highly accessible and enhanced quality education anchored by social justice, equity, equality and national cohesion through a comprehensive reach that transcends all barriers.”

The National Open University of Nigeria (NOUN) formally took off in the year 2002, with a series of planning activities. The University was first established in July 1983, closed a few months later in 1984 because of various defects and reasons which the Federal Government felt should be corrected.

The National Policy on Education is very explicit in referring to what is now known as Open and Distance Education (ODE). It describes it as a system which encompasses education for all, education for life, lifelong learning, life wide education, adult education, mass education, media-

based education, self learning, personalized learning, part-time studies, and much more. The policy has practically been demonstrated in the rebirth of the National Open University of Nigeria, whose major purpose is to make education available to as many people as have the ability and are willing and ready to benefit from the quality education provided through flexible and affordable distance learning.

The National Open University of Nigeria is Nigeria's leading - and only specialist provider of open and distance learning at tertiary level. We are also the country's largest tertiary institution in terms of student numbers. The National Open University of Nigeria operates from its Administrative Headquarters located in Lagos. Nigeria is with study centers throughout the country. For the take off of the university, pioneer student enrolment

stands at 32,400.

The National Open University of Nigeria currently offers over 50 programmes and 750 courses, stair casing through from certificate to diploma and degree level, and maintains a strong commitment to internationalization. The National Open University of Nigeria consults with industry and employers in developing courses. The university also brings international programs from universities around the world.

University's expertise in programme design, course development, learner support systems, great spread of study centers nationwide, focus on lifelong education and online education, make NOUN well suited to making excellent contributions to Nigeria's Universal basic Education effort and Education for All programmes.



The University 's strategy brings down the personal cost of learning to be affordable and the lowest in the country so as to reach out to the million women and men in the workforce, who are still without higher education.





## Kwame Nkrumah University of Science and Technology Kumasi, Ghana



Established in 1952, KNUST has a rich history of its evolution into a first class University over the years. Kwame Nkrumah, the African Personality of the century and Pioneer of African Independence is the founder of KNUST. KNUST believes in achievement through diligent work and commitment. KNUST continues to develop plans not only to maintain status as Ghana's No.1 but further on the international ladder.

KNUST Business School is an ultra modern school of business to give high class business education and orientation to the students that have privilege of studying in the great and famous school. The KNUST School of Business (KSB) was established in 2005 as an outgrowth of the 29-year old Department of Economics and Industrial management which began by offering a Post-graduate Diploma in Industrial Management, followed by an M.A. in Industrial Management and an MBA programmes since 2002. KSB has been established to fulfill the vision of KNUST to provide the environment for excellence in teaching, learning, and research in management and entrepreneurship in science and

technology for the industrial and socioeconomic development of Ghana and Africa.

In effect, KSB seeks to attain global recognition as a centre of excellence in Africa for the development and the production of high caliber graduates with hands on knowledge and expertise in management to support the industrial and socioeconomic development of Ghana and Africa and the world at large. The Kwame Nkrumah University Business School has established itself as a global leader in management education and has built an international reputation based on educational programs designed to develop insightful, principled global leaders. Since its creation in 2005, the School has continued to update its curriculum and to build a faculty known for its cutting edge research.

A diversified approach in programmes is geared at producing a multifaceted graduate output to be able to understand the diverse aspects of the business environment and to better equip graduates to thrive successfully in their chosen disciplines. The School offers a wide variety of courses beneficial to all stakeholders to increase

their skills in their respective fields of orientation. Diverse assessment, skills and education are key elements of our educational modules to strengthen the individual and our graduate output collectively as a group. School has a code of adherence pertaining to issues of diversity to be sensitive to the interpretation and potential impact of matters of business and other related and unrelated fields and to appreciate value and celebrate differences as a diverse but united unit.

The National Open University of Nigeria consults with industry and employers in developing courses. We also bring international programs from universities around the world.





## University of Guyana



The University of Guyana (UG) was launched on October 1, 1963 following assent being given to the University of Guyana Ordinance on April 18, 1963, by Governor, Sir Ralph Grey. When it opened its doors on October 2, 1963, UG functioned as an evening institution with only 164 students enrolled for classes in three Faculties Arts, Natural Sciences and Social Sciences. Classes were held between 17:30h and 21:30h at the Government Technical Institute and Queen's College where laboratory facilities could be shared. The Booker Group of Companies provided 1450 acres of land for a campus at Turkeyen. The soil was turned by Prime Minister L.F.S. Burnham on May 24, 19-66. Construction work commenced on January 2, 1968, and the first

building was declared open on February 24, 1970.

The University's current enrolment at Turkeyen is approximately 5,000 students in the Faculties of Agriculture, Arts, Education, Health Sciences, Natural Sciences, Social Sciences and Technology, pursuing more than 60 full time under-graduate programmes in Accountancy, Aeronautical Engineering, Agriculture, Architecture, Chemistry, Communications, Education, Engineering, Environmental Science, Forestry, Law, Medicine, Modern Languages, Nursing, Pharmacy and Social Work to name a few. There are also post graduate programmes in the Faculties of Arts, Education, Natural Sciences and Social Sciences. To date, more than 12,000 students have graduated and gone on to successful

careers both locally and internationally.

In November 2000, the University's second Campus at Tain, Berbice, was opened, offering 2-year undergraduate Certificate programmes in Education (various options), Diploma programmes in Accountancy, Marketing, Mathematics, Public Management, Social Work, English and History. For the 2001 - 2002 academic year the following programmes were added; Degree in Agriculture, Associate Degree in General Science, with options in Biology, Chemistry, Mathematics and Physics, and a Diploma in Computer Science. From 2002 - 2003 the Bachelor of Education in Nursery, Primary and Secondary options was introduced along with the Bachelor of Social Sciences in Public Management.





## The University College of Caribbean, Jamaica



In the early 1990s, Jamaica was losing thousands of young, ambitious individuals who sought higher education opportunities overseas because there were not many recognized higher education programmes on the island for further development through formal training. Answering The Call For Increased Access to Higher Education

This was proving to be an expensive option and was only available to a few Jamaicans who could afford to do so. This resulted in the Institute of Management Sciences (IMS), which has since grown to become one of the most respected private higher education institutions in Jamaica. Incorporated in January 1992, the Institute of Management Sciences is a self-supporting, higher education institution, governed by a Board of Trustees appointed by the executive body.

From 1993 to 1997, IMS successfully developed and offered a two-year Associate of Science degree programme in Business Administration at five regional training centers in the parishes of Kingston and St. Andrew, Clarendon, Manchester, St. Ann and St.

James. The programme was supported and initially developed in conjunction with Dalhousie University, in Canada. Classes were held mainly on weekends, and to date, several batches of students, from each of the regional centers, have graduated. IMS grew to become one of the top three private higher education institutions in Jamaica, having gained recognition from the local accrediting body, the University Council of Jamaica (UCJ) and full matriculation status from the University of the West Indies. The Institute's Associate Degree in Business Administration programme is a UCJ accredited programme.

Offerings have grown from three certificate and diploma level programmes to seven professional diploma programmes both in Kingston and Montego Bay, two associate of science degrees in business and management information systems, two bachelor's degrees in business administration and tourism and hospitality management, and a master's degrees in business administration, in conjunction with the Florida International Un-

iversity, FIU Graduates number over 60,000 at the Certificate, Diploma, Associate and Bachelor degree levels, who are making a difference to their organizations and to the country at large. In addition, for the current academic year, there are approximately one thousand prospective graduates at all levels.

The COL Masters' in Business Administration programme (weekend) was introduced in 1998 in collaboration with Florida International University, based in Miami. This decision provided the launching pad for IMS' further growth. In 2000, a Bachelor's degree in Business Administration (weekend) with the University of North Florida was added. In January 2004, the plans for the University College of the Caribbean, parent entity of IMS and IMP, and its logo were presented at a formal unveiling ceremony. Effectively, IMS and IMP will both function as subsidiaries of this new parent entity, and hence will begin to trade under the new name, University College of the Caribbean (UCC).





## The University College of the Cayman Islands



The University College of the Cayman Islands has never let size stand in the way of achievement – and this "Little University that Could" has been making giant strides for education and community development not only in the Islands, but in the region.

Since its inception as a Community College in 1975, UCCI transformed from being a part-time establishment to a full-fledged tertiary level institution offering a plethora of programmes in the Associate, Bachelor and Master's levels as well as Professional Education and Workforce Training.

At the forefront of the entire operation is its world-class

faculty, members of which possess either Master's or Doctorate degrees. Drawing from their vast classroom and real-world experiences, they provide global and personalised instruction to over 1,000 students.

In recent years, UCCI has become the institution of choice for many Caymanians and expatriates alike, as they are able to experience the demands of a University environment right on their doorstep. Through the delivery of quality programmes, students are equipped with knowledge and skills that meet the needs of local and international employers. UCCI also strives to be on the cutting edge of technology by promoting STEM

(Science, Technology, Engineering and Mathematics) initiatives and through the establishment of its very own observatory.

As an important socio-cultural landmark, the University College stays true to its commitment of making valuable contributions towards nation building. Through its series of regional conferences, UCCI has brought thinkers and influencers from various fields of expertise, discussing some of the most pressing issues of our time.

We invite you to explore our website and get to know more about your University College.





## The Open University of Mauritius (OU)



The Open University of Mauritius (OU) has been established on 12 July 2012 according to the Open University of Mauritius ACT 2010. The Mauritius College of the Air, which was established in 1971, has integrated the Open University of Mauritius in July 2012. The Open University aims at delivering quality education to learners who are unable to be physically present on campus. With flexible study options, its prospective learners can study from home, work, or anywhere in the world, at a time that suits them and their lifestyle. Even if the OU is not a residential university, we greet our learners at the Induction session, and organize tutorial sessions where learners meet tutors.

### **Vision of the Open University**

The vision of the Open University of Mauritius is to be among the leading open universities recognized worldwide for providing high-quality education and training.

### **Mission of the Open University**

The mission of the Open University of Mauritius is to provide quality education to people of all backgrounds from Mauritius and around the world with the ultimate aim of developing their intellectual, moral, civic, and creative capacities to the fullest so that they can lead a life full of dignity while contributing meaningfully to the socio-economic development of their nation. Therefore the Open University of Mauritius endeavours to expand the scope and scale of quality higher education available to school leavers; provide greater access to continuing professional education, skills development and training; provide more opportunities for lifelong learning; play a leading role in research and

development and application of learning technologies for education and training; facilitate national, regional and international partnerships and collaborations for the optimal use of resources for open and distance learning; and provide quality open and distance learning programmes in Mauritius and the region in a learner-entred environment using state-of-the-art information and communication technologies.

### **How OU delivers its Mission?**

The OU has been founded to open up quality education to all, regardless of their socio-economic status, background, age, place of residence, race, colour and creed. The OU welcomes school learners wanting experience of higher education, school leavers who choose to join the world of work while studying for a degree, employees wishing to enhance their skills, or switch career, and retired people wanting to study in order to keep them mentally active.

The OU provides the flexibility, qualifications and world-class teaching learners are looking for. Everyone can earn a qualification while working; learners may also wish to work part-time and study part-time; and others, including, school-leavers can study full-time.

With our top-leading blend of distance learning, supported by innovative study materials and videos, every learner gets an exceptional learning experience in his/her own time, at home, work or wherever s/he chooses reading, watching or listening to materials supplied, working out course activities and assignments with regular support from the tutor who is always an email away.

Tutorials are also organized but they are mostly optional and give a chance to meet the tutors and fellow learners. The members of the staff of the Open University are always ready to provide any support, guidance and assistance learners need. We also offer many short courses that help to improve the employability skills.

Anyone can choose from a wide range of qualifications ranging from short courses, B.Sc. /B.Ed., M.Sc./M.Ed./M.A, MBA/DBA to Ph.D. in various fields. We Endeavour to support every learner in crafting a successful career.

We are committed to promoting equal opportunities for all and we monitor ourselves to make sure we live up to our ideals.



## COL MBA/MPA Programme

Traditional ways of delivering MBA and MPA programme, though attractive, have in general been expensive and restrictive. In view of the physical limitation imposed by traditional mode of delivery, i.e. face-to-face, classroom setting online choice, specific time and space, the number of students, who can benefit from such costly way of teaching has been limited.

### The special features of open learning and distance education include:

Equivalent to eighteen years of education as per HEC/NCRE regulations.

- ⊙ Provision of learning at one's own pace, place and time.
- ⊙ Cost effective and cost efficient educational operation.
- ⊙ Provision of equal opportunity of admission.
- ⊙ Self-instructional learning materials.
- ⊙ Provision of face-to-face and distance counseling
- ⊙ Continuous and terminal evaluation.

COL, as an advocate for distance education and open learning, sees distance education as a viable alternative, providing a flexible means of delivery mode, overcoming time and geographical barriers which provide students a novel way of studying and of pursuing knowledge. With distance learning, students are given a chance to seek self-enrichment and advancement at their own time, their own space and pace within affordability.

The Programme is designed in a way that it may be completed in four semesters, but it is recognized that few students will proceed at that pace. Students may choose up to five courses in each semester. The limit of five courses has been suggested in consideration of your working status and the

study load requirements for the courses. You may set your own pace for the Programme as long as you do not exceed the limit of four courses in each semester. You will however need to consider that the maximum duration of the Programme is five years. If, on the basis of the course selection and the pace of work decided, you are unable to complete the Programme in five years. It may therefore be advisable for you to plan your course

### Student Comments



COL MBA is unique program offered in perspective of Pakistan, having International standards. The Faculty consists of mature and seasoned professional having complete grip over their subjects. The curriculum is of International standard, devised keeping in view the commitments of students, yet nothing is left out. All the tutorials and Professors are learned and have name in their respective Fields. COL MBA is the only E MBA available with International Standards backed by Commonwealth. It is a Post Graduate study that has given me an excellent opportunity to enhance my learning by an International University at par with International standards. The learning process is more of interactive nature, with systematic and methodical assignments directed at enhancing learning with end semester exams. COL MBA has definitely enhanced my learning and vision.

**Dr. Shahid Farooq Malik**  
Pakistan Army  
(Army Medical Corps)

The objectives of the Programme are:

- i. To enable students in the Commonwealth countries, where the programmes are offered to obtain Masters degrees in the areas of Business Administration and Public Administration, contributing to their professional growth and career advancement and to their countries' development.
- ii. To develop human resources in various aspects of the areas noted above; and
- iii. To develop quality Post-Graduate Programmes that can be implemented widely in Commonwealth countries and can be recognized across the Commonwealth.



### Student Comments

Out of the many options for working towards MBA degree, I choose COL MBA for the promise of its high standards. The course content, the structure of tutorials, the quality of teaching staff, the rigorous assignments and the international recognition by virtue of Commonwealth oversight, make COL MBA an intellectually enriching experience. I value my association with Allama Iqbal Open University immensely.

**Faisal Safdar Khan**  
Joint Director  
Safety & Quality Management System  
Pakistan

## Aims and objectives of COL MBA/MPA Programme for Executives

The Commonwealth MBA/MPA (CMBA/CMPA) Programme for Executives aims to complement existing MBA/MPA programmes currently being offered in the Commonwealth in meeting the social and professional demands for management and public administration education at the post-graduate level.

### OVERSEAS COL MBA/MPA PROGRAMME

AIOU has completed 45 years of its successful operations in Pakistan and now has decided to launch its educational programmes overseas especially in Kingdom of Saudi Arabia and Gulf Cooperation Council countries. COL MBA/MPA Programme is one of the prestigious programmes of AIOU as such it has been included in the list of educational programmes that shall be offered overseas in the first phase. Our initial market assessment report indicates that substantial demand exists for COL MBA/MPA Programme of AIOU, in the Middle East countries. The students through distance learning system of the university can upgrade their knowledge and skills with a reward of this prestigious degree of international standard without leaving their jobs or countries of their residence at an affordable fee. These aspects of this programme are the reasons of an attraction for the overseas Pakistanis those who cannot afford the exorbitant charges as well as face-to-face study in other universities in GCC countries.

By offering COL MBA/MPA Programme overseas, AIOU provides unique opportunity to the aspect Pakistanis and others for upgrading their level of education and skills, without leaving their jobs or homes at an affordable price and a good number of online registration have already been received by us.



#### Student Comments

Welcome to All!

I have started this programme after the gap of 18 years. I found it quit beneficial not only for my job but it also helped me in my personal life. It has provided me a lot of knowledge about those issues which I did not know. Besides this I met several pleasant good friends.

**Muhammad Nasir Khan**  
Controller  
Ministry of Foreign Affairs,  
Islamabad



#### Student Comments

Many management programs are offered these days. But COL MBA Executive gives a prospective of strategic Management. It is an excellent program for senior and mid level management to develop professional knowledge, skills and ability to meet current and future management demands. It enhances their efficiency and effectiveness; strategical thinking to make right decisions at right time. I have found excellent teachers and diversity of class fellows making it an enjoyable program. I will conclude with the caption that " Experience is nothing without knowledge".

**Sayyed Faraz Ali Shah**  
National Co-ordinator  
Site Acquisition team  
UFONE



#### Student Comments

If you are looking for a high energy, stimulating and challenging programme of high caliber professionals, this is the programme you should attend. I really appreciate the fact that the faculty goes out of their way to mingle and exchange views with the programme participants. This is a comprehensive learning experience for me.

Through out my career I have attended various educational programmes and courses. All these combined equal the experience of CMBA/CMPA programme for Executives. All the Materials, lectures and discussions are on target. The faculty is inspirational, I have gained a clarification of priorities in my role in leading organization. I feel energized, with an agenda and a sense of urgency to pursue it.

COL MBA/MPA programme is an outstanding opportunity to test and share your ideas among the leading professionals.

**Amjad Saleem**  
Plant Manager  
Nestle Pakistan Ltd.

## COMMONWEALTH MBA/MPA PROGRAM FOR EXECUTIVES

### 1. Objectives:

The mission of Commonwealth MBA/MPA Program for Executives is to provide experienced managers and professional with an applied and integrative business/public management education that develops their critical thinking and leadership abilities for better management of resources.

### 2. Duration:

As per guidelines of NCRC regarding Executive MBA Program. The revised scheme of studies is spread over 04 semesters covering 19 courses and 01 Research Project. The program consists of 63 credit hours. The minimum period required for its completion will be 2 years while maximum period 05 years. If student fails to complete the COL MBA/MPA Program in 05 years the University shall not be liable to award the degree. COL MBA/MPA Program for Executives will be offered in face to face mode.

### 3. Eligibility:

- Applicants having 16 years of education from any HEC recognized institution with minimum 50% marks or equivalent CGPA would be eligible to apply.
- A minimum of 03 years Professional Experience after 16 years of education
- Satisfactory Score of 50% in COL MBA/COL MPA admission test

### 4. Admission Procedure:

- i. The Department of Business Administration will be responsible to finalize the admission.
- ii. Admission in COL MBA/MPA Program will be

made once or twice a year as decided by the Competent Authority. Applications will be invited through the daily newspapers/AIOU website as per AIOU policy.

- iii. Preliminary selection of the candidates will be made strictly on the basis of criteria laid down by the Department/ University.
- iv. Admission test fee of PKR 300/- shall be deposited through Bank Challan in the designated banks to appear in the test.
- v. COL MBA/MPA Program is a merit based program; therefore, any fees/dues will not be required to be deposited until applicant receives the admission letter from the Admission Department of the University.
- vi. Only selected candidates will be informed about their admission and to deposit the fee. The candidate will be informed about the deposit of fee by the Director Admission confirming the admission of the candidate.
- vii. The prevailing AIOU, AB and EGB of Commonwealth of Learning rules and regulations regarding COL MBA/MPA program enforced from time to time shall strictly be followed for this program.

### 5. Scheme of Studies:

The detail of courses semester wise offering in COL MBA/MPA Program for Executives is as under. However, the department reserves the right to change its offering at any time, if desired so. The detail of courses and semester wise offering of courses is as under:

## COL MBA/MPA PROGRAM FOR EXECUTIVES SCHEME OF STUDIES

### Semester-I (Commonwealth MBA/MPA Program) COMMON SEMESTER

S#	Course Title	Code	Credit Hours
1.	Managing Human Resource	6661	3
2.	Marketing Management	6662	3
3.	Accounting and Finance	6663	3
4.	Economic Environment for Business	6664	3
5	Electronic Commerce	6665	3

**Semester-II (Commonwealth MBA/MPA Program) COMMON SEMESTER**

S#	Course Title	Code	Credit Hours
1.	Quantitative Techniques	6666	3
2.	Management Information System	6667	3
3.	Operations Management	6668	3
4.	Management and Organization	6669	3
5.	Project Management	6670	3

**Semester-III (Commonwealth MBA Program)**

S#	Course Title	Code	Credit Hours
1.	Research Methodology for Management Decision	6671	3
2.	Total Quality Management	6672	3
3.	Corporate Finance	6673	3
4.	International Marketing	6674	3
5.	Disaster Management	6675	3

**Semester-III (Commonwealth MPA Program)**

S#	Course Title	Code	Credit Hours
1.	Research Methodology for Management Decision	6671	3
2.	Development Planning and Administration	6676	3
3.	Policy Analysis and Implementation	6677	3
4.	Contemporary Administrative System	6678	3
5.	Disaster Management	6675	3

**Semester-IV (Commonwealth MBA Program)**

S#	Course Title	Code	Credit Hours
1.	Strategic Management	6679	3
2.	Managerial Economics	6680	3
3.	Business Ethics	6681	3
4.	Business Sustainable Development	6682	3
5.	Research Project	6690	06

**Semester-IV (Commonwealth MPA Program)**

S#	Course Title	Code	Credit Hours
1.	Public policy	6683	3
2.	Public System Management	6684	3
3.	Business Ethics	6681	3
4.	Business Sustainable Development	6682	3
5.	Research Project	6690	06

**Student Comments**

Any one intends to excel in Business Administration and at the same time enhance his Knowledge must seek COLEMBA. A true International standard curriculum being taught by equally competent Faculty. The Syllabic is simple yet exhaustive with inter-spaced assignments to open mind to new horizons. COLEMBA, considering the Pakistani environments and commitments of employed is indeed a unique career enhancing opportunity. COLEMBA has agitated my mind and has become more agile and interactive to day to day business challenges. COLEMBA has not only making more adept to business environments but has developed more confidence in me. COLEMBA is a mature and balanced set of practical knowledge, aimed at not only Post graduation degree enhancing and adding finance to already held skill. Profound Regards

**Abbas Ali**

Operation Controller Express North  
TCS PVT LTD Regional Office  
Rawalpindi

**Student Comments**

I was looking for a course that could give me new ideas and new views on being a senior manager. In terms of the quality of instruction, material, and participants, it was one of the most useful and enjoyable academic programmes I have been to. I worked harder than I thought I would because the courses were engrossing.

**Saiqa Rabbani**

Asstt. Director  
Safety & Quality Management  
System, Pakistan CAA

**1. Medium of Instruction:**

The medium of instruction and examination will be English.

**i. Assignments**

The students will send two compulsory assignments for each 03 credit hours course to their tutors who return the same after marking and providing necessary academic guidance.

**ii. Classes**

Commonwealth MBA/MPA is a face to face program having sixteen Classes of three hours each for each course. The participation of the students in the classes is compulsory. No relaxation on any ground will be provided to the students in this regard. The classes will be organized in order to provide the students proper guidance in course contents through intensive lectures, group discussions, etc. The program of the classes will be chalked out by the Department and intimated to students well in time.

**2. Evaluation Scheme**

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

- I. For successful completion of each course the student will be required to qualify each component.
- ii. To take final examination, the student has to pass in assignments and should have 75% attendance in the classes.
- iii. The conditions to qualify each course are given below:

*A minimum of 50% marks in all the above mentioned components or amended by the AIOU Statutory Bodies*

**CEMBA/CEMPA programme offers good economic return for graduates**

A recent study commissioned by COL has shown that the Commonwealth Executive Master's in Business Administration and Public Administration (CEMBA/CEMPA) programme yielded an increase of more than CAD 200 in graduates' monthly earning/income.

The study, conducted at Allama Iqbal Open University (AIOU), Pakistan, revealed that for every dollar a student invested in CEMBA/CEMPA, an average return of CAD 2.39 was received. There was also an increase of 28.5 percentage points in the probability of gaining a managerial position. which corresponded to more than twice was probability in 2012 for the treatment group.

COL is collaborating with 11 higher education institutions across the Commonwealth to offer the CEMBA/CEMPA programme, which is designed for part-time study by busy working professionals, in response to growing demands for post-graduate education in business and public administration.



Assistant Professor Dr. Salman Qureshi (Middle) of AIOU Conducting Interviews during the Study



**Student Comments**

Throughout my career I have attended several educational programs and courses. All these combined would not equal the experience of the CMBA program. All the materials, lectures, and discussions were 'on target' to give me the vision I need for my official assignments.

**Abdul Rasheed Gandapur**  
Chief Engineer, WAPDA, COLMBA- Alumni

## PROJECT COURSE

The project course is a distinct feature of the CMBA/CMPA Programme for Executives. It is a compulsory course for students wishing to reach the highest level of award of CMBA or CMPA. It is to be taken by the students towards the end of Programme.

Before submission of project report students are advised to submit project proposal/synopsis to the COL MBA/MPA programme office, AIOU Campus. Only upon the acceptance of proposal from department the student will be allowed to start his/her research work. A detailed manual/guidelines will be provided to the student as and when he/she will be enrolled in the project course. The final assessment of the Research Project will be carried out through Viva – Voce. For appearing in Viva – Voce the student must complete the nineteen course (57 credits).

### NOTE:

The total time for completion of degree (course work and research work) is 04 years or as approved by AIOU Statutory Bodies.

This course is the critical component of the Masters Programme, where the students demonstrate their ability to apply the various concepts learnt by them during the course of the Programme. This also allows them to contribute their own analysis and findings to the body of knowledge in Business Management or Public Administration, in a field of their own interest.

### Procedure for opting and completing the project course

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

1. The student must have a valid admission in Project Course (CC-6690)
2. The Student will have to contact his/her assigned Supervisor.
3. The student will have to complete the synopsis and final project report under the guidance of supervisor.
4. The synopsis must be duly signed by the supervisor before submission to the department for evaluation and approval.
5. The supervisor is bound to guide the students to complete their proposal/final project report in stipulated time period.
6. Every draft of final project report must be checked and signed by the supervisor before submission to the department for evaluation and approval.

7. If any draft report is not approved and sent back to the student with any observation then supervisor must ensure that the student has incorporated the suggested changes before resubmission.
8. The student must ensure that he/she has completed 19 taught courses, got the project report approved and received a letter of invitation for appearing for viva voce.
9. After approval of the final report the student will have to appear for viva voces in the department. Final decision of award of degree to the student will be taken by viva voce panel. The student cannot challenge the panel's decision.

### Tutorial and Counselling Support

A vigorous and challenging task of the delivery of distance learning to the students goes far beyond the simple provision of curricular materials, through whatever medium, and calls for the active engagement of human and other resources to support and balance the content. The most significant of these resources is the human resource required to assist and engage the students actively in the learning process, to address ambiguities and other uncertainties they may experience in studying the set materials and to provide the support and motivation needed by the student to productively complete the course of studies.

There is no denying the fact that print

based course materials are only a part of the teaching-learning operation. Even when other media are employed, the materials may simply provide information.

Information is, however, an early step in the acquisition of knowledge. Much is made of actively engaging the student through the use of modus operandi, such as the direct posing of questions to test what they have learned and the employment of small case studies and news articles and such to force them to actively think about and apply concepts or analyses that have been expressed in the text. For some students, this may be enough to gain the requisite knowledge. For others, more active dialogical engagement through the involvement of others, whether fellow students or faculty or tutors, is needed.

In the successful delivery of distance education, access to active assistance from well-informed people, face-to-face or via communication technologies, is imperative. Teachers in support of distance education material must have both subject matter and other knowledge to offer. Therefore, sufficient contact hours are needed to be allocated out of the total study hours for this purpose. In the light of the professional nature of the different courses of programme and a requirement to have a large proportion of contacts of the students with the teachers, it has been decided that each course might be given 48 contact hours

## LIBRARY SERVICES

The university recognizes that C M B A / C M P A program's requirements to go beyond rote learning, it expects students to reach higher order levels of learning, applying learned concepts to diverse state of affairs, scrutinizing situations drawn from the real world and generally seeking understanding beyond that laid out in the course materials. Such expectations demand access to resources beyond the course set, such as other books, newspapers, magazines and journals. In other words, such expectations require access to repositories of such publications and information.

The conventional repository is the library. Therefore, it has been made mandatory for the Regional centres to arrange requisite number of relevant books, news-papers, magazines and journals in their libraries and if possible endnotes could be provided also so that the student could electronically reach to the libraries and other research book and articles. and provide free 24 hours access to the internet.



New Building of Lahore Academic Block 01



## Video Conferencing for Guiding Research Students

Learning through research is one of the important components of modern education. Quality research work contributes towards elevating the intellectual status of researchers and institutions at international forums. AIOU is the largest university of Pakistan and one of the mega universities of the world, having 36 regions operating across the country serving approximately 2 million students. The students of COL

MBA/MPA Programme are required to identify important issues in public or private sector and to solve the same by conducting research.

A well qualified and experienced person is deputed to supervise the research project and provide needed guidance to the researcher to ensure high quality of research. The students find the opportunity to apply the learned concepts while completing assigned research projects. Under this

project, facility of video conferencing is made use of once a week and senior faculty members are deputed to provide needed guidance to the students. In video conferencing sessions, students of all regions are invited in these sessions. This methodology is proving very effective in providing answers to the problems of students which they face during their research work.



## Online COL MBA/MPA Programme for Executives

Technology is a tool that is affecting the way we work, play, study and communicate. Technology is changing our lives; it's up to us to decide how to use it, how to make it work for us rather than against us. (Source: Maggie).

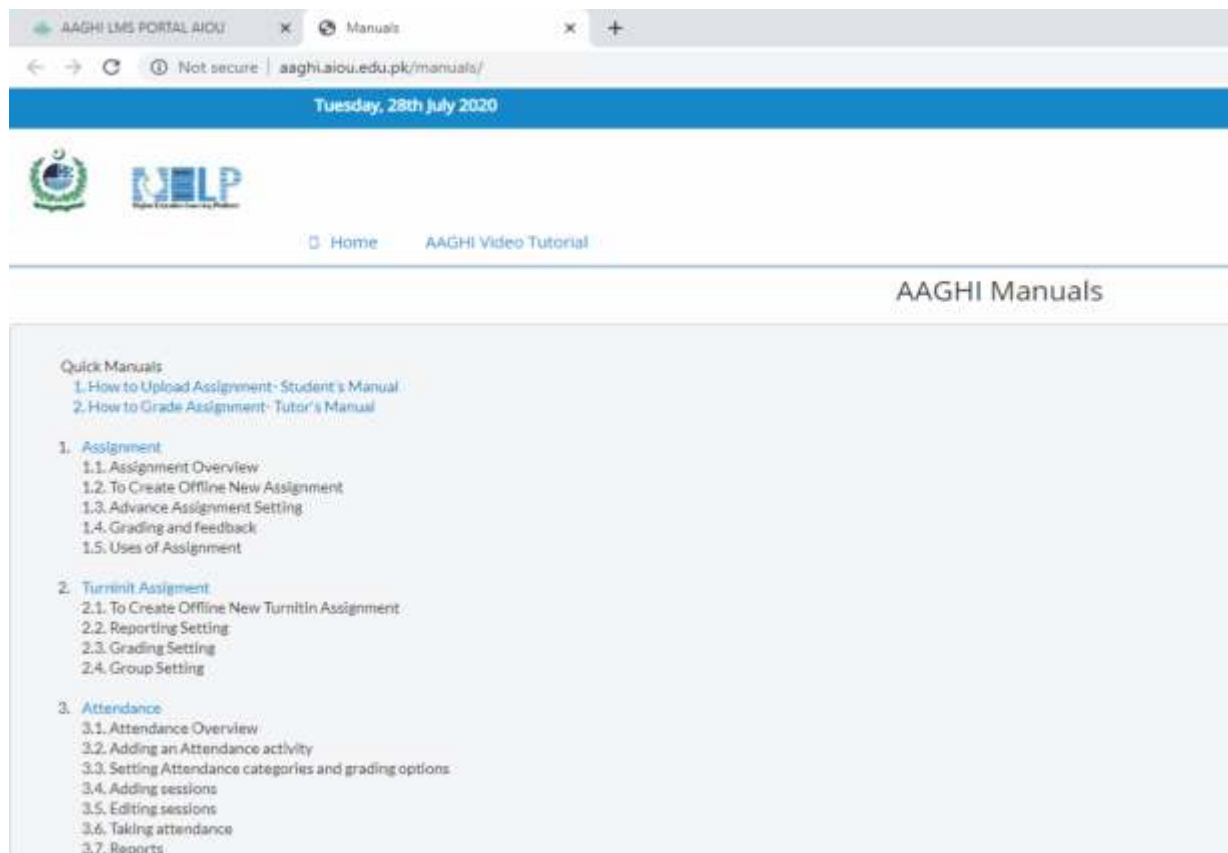
E-learning is "education via the internet, network, or stand alone computer. E-learning is essentially the network-enabled transfer of skills and knowledge. E-learning applications and process include Web-based learning, computer-based learning, virtual classrooms and digital collaboration. Content is delivered via the internet, internet/extranet, audio or video tape, satellite TV, and CD-ROM."

In view of considering the popularity of Commonwealth Executive MBA and MPA programme, the university is offering this prestigious programme in an online learning mode to our valuable students enrolled nationwide (Pakistan only).

The implementation in online mode will be in phases. In the first phase only tutorial support and evaluation of assignments is offered to the fresh enrolled student. The admissions and final examination will be conducted through the conventional method.

Student will have 24/7 access to interact with e-tutors in synchronous and asynchronous mode of learning. In this e-learning mode, students will have the facility to submit their assignments online in electronic form. This will save time, would be able to utilize more time and effort in academic activities. Each student enrolled online will be provided with login information for uploading/downloading the allied material supplied by the e-tutors of the respective courses. Weekly discussion forum and chat sessions on the related topics will be scheduled by the e-tutors and course coordinators for direct interaction with the students. Multimedia lectures and electronic textbooks/reading material will be provided to online students.

For further information visit: [aaghi.aiou.edu.pk](http://aaghi.aiou.edu.pk)



The screenshot shows a web browser window with the following details:

- Browser tabs: AAGHI LMS PORTAL AIOU, Manuals
- Address bar: Not secure | [aaghi.aiou.edu.pk/manuals/](http://aaghi.aiou.edu.pk/manuals/)
- Date: Tuesday, 28th July 2020
- Logos: AIU and NLP
- Navigation: Home, AAGHI Video Tutorial
- Page Title: AAGHI Manuals
- Content: A list of manuals under the heading "Quick Manuals".

**Quick Manuals**

1. How to Upload Assignment- Student's Manual
2. How to Grade Assignment- Tutor's Manual

**1. Assignment**

- 1.1. Assignment Overview
- 1.2. To Create Offline New Assignment
- 1.3. Advance Assignment Setting
- 1.4. Grading and feedback
- 1.5. Uses of Assignment

**2. Turnitin Assignment**

- 2.1. To Create Offline New Turnitin Assignment
- 2.2. Reporting Setting
- 2.3. Grading Setting
- 2.4. Group Setting

**3. Attendance**

- 3.1. Attendance Overview
- 3.2. Adding an Attendance activity
- 3.3. Setting Attendance categories and grading options
- 3.4. Adding sessions
- 3.5. Editing sessions
- 3.6. Taking attendance
- 3.7. Reports

## Admission Process

CMBA/CMPA Programme seeks highly capable and qualified individuals committed to self-development and higher level of achievement in their professional lives. The Admission Test is designed to provide an additional dimension of measure for the selection of candidates for this vigorous and demanding Programme of study.

### Admission Criteria

Admission to the CMBA/CMPA Programme for executives requires the following criteria.

- ⊙ Applicants having 16 years of education from any HEC recognized institution with minimum 50% marks or equivalent CGPA would be eligible to apply.
- ⊙ A minimum of 03 years professional experience after 16 years of education.
- ⊙ Satisfactory Score of 50% in COL MBA/COLMPA admission test.
- ⊙ Residency in Pakistan.
- ⊙ A working knowledge of the English language. Satisfactory score of the CMBA/CMPA Admission Test. The Admission Test will be conducted by the offering institution.

### 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 “OAS for Fresh Admission”
3. After filling the admission form, print out your “Challan Form”.
4. Using printed challan form and 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 “CMS for Continuing 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. Safe 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.

6. You can also deposit fee through Upaisa, Jazzcash & Easypaisa.

Note: Admission form complete in all respect be submitted online on AIOU website (No need to send hard copy of admission form).

### Admission Test

After receiving complete admission forms, the department will send the admission test schedule to only those applicants who meet the above basic eligibility conditions.

The CMBA/CMPA Programme seeks highly capable and qualified individuals committed to self-development and higher level of achievement in their professional lives.

The admission test for the Programme shall be conducted on pre-announced dates. The admission test will consist of multiple choice questions designed to test students' capabilities in the following spheres:

- ⊙ General Awareness
- ⊙ English Language
- ⊙ Quantitative Aptitude
- ⊙ Reasoning

Successful completion of the admission test is one of the essential criteria of eligibility for admission.

The Admission Test is designed to provide an additional dimension of measure for the selection of candidates for this vigorous and demanding Programme of study.

### Result of the Admission Test

Applicants successfully completing the admission test shall be eligible for admission in the semester year they clear the test. Registration for the CMBA/CMPA Programme shall be valid for 4 years or as per AIOU Policy from the date of admission. The result can be viewed on: [www.aiou.edu.pk](http://www.aiou.edu.pk) or <http://col.aiou.edu.pk>

### Admission Offer

After qualifying the admission test, applicants will be informed by the Admission Office for depositing the req-

uired fee as per fee schedule.

### Confirmation of Admission

Upon confirmation of fee deposit, the applicants would be sent the classes schedule as per rules of the University.

### Withdrawing From a Course/Programme

After getting admission and paying requisite fee, if a student changes his/her mind and decides to withdraw, he/she is informed that no refund of fee will be made.

### Enrollment For the Next Semester

During the semester period you will receive a letter from Admission Office of the Allama Iqbal Open University asking you to enroll yourself for the next semester. The letter informs you about names of the courses to be offered during the next semester and amount of fee required to be deposited to confirm your enrollment. Sometimes the students feel surprised over this information because according to them they are still in the middle of current semester and they are yet to qualify the courses of this semester. Thus they cannot understand the very reason for enrollment for admission in the next semester courses. The reason is that the university has to arrange your studies for the next semester in time. If it waits for declaration of results of one semester before starting the next semester, commencement of next semester will be delayed by three to four months. Adding this delay up to four semesters, the university will not be in a position to complete your programme in the minimum prescribed limit of two years and it may be extended up to four years. This is why the university asks for admission in the next semester, before conclusion of earlier semester. The students should in this case, cooperate with the university for the purpose of smooth running of the programme.

### Study Material

Study material shall be available on the university website.

## Final Examination

Final examination is another component of overall assessment system of a course. Exams help you to review your studies and see the course as a whole. Exams are taken at the end of the course on the set dates, usually at a convenient center.

### How Can you Manage your Time During the Studies?

Business and Public Administration are professional fields, its study takes time, and lack of it is something students mention as the biggest problem when studying particularly part-time basis. You need to work out where, when and how you are going to study. Inevitably, the time you can spend will vary from week to week and so will the demands of the course. Preparing assignments, for example, takes time and effort, so when they are due you will have to find more time. On the other hand, parts of the course might be familiar to you, so that you can read through the material more quickly.

There are two things you can do to get yourself ready for the course:

- Discover what is a good study pattern for you. To do this set yourself a task now, to complete during this week, such as studying a chapter of the book or learning a new skill. Now plan how to fit that into your week.

Keep a note (perhaps on a weekly planner) of when you have actually done this new activity. Also, take notice of when you study or concentrate most effectively. Do you find it better to study in the evenings or in the mornings, in a sustained stretch or in several short periods? When your course begins, you will be able to apply what you have learnt from this task to planning your AIOU study.

- Note the starting date of your course and be ready to start on that day! You'll get a study schedule as part of your course material. Find a prominent place to put it, as it will help you to structure your time throughout the course. When you get your course materials there is nothing to stop you are looking through them and making a start straight away, if that suits you.
- During the course you can plan your time as you go along. You might find that sometimes you can spend extra time on your study and get ahead, while at other times

you have to concentrate only on the essential information. Your course's study schedule shows you when assignments are due, and what you should be studying. Therefore, you should try to

- Use the course schedule, and any other course overview or guide, to help you plan your entire course. That should enable you to work a round times when you know you would not be able to study.
- Make monthly or weekly plans, so that you know when and what you should be studying. This can help to remove some of the worry from study, and prevent you from cramming your study into the few weeks before an assignment is due.
- Talk to someone if you have difficulties with the work itself or with finding time to study. Your first contact should be your teacher (who will be allocated to you towards the beginning of your course) or your nearest Regional office.



### **Re-Evaluation of Assignments**

The assignments are also not subject to re-evaluation except for errors in counting the total marks. If the students notice any discrepancy in the evaluated assignment, they are advised to immediately bring it in the notice of their tutors/teachers so that the correct marks are forwarded to the university.

### **Cheating in Assignments**

Word for word copying from books or any other source is not permissible in answering the assignments. The students are required to answer the questions in their own words. You must not send other people's work, either in its entirety or in part, and claim it as your own.

In the same way, students are encouraged to show the results of their readings by referring to and quoting from works on the subject. However, copying from such sources without acknowledgment is plagiarism and is not acceptable. To copy deliberately from a printed work or from any other source and to claim it as your own is a form of cheating. Cheating, or attempting to cheat, is a serious offense and will be punished in accordance with the relevant Rules of the AIOU.

### **Late Submission of Assignments**

Each assignment has a 'cut-off date, which is the final date for it to be submitted and received for marking. You should submit each assignment before the cut-off date. If you have a good reason that prevents you from submitting an assignment by the cut-off date, you may obtain permission from the concerned teacher.

### **Submission of Partially Completed Assignments**

You must submit all parts of an assignment at one time and not as part-assignments on separate occasions. In this case, only the first part received will be marked. The tutor/teacher may

comment on parts that were received later, but the marks will not be recorded or counted towards your assessment. If you have difficulty in completing all parts of an assignment on time, you should ask your tutor/teacher for permission to submit the whole assignment late.

### **Re-Submission of Assignments**

The students are not allowed to re-submit an assignment for improving their marks.

### **Need for Examination**

You will probably find that others in your class will also be at the same location. If necessary, special arrangements can be made in special circumstances only for students with disabilities.

### **Weightage of Examination in the Final Results**

The duration of the examination for each course will be three hours. As already stated final examinations carry 50% weightage in the determination of final results. In order to be eligible to appear in the final examination in any course, the students are required to obtain at least minimum 50% qualifying marks in the Assignments. The examinations of each semester of each course are conducted at the end of the semester. The minimum passing marks in the final examinations are 50%. In case a student fails to get minimum qualifying (50%) marks in the final examinations, he/she will have to re-register in the course in the examination of the same course during the next semester.

### **Roll Number Slips**

The university will send roll number slip to each student to appear in the final examination at least 15 days before the examinations. This roll number slip besides mentioning your

roll number and registration number, will give address of your examination centre. If a student does not receive this intimation slip 15 days before the commencement of examinations, he/she may Contact Assistant Controller of Examination Block 3 Allama Iqbal Open University, Tel No: 051-9057334. If your name is registered for examinations, even if you have not received intimation slip or misplaced the intimation slip you may take examination after obtaining duplicate roll number slip from the concerned Regional Director, who will have access to the automated data of the students in his computer system. The Regional Directors may also download the duplicate roll number slip from the computer and supply the print out to the students after signing on behalf of the Controller of the Examination.

### **Eligibility for Appearing in Examinations**

It is the duty of the student to check whether he/she is registered for that particular course and whether he/she is eligible to appear for the examination or not. If he neglects this and takes the examinations without being eligible for it, his/ her results will be cancelled. The students must bring their National Identity Cards while reporting in the examination centres to prove their identity.



## Student Comments

The best skills development programs I have ever had through out my career is CMBA/CPA. The programme is an excellent forum to reflect and plant for organizational success in a structured and stimulating environment.

I found CMBA/CPA Programme a professional degree. The remarkable efforts of the faculty, the administration of course materials is contribution to the success. It is a superb team effort.

I really feel honor to get degree of this internationally recognized programme

### **Ghulam Murtaza Goraya**

Asstt. In-Charge  
FS Cell(Academics)  
HEC, Islamabad



## Student Comments

I was looking for a degree program that would allow me to pursue my personal goals of earning an MBA from an internationally recognized, quality program while enhancing my business acumen and management skill sets. However, my current position requires regular travel, and my career is likely to continue to require that. I relocate from time to time. It was important to have flexibility to fit the course work into my schedule and I also did not want to be tied to a specific geographical area for any period of time. The Commonwealth MBA program for Executives allows me to meet all of my objectives without compromise and it truly exceeded my expectations. The programme combines cutting edge technology with a diverse range of participants creating an interactive environment, which provides an excellent yet flexible opportunity to learn.

### **Nafees Ahmad**

*Medical Unit Administrator  
Diplomatic Enclave Ramna-5,  
Islamabad, Pakistan*



## Student Comments

“The AIOU Executive MBA program provides a platform where talented and ambitious students meet and engage in a learning process that actively promotes several bridges between academia and professionals. The program was an excellent opportunity for me both personally and professionally.

The program, with its practical focus, gave me the opportunity to apply concepts learned to several professional assignments that I carried as a Head of Pakistan Telecommunication Authority. Not only has the AIOU COL MBA provided me with technical knowledge of business issues but its practical approach has helped me immensely.

The studies pinpoint some critical success factors for the students, like the relevance of business management, active networking, strategic alliances, public administration and entrepreneurship mindedness. The theory, practice and exposure to global business rules has given me the confidence and ability to focus on needed business skills to allow my organization to thrive. AIOU MBA program seemed to be the best way of acquiring the “how to” of management hypothesis and application. I have learnt a tremendous amount in the short time and feel it is the best investment I could have made for my future professional career.”

### **Dr. Muhammad Yaseen**

Ex Chairman Pakistan  
Telecommunication  
Authority (COLMBA Alumni)



## Fee Tariff

Unlike the exorbitant fees in the comparable institutions, Allama Iqbal Open University charges a modest fee, which is inclusive of provision of books. Substantial portion of this fee is paid to the study centers for providing well organized regular coaching and applied training to our students and superior quality printing of course material/books. The detail of the fee is given below:

Sr.#	Item	Fee
1.	Registration Fee (Payable Only Once at the Time of Initial Registration With the University)	Rs. 1000/-
3.	Admission Fee Payable in Advance at the Time of Admission in The Programme	Rs. 1500/-
4.	Technology Fee	Rs. 500/-
5.	Course Fee For Five Courses (15 Credit Hours) (Rs.9000/- Per Course)	Rs. 45000/-
Total Fee Payable in the First Semester		Rs. 48000/-

Fee can neither be refunded after the admission nor it can be adjusted for future enrollment. The students should note that the admission forms accompanied with lesser fee would not be processed unless full payment is made. The admission fee is to be sent only upon receipt of admission offers from the Directorate of Admissions.

### Late Fee Tariff

To Facilitate the student, the university has granted relaxation of late fee deposit for those who failed to deposit within prescribed period.

Total grace period for

## Guidelines for Admission Test for CMBA/CMPA Programme

This part of the prospectus contains the sample question paper and other related information for the Admission Test for admission to CMBA/CMPA. The candidates will be given a specifically designed Optical Mark Reader (OMR) answer sheet in the examination hall when they appear for the Admission Test. It is necessary for them to know about the type of questions and the way in which they are required to answer them. These guidelines will help you in this respect. The type of test which will be used in the ADMISSION TEST are given below:

Test	No. of Questions	Marks
Test I General Awareness	30	30
Test II English Language	50	50
Test III Quantitative Aptitude	50	50
Test IV Reasoning	70	70

\* Time allowed: Composite 3 hours

All the above four tests will be given in a composite test booklet which will be printed in English. The candidates will be given a composite time of three hours to answer 200 questions. They may attempt the test in any order they like. Since the questions in the Test Booklet are objective type, answers should not be written in words or sentences. For each question, there are four answer choices suggested and only one of them is right. The candidates have to select the right answer from amongst the given answers.

### How to Fill up the Information on the Admission Test OMR Answer Sheet

The candidates may fill in their own information in this answer sheet so that they may correctly fill up the actual OMR examination answer sheet in the examination hall. While filling in the OMR examination answer sheet they should follow the following guidelines.

1. Write the complete Roll Number assigned to the candidates. This should correspond to the roll number indicated on the Hall Ticket. Also write your correct name, address with pin

code in the space provided, with ink. Put your signatures on the answer sheet with date, with ink. Ensure that the Invigilator in your examination hall also puts his signatures with date on the OMR answer sheet in the space provided. You should use a HB pencil to mark the answers of the questions on the OMR answer sheet.

2. Do not make any stray marks on the response sheet.

3. Write correct information in numerical digit in Roll No., Date and Month and Examination Centre, Code Columns. The column of Course Code should be left blank. For example, suppose your Roll Number is 14786159, Examination Centre is Lahore. This information is indicated as filled in sample answer sheet for your reference.

4. Each question is followed by four probable answers that are numbered 1,2,3 &4. You should select and show only one answer to each question considered by you as the most appropriate or the correct answer. Select the most appropriate answer. Then using your HB pencil, encircle the option bearing the correct answer number against the serial number of the question.

5. If you wish to change your answer, ERASE completely the already encircled digit by using a good quality eraser and then encircle the option bearing your revised answer number. If an incorrect answer is not erased completely, smudges will be left on the erased option and the question will be read as having two answers by the Optical Mark Reader (OMR) and will be ignored for giving any credit.

6. No credit will be given if more than one answer is given for one question. Therefore, you should select the most appropriate answer.

7. You should not spend too much time on any one question. If you find any particular question difficult, leave it and go to the next. If you have time left after answering all the questions, you may go back to the unanswered

ones.

8. There is no negative marking for wrong answers.

### General Instructions

1. No calculators, books, slide-rules, foot rulers, notebooks or written notes, etc. will be allowed inside the examination hall.

2. You should follow the instructions given by the Centre Superintendent and by the Invigilator at the examination venue. If you violate the instructions you will be disqualified.

3. Any candidate found copying or receiving or giving assistance in the examination will be disqualified.

4. The Invigilator will supply the test booklet and the OMR answer sheet to the candidates. After the exam is over you should hand over the Test Booklet and the OMR Answer sheet to the invigilator before leaving the examination hall. Any candidate who does not return the question booklet and the OMR Answer Sheet will be disqualified.

5. Candidates arriving late will not be permitted to enter the examination hall. The reporting time is 9.15A.M. The examination will start at 10.00 A.M. and will be over at 1.00 P.M.

6. All rough work is to be done on the scrap paper provided by the invigilator, rough work on the test booklet is not permitted.

7. The University reserves the right to cancel scores of any candidate who impersonates or uses malpractices. The examination is conducted under uniform conditions. The University will also follow a procedure to verify the validity of scores of all examiners uniformly. If there is substantial indication that your performance is not genuine, the University may cancel your score.

8. Candidates should bring their hall tickets duly affixed with their latest photograph to appear in the test. The photograph should be attested. The Invigilator should sign the Hall Ticket.

# Admission Test for CMBA/CMPA Programme

## Sample Paper

**Sample Questions:** A few sample questions are given below. You may practice marking your answers in the sample answers sheet given at the end. Please remember, in the test paper there will be questions of several types other than those given as specimens, though all will be objective type.

### Test I: General Awareness

1. WTO headquarter is located in:

- A New York      B Geneva  
C Sydney      D Berlin

2. Which country is the largest producer of natural rubber in the world?

- A Malaysia      B Indonesia  
C Thailand      D Burma

3. The speed of light will be minimum while passing through.

- A Glass      B Air  
C Vacuum      D Water

4. The time taken by the sun to revolve around the center of our galaxy is

- A 50 million years      B 100 million years  
C 250 million years      D 365 million years

5. Earth quake waves travel fastest in

- A Soil      B Molten rock  
C Water      D Flexible rock

6. Member countries of the Eurorpan Union are:

- A 18      B 15  
C 21      D 12

7. What does the letter XP stands for in the product of Microsoft XP?

- A Extended Product      B Extra Pampering  
C Experience      D Entry level Product

8. The headquarter of Nestle is located in:

- A Sweden      B Switzerland  
C The Netherlands      D Luxemburg

9. "Connecting People," is the slogan of which Company.

- A Philips      B Motorola  
C Ericsson      D Nokia

10. Hewlett Packard, the famous Computer company is named after:

- A Its promoters, Hewlett and Packard  
B The city in which they commenced their operation initially.  
C The street in which their first office was located.  
D None of these.

11. The management strategy with te acronym CRM can be expanded as:

- A Concrete Relationship Management  
B Customer Relationship Management  
C Correct Relationship Management  
D Constructive Relationship Management

12. Which is the largest airport in the world?

- A Singapore airport  
B International airport at Kuala Lumpur  
C Heathrow at London  
D King Khalid at Saudi Arabia

13. What is the name of the instrument used to measure blood pressure?

- A Barometer      B Hygrometer  
C Hydrometer      D Sphygmoman-  
meter

14. "Be the first to know" is the baseline of which company?

- A BBC      B Star News  
C CNBC      D CNN

15. When there is one buyer and many sellers in a market- what is this situation called?

- A Monopoly      B Monopsony  
C Monotony      D Oligopoly

**Test II: English Language****Read the following passage and answer questions given at the end.**

From the 197 million square miles, which make up the surface of the globe, 71 per cent is covered by the interconnecting bodies of marine water; the Pacific Ocean alone covers half the Earth and averages near 14,000 feet in depth. The submerged borders of the continental masses are the continental shelves, beyond which lie the deep-sea basins.

The ocean are deepest not in the center but in some elongated furrows, or long narrow troughs, called deeps. These profound troughs have a peripheral arrangement, notably around the borders of the Pacific and Indian oceans.

The position of the deeps, like the highest mountains, are of recent origin, since otherwise they would have been filled with waste from the lands. This is further strengthened by the observation that the deeps are quite often, where world-shaking earthquakes occur. To cite an example, the "tidal wave" that in April, 1946, caused widespread

destruction along Pacific coasts resulted from a strong earth-quake on the floor of the Aleutian Deep.

The topography of the ocean floors is none too well known, since in great areas the available soundings are hundreds or even thousands of miles apart. However, the floor of the Atlantic is becoming fairly well known as a result of special surveys since 1920. A broad, well-defined ridge—the Mid Atlantic ridge—runs north and south between Africa and the two Americas and numerous other major irregularities diversify the Atlantic floor. Closely spaced soundings show the continents. Use of the recently perfected method of submarine topography. During World War II great strides were made in mapping submarine surfaces, particularly in many parts of the vast Pacific basin.

Most of the continents stand on an average of 2870 feet above sea level. North America averages 2300 feet, Europe averages only 1150 feet; and Asia, the highest of the larger continental subdivisions, averages 3200 feet. Mount Everest, which is the highest point in the globe, is

29,000 feet above the sea; and as the greatest known depth in the sea is over 35,000 feet, the maximum relief (that is, the difference in altitude between the lowest and highest points) exceeds 64,000 feet, or exceeds 12 miles. The continental masses and the deep-sea basins are relief features of the first order; the deeps, ridges, and volcanic cones that diversify the sea floor, as well as the plains, plateaus, and mountains of the continents, are relief features of the second order. The lands are unendingly subject to a complex of activities summarized in the term erosion, which first sculpts them in great detail and then tends to reduce them ultimately to sea level. The modeling of the landscape by weather, running water, and other agents is apparent to the keenly observant eye and causes thinking people to speculate on what must be the final result of the ceaseless wearing down of the lands. Much before there was any recognizable science as geology, Shakespeare wrote "the revolution of the times makes mountains level."

**16. The peripheral furrows or deeps are found**

- A Only in the Pacific and Indian oceans
- B Near earthquakes
- C Near the shore
- D In the center of the ocean
- E To be 14,000 feet in depth in the Pacific.

**17. The largest ocean is the**

- A Atlantic
- B Pacific
- C Aleutian Deep
- D Arctic
- E Indian

**18. We may conclude from this passage that earth quakes**

- A Occure more frequently in newly formed land or sea formations.
- B Are caused by the weight of the water
- C Cause erosion
- D Occur in the deeps
- E Will ultimately "make mountains level"

**19. The highest mountains are**

- A Oldest
- B In excess of 12 miles
- C Near the deeps
- D Relief features of the first order
- E Of recent origin.

**20. The science of geology was started**

- A By the Greeks
- B During world war II
- C April 1946
- D After 1600
- E In 1920

**21. The highest point on North America is**

- A 2870 feet above sea level
- B Not mentioned in the passage
- C Higher than the highest point in Europe
- D 2300 feet above sea level
- E In Mexico

**22. The deeps are subjects to change caused by**

- A Erosion
- B Soundings
- C Earthquakes
- D Waste
- E Weathering

**23. The continental masses**

- A Rise above sea level
- B Consist of six continents
- C Are relief features of the second order
- D Are partially submerged
- E Comprise 29 percent of the earth's surface.

**Instructions:** For each of the questions numbering 24-32 given below, a word in capital letters is followed by four words or phrases. Choose the word or phrase which is most nearly similar in meaning to the word in capital letters.

**24. Confirmed: Inveterate**

- A Knowledge : Supposed
- B Financial : Bankrupt
- C Immature: Callow
- D Credible: Incredible

**25. Lullaby: Barcarole**

- A Birth: Marriage
- B Night: Morning
- C Cradle: Gondola
- D History: People

**26. Zoology: Animals**

- A Ecology : Pollution
- B Botany: Plants
- C Chemistry: Atoms
- D History: People

**27. Dory: Van**

- A Dairy: Cow
- B Fish: Vehicle
- C Freighter: Caisson
- D Runners: Wheels

**28. Parquet: Wood**

- A Color: Painting
- B Mosaic: Glass
- C Potpourri: Medley
- D Collage: Tapestry

**29. Saw: Carpenter**

- A Scissors: Tailor
- B Wagon: Farmer
- C Brush: Painter
- D Typewriter: Author

**30. Lurk: Wait**

- A Boost : Elevate
- B Deplete: Drain
- C Abscond: Depart
- D Bilk: Cheat

**31. Alchemy : Science**

- A Nostrum: Remedy
- B Sideshow: Carnival
- C Ploy: Tactic
- D Forgery : Imitation

**32. Needle : Knit**

- A Bait: Fish
- B Match: Fire
- C Loom : Weave
- D Soap: Wash

**Instructions:** For each of the questions numbering 33-35 given below, a word in capital letters is followed by four words or phrases. Choose the word or phrase which is most nearly similar in meaning to the word in capital letters.

**33. To Work Diligently**

- A Carelessly
- B Grudgingly
- C Indifferently
- D Persistently

**34. Inane**

- A Insane
- B Difficult
- C Troublesome
- D Foolish

**35. Candid**

- A Respectable
- B Evasive
- C Invigorating
- D Haughty

**Instructions:** For each of the questions numbering 36-44 given below, a word in capital letters is followed by four words or phrases. Choose the word or phrase which is most nearly opposite in meaning to the word in capital letters.

**36. Abominate**

- A Loathe
- B Despise
- C Adore
- D Abhor

**37. Obsequious**

- A Servile
- B First
- C Fawning
- D Supercilious

**38. Orotund**

- A Not resonant
- B Not reddish
- C Not eager
- D Pompous

**39. Upbraid**

- A Defer
- B Vacillate
- C Sever
- D Laud

**40. Plenitude**

- A Luxury
- B Magnificence
- C Richness
- D Scarcity

**41. Recant**

- A Entangle
- B Rescue
- C Fail
- D Assert

**42. Fulmination**

- A Praise
- B Repetition
- C Escape
- D Ratification

**43. Distend**

- A Deteriorate
- B Weaken
- C Constrict
- D Concentrate

**44. Tout**

- A Cast aspersions on
- B Deny the relevance of
- C Misrepresent
- D Withhold Consent

**Instructions:** Each sentence in questions numbering 45-50 has one or two blanks, each blank indicating that something has been omitted. Beneath the sentence are four words or set of words. Choose the word or set of words that best fits the meaning of the sentence as a whole.

**45. The fact that the-----of confrontation is no longer as popular as it once was----- progress in race relations**

- A Insidiousness - reiterates
- B Practice - Inculcates
- C Glimmer - Foreshadows
- D Technique - Presages
- E Reticence - Indicates

**46. We never believed that he would resort to ----- in order to achieve his goal; we always regarded him as a -----man.**

- A Charm - insincere
- B Necromancy - pietistic
- C Logic - Honorable
- D Prestidigitation - articulate
- E Subterfuge - honest

**47. The sociologist responded to the charge that her new theory was by pointing out that it did not in fact contradict accepted sociological principles.**

- A Unproven
- B Banal
- C Superficial
- D Complex
- E Heretical

**48. Despite assorted effusion to the contrary, there is no necessary link between scientific skill and humanism, and quite possibly, there may be something of a ----between them.**

- A Dichotomy
- B Congruity
- C Reciprocity
- D Fusion
- E Generosity

**49. The most technologically advanced societies have been responsible for the greatest—indeed savagery seems to be indirect proposition to-----.**

- A Inventions-know-how
- B Wars-viciousness
- C triumphs-civilizations
- D Atrocities-development
- E Catastrophes-ill-will

**50. Ironically, the party leaders encountered no greater-their efforts to build as Progressive Party than the--of the progressive already elected to the legislature.**

- A Obstacle to-resistance
- B Support for-advocacy
- C Praise for-reputation
- D Threat to-promise
- E Benefit-success

### Test III: Quantitative Aptitude

**51. Quantity A:**  $(-6)^4$   
**Quantity B:**  $(-6)^5$

- A If the quantity A is greater;
- B If the quantity B is greater;
- C If the two quantities are equal;
- D If the relationship cannot be determined from the information given

**52. Quantity A:** Time to travel 95 miles at 50 miles per hour  
**Quantity B:** Time to travel 125 miles at 60 miles per hour

- A Quantity A is greater
- B Quantity A is equals Quantity B
- C Quantity B is greater
- D Relationship Indeterminate

**53. Quantity A:**  $(9/13)^2$   
**Quantity B:**  $(9/13)^{1/2}$

- A Quantity A equals Quantity B
- B Relationship Indeterminate
- C Quantity B is Greater
- D Quantity A is Greater

**54. Quantity A:**  $4/100$   
**Quantity B:**  $0.012/3$

- A Quantity B is greater
- B Quantity A equals Quantity B
- C Quantity A is greater
- D Relationship Indeterminate

**55.**  $x = 2y + 3$   
 $y = -2$   
**Quantity A:** X  
**Quantity B:** -1

- A If the quantity in column A is greater;
- B If the quantity in column B is greater;
- C If the two quantities are equal;
- D If the relationship cannot be determined from the information given

**56.**  $X + 2y > 8$   
**Quantity A:**  $2x + 4y$   
**Quantity B:** 20

- A If the quantity in Column A is greater;
- B If the quantity in Column B is greater;
- C If the two quantities are equal;
- D If the relationship cannot be determined from the information given.

**57. Quantity A:** The number of months in 7 years  
**Quantity B:** The number of days in 12 weeks

- A If the quantity in column A is greater;
- B If the quantity in column B is greater;
- C If the two quantities are equal;
- D If the relationship cannot be determined from the information given.

**58. Quantity A:**  $1 - 1/27$   
**Quantity B:**  $8/9 + 1/81$

- A If the quantity in is greater;
- B If the quantity in is greater;
- C If the two quantities are equal;
- D If the relationship cannot be determined from the information given.

**59. Quantity A:** 0.83  
**Quantity B:**  $0.81/3$

- A Quantity B is greater
- B Relationship Indeterminate
- C Quantity A is greater
- D Quantity A equals Quantity B

### Test IV: Reasoning

**Directions:** All sample analytical reasoning questions are based on a passage or set of conditions. While answering a few of the questions, you would find it useful to draw a rough diagram. To answer any sample analytical reasoning questions choose the answer you think is most appropriate among the given options.

**Questions 60-63:** An employee has been assigned the task of allotting offices to six of the staff members. The offices are numbered 1-6. The offices are arranged in a row and they are separated from each other by six foot high dividers. Hence voices, sounds and cigarette smoke flow easily from one office to another. Miss Raheel's needs to use the telephone quite often throughout the day. Mr. Ali and Mr. Usman need adjacent offices as they need to consult each other often while working. Miss. Sana finds tobacco smoke allergic

and consecutively the offices next to her to be occupied by non smokers.

Mr. Asim requires silence in the offices next to his. Mr. Umar, Mr. Ali and Mr. Asim are all smokers. Miss Sana finds tobacco smoke allergic and consecutively the offices next to her to be occupied by non-smokers.

Unless specifically stated all the employees maintain an atmosphere of silence during office hours.

**Questions 64-68:** Two or more essences out of a stock of five essences-L, M, N, O, and P are used in making all perfumes by a manufacturer. He has learned that for a blend of essences to be agreeable it should comply with all the rules listed below. A perfume containing L, should also contain the essence N, and the quantity of N should be twice as that of L. A perfume containing M, must also have

O as one of its components and they should be in equal proportion.

A single perfume should never contain N as well as O.

O and P should not be used together.

**60. In the event of what occurrence, within a period of one month since the assignment of the offices, would a request for a change in office be put forth by one or more employees?**

- A Mr. Asim quitting smoking.
- B The installation of a noisy teletype machine by Miss Sana in her office.
- C Mr. Raheel's needing silence in the office (s) next to her own.
- D Mr. Usman suffering from laryngitis.
- E Mr. Umar taking over the duties formerly taken care of by Miss Raheel.

**61. The three employees who are smokers should be seated in the offices.**

- A 1,2 and 4
- B 2,3 and 6
- C 1,2 and 3
- D 1,2 and 3
- E 1,2 and 6

**63. The ideal candidate to occupy the office furthest from Mr. Usman would be**

- A Miss Sana
- B Mr. Ali
- C Mr. Umar
- D Mr. Asim
- E Mr. Raheel

**62. The ideal office for Mr. Ali would be.**

- A 2
- B 6
- C 1
- D 3
- E 4

A perfume containing the essence P should contain P in such a proportion that the total amount of P present should be greater than the total amount of the other essence or essences used.

**64. Among the following which is an agreeable formula for a perfume?**

- A One part L, one part P
- B Two parts M, two parts L
- C Three parts N, three parts L
- D Four parts O, four parts M
- E Five parts P, five parts M

**65. Adding more amount of essence N will make which of the following perfumes agreeable?**

- A One part L, one part N, five parts P
- B Two parts M, two parts N, two parts P
- C One part M, one part N, one part P
- D Two parts M, one part N, four parts P
- E Two parts N, one part O, three parts P

**66. Among the following, the addition of which combination would make an unagreeable perfume containing two parts N and one part P agreeable?**

- A One part L
- B One part M
- C Two parts N
- D One part O
- E Two parts P

**67. Among the following which combination cannot be used together in an agreeable perfume containing two or more essences?**

- A L and M
- B L and N
- C L and P
- D M and O
- E P and N

**68. Among the below mentioned formulas, which can be made agreeable by the eliminating some or all of one essence?**

- A One part L, one part M, one part N, four parts P
- B One part L, two parts N, one part O, four parts P
- C One part L, one part M, one part O, one part P
- D Two parts L, two parts N, one part O, two parts P
- E Two parts M, one part N, two parts O, three parts P

**Answers**

Q.No.	Ans.	Q.No.	Ans.	Q.No.	Ans.	Q.No.	Ans.	Q.No.	Ans.
1	B	15	B	29	A	43	C	57	C
2	C	16	D	30	C	44	C	58	A
3	A	17	B	31	A	45	D	59	A
4	C	18	A	32	C	46	E	60	E
5	C	19	E	33	D	47	E	61	D
6	B	20	D	34	D	48	E	62	D
7	C	21	B	35	B	49	D	63	D
8	B	22	C	36	C	50	A	64	D
9	D	23	D	37	D	51	A	65	A
10	A	24	B	38	A	52	C	66	E
11	B	25	C	39	D	53	C	67	A
12	D	26	A	40	D	54	C	68	B
13	D	27	C	41	D	55	C		
14	D	28	B	42	A	56	D		

**IMPORTANT CONTACTS NUMBERS****Director Regional Services**

Block No. 25  
Allama Iqbal Open University  
Islamabad, Ph No : (051) 9250036

**Deputy Registrar (Mailing)**

Allama Iqbal Open University  
Islamabad, Ph No : (051) 9250185-9057611  
9057612-9057281

**Director Admission**

Department of Admissions  
Allama Iqbal Open University  
Islamabad, Ph No : (051) 9250043  
Fax: (051) 9250162

**Controller of Examinations**

Allama Iqbal Open University  
Islamabad, Ph No : (051) 9250012-9057310  
9057326

**Asstt: Registrar (Admissions)**

Post Graduate Section  
Allama Iqbal Open University  
Islamabad, Ph No : (051) 9057422

**Director Student Affairs**

Allama Iqbal Open University  
Islamabad, Ph No : (051) 9250174

## REGIONAL OFFICE ADDRESSES

### FEDERAL AREA, ISLAMABAD

1.	Additional Regional Director, Regional Campus, Allama Iqbal Open University, Block No 27, (Services Block) Sector H-8, <u>ISLAMABAD</u> . Ph:(051)9250171-92507178, Email: <a href="mailto:rd_islamabad@aiou.edu.pk">rd_islamabad@aiou.edu.pk</a>
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### PUNJAB

2.	Deputy Regional Director, Regional Centre, Allama Iqbal Open University, Street No.5, Major Tahir Sadiq Road, Dar-ul-Salam Colony, <u>ATTOCK</u> . Ph: (057)2610610,9316418 E-mail: <a href="mailto:rd_attock@aiou.edu.pk">rd_attock@aiou.edu.pk</a>	3.	Additional Regional Director, Regional Campus, Allama Iqbal Open University, Chak No. 12-A/BC, Near Airport Hasilpur By Pass Road, <u>BAHAWALPUR</u> . Ph:(0304)9983138-9 E.mail: <a href="mailto:rd_bahawalpur@aiou.edu.pk">rd_bahawalpur@aiou.edu.pk</a>	4.	Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Opposite Allied Park, Near Food Godam Railway, By Pass Road, <u>CHAKWAL</u> (0543)553566-77 E. mail: <a href="mailto:rd_chakwal@aiou.edu.pk">rd_chakwal@aiou.edu.pk</a>
5.	Additional Regional Director, Regional Campus, Allama Iqbal Open University, Railway Road, Near Veterinary Hospital, <u>DERA GHAZI KHAN</u> . Ph:(064) 9260386-7 Email: <a href="mailto:rd_dgkhan@aiou.edu.pk">rd_dgkhan@aiou.edu.pk</a>	6.	Regional Director, Regional Campus, Allama Iqbal Open University, F-Block, Near STN Tower, Millat Town, <u>FAISALABAD</u> . Ph: (041) 9330791-3 Email: <a href="mailto:rd_faisalabad@aiou.edu.pk">rd_faisalabad@aiou.edu.pk</a>	7.	Deputy Regional Director, Regional Campus, Allama Iqbal Open University, 10-X Block, Peoples Colony, <u>GUJRANWALA</u> . Ph:(055)9230251-2 Email: <a href="mailto:rd_gujranwala@aiou.edu.pk">rd_gujranwala@aiou.edu.pk</a>
8.	Deputy Regional Director, Regional Campus, Allama Iqbal Open University, Toba Road, Opposite Officers Colony, <u>JHANG</u> . Ph.(047) 7630953, 7631166 Email: <a href="mailto:rd_jhang@aiou.edu.pk">rd_jhang@aiou.edu.pk</a>	9.	Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Ghaffar Chowk (Bhatta Corianwal), Main Road, <u>KASUR CITY</u> . Ph: 0492-723723 Email: <a href="mailto:rd_kasur@aiou.edu.pk">rd_kasur@aiou.edu.pk</a>	10	Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Near Under Pass, <u>MIANWALI</u> . Ph:(0459) 920024-6 E. mail: <a href="mailto:rd_mianwali@aiou.edu.pk">rd_mianwali@aiou.edu.pk</a>
11	Regional Director, Regional Campus, Allama Iqbal Open University, CF-7, Shah Rukn-e- <sup>Alam</sup> Colony, Near Thana Stop, <u>MULTAN</u> . Ph:(061)9220202-3, 6772499 Email: <a href="mailto:rd_multan@aiou.edu.pk">rd_multan@aiou.edu.pk</a>	12	Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Al Huda Street, Amin Colony, Near Govt. High School, <u>NAROWAL</u> . Ph: 0542-413122,413232 Email: <a href="mailto:rd_narowal@aiou.edu.pk">rd_narowal@aiou.edu.pk</a>	13	Deputy Regional Director, Regional Campus, Allama Iqbal Open University, Hidayat Campus, Near Sheikh Zaid Air Port <u>RAHIM YAR KHAN</u> Ph.068-9239046, 9239166 Email: <a href="mailto:rd_rykhan@aiou.edu.pk">rd_rykhan@aiou.edu.pk</a>

## PUNJAB

14	Additional Regional Director, Regional Campus, Allama Iqbal Open University, House No.CB/190-A, Lane No.4, Street No.1, Near Maryam Memorial Hospital, Peshawar Road, <u>RAWALPINDI</u> . Ph: 051-9334264-5 E-mail: <a href="mailto:aiourwp@aiou.edu.pk">aiourwp@aiou.edu.pk</a>	15	Deputy Regional Director, Regional Centre, Allama Iqbal Open University, House No.268, Gali No. 03, Saeed Mokal Colony Near Imtiaz Hospital <u>SAHIWAL</u> Ph: No: (040) 9330456-7 Email: <a href="mailto:rd_sahiwal@aiou.edu.pk">rd_sahiwal@aiou.edu.pk</a>	16	Additional Regional Director, Regional Centre, Allama Iqbal Open University, House No.145, Muradabad Colony, Near Daewoo Terminal, University Road, <u>SARGODHA CANTT</u> . Ph:(048)3211217-8 Email: <a href="mailto:rd_sargodha@aiou.edu.pk">rd_sargodha@aiou.edu.pk</a>
17	Deputy Regional Director, Regional Centre, Allama Iqbal Open University, Mohallah Mumtaz Pura, Haji Pura, Daska Road, <u>SIALKOT</u> . Ph:052-3241300, 3241400 Email: <a href="mailto:rd_sialkot@aiou.edu.pk">rd_sialkot@aiou.edu.pk</a>	18	Deputy Regional Director, Regional Centre, Allama Iqbal Open University, House No. 166, Faisal Town, Opposite Govt. Boys Post Graduate College, <u>VEHARI</u> . Ph: (067)3360636-37 Email: <a href="mailto:rd_vehari@aiou.edu.pk">rd_vehari@aiou.edu.pk</a>	19	Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Opposite office of Punjab Food Authority, Near Railway Phattak, Main Chishtian Road, <u>BAHAWALNAGAR</u> . Ph: 063-9330012 Email: <a href="mailto:rd_bahawalnagar@aiou.edu.pk">rd_bahawalnagar@aiou.edu.pk</a>
20	Deputy Regional Director Regional Centre, Allama Iqbal Open University, Street No. 01, Jamil Town, Lahore Road, Near Superior College <u>SHEIKHUPURA</u> . Ph: (056)3545041 Email: <a href="mailto:rd_sheikhupura@aiou.edu.pk">rd_sheikhupura@aiou.edu.pk</a>	21	Deputy Regional Director, Regional Centre, Allama Iqbal Open University, Mujahid Abad, Near Jada, Main G. T. Road, <u>JHELUM</u> . Ph: (0544)273378-9 Email: <a href="mailto:rd_jhelum.aiou.edu.pk">rd_jhelum.aiou.edu.pk</a>	22	Additional Regional Director, Regional Campus, Allama Iqbal Open University, 346 - Raza Block, Allama Iqbal Town, <u>LAHORE</u> Ph: (042)99333580 Email: <a href="mailto:rd_lahore@aiou.edu.pk">rd_lahore@aiou.edu.pk</a>
23	Superintendent/Incharge Model Study Center, Allama Iqbal Open University, Near Sat Sira Chowk Marala Road, <u>MANDI BHAUDDIN</u> Ph: (0546)571171 Email: <a href="mailto:m_sc_mbdin@aiou.edu.pk">m_sc_mbdin@aiou.edu.pk</a>				

## SINDH

24	Deputy Regional Director Regional Centre, Allama Iqbal Open University, Bungalow No.46, B1-8, Unit No.02, Railway Employee Housing Society, Autobahn Road Latifabad, Near Lal Qila Resurant, <u>HYDERABAD</u> . Ph: (022)9330052-3 Email: <a href="mailto:rd_hyderabad@aiou.edu.pk">rd_hyderabad@aiou.edu.pk</a>	25	Additional Regional Director, Regional Campus, Allama Iqbal Open University, ST-6, D-I, Block No.14, Federal 'B' Area, <u>KARACHI</u> . Ph:(021) 99246099-101 Email: <a href="mailto:rd_karachi@aiou.edu.pk">rd_karachi@aiou.edu.pk</a>	26	Assistant Director IT, Model Study Centre, Allama Iqbal Open University, House No.61, Shaheed Zulfiqar Colony, Near Daro Road, <u>DADU</u> . Ph: 03337208688 Email: <a href="mailto:rd_dadu@aiou.edu.pk">rd_dadu@aiou.edu.pk</a>
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## SINDH

27	Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Sachal Colony, Banglow No.67, Near City Hospital (Bakhtiawar Park), LARKANA CITY. Ph (074)9239044 Email: <a href="mailto:rd_larkana@aiou.edu.pk">rd_larkana@aiou.edu.pk</a>	28	Assistant Regional Director, Regional Campus, Allama Iqbal Open University, Near Session Court Mai Bhaghi Chowk , <u>MITHI</u> , Ph( 0232)920089 Email: <a href="mailto:rd_mithi@aiou.edu.pk">rd_mithi@aiou.edu.pk</a>	29	Assistant Regional Director Regional Centre, Allama Iqbal Open University, Banglow/H. No. 74, Main Ghulamullah Raod Near City School Makli Society, <u>THATTA</u> Ph: (0298)920717-8 Email: <a href="mailto:rd_thatta@aiou.edu.pk">rd_thatta@aiou.edu.pk</a>
30	Additional Regional Director, Regional Centre, Allama Iqbal Open University, Plot No. 31, Block-A, Jaffria Co- operative Housing Society, Shikarpur Road, SUKKUR. Ph (071)5807213, E-mail : <a href="mailto:rd_sukkur@aiou.edu.pk">rd_sukkur@aiou.edu.pk</a>	31	Assistant Regional Director , Noor Model Study Centre, Allama Iqbal Open University, Old Girls College Hostel, Opp: DCO Office, <u>UMER KOT</u> (0238) 920010, 920016 Email: <a href="mailto:m_sc_uk@aiou.edu.pk">m_sc_uk@aiou.edu.pk</a>	32	Assistant Regional Director, Model Study Centre, Allama Iqbal Open University, First Floor, Plot No. 16, ROW A, Block II Survey NC 90 Deh Khanto, Sindhi Jamat Cooperative Housing Society, Bin Qasim Town, District MALIR KARACHI. Ph: 021-99333846 Email: <a href="mailto:rd_malir@aiou.edu.pk">rd_malir@aiou.edu.pk</a>
33	Additional Regional Director, Regional Centre, Allama Iqbal Open University, A Little Ahead of Dars Bus Stop Near Feroze Jamali Sahib's Bungalow on National Highway N.5 MORO Ph: 025-4550506 Email: <a href="mailto:rd_moro@aiou.edu.pk">rd_moro@aiou.edu.pk</a>	34	Superintendent, Allama Iqbal Open University Model Study Centre, District Complex, Goli Maar Road Kandkot District Kashmir Ph:0722921614 Email: <a href="mailto:m_sc_kandhkot@aiou.edu.pk">m_sc_kandhkot@aiou.edu.pk</a>	35	

## KHYBER PUKHTOON KHWA

36	Deputy Regional Director, Regional Campus, Allama Iqbal Open University, Murree Road, Adjacent B.I.S.E., <u>ABBOTTABAD</u> . Ph:(0992)390925-390927 Email: <a href="mailto:rd_abbottabad@aiou.edu.pk">rd_abbottabad@aiou.edu.pk</a>	37	Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Near BISE Peshawar Camp Office, Governor Cottage Road Goldoor, Chitral Town, District Lower, <u>CHITRAL</u> . Ph:(0943) 413419-413811 Email: <a href="mailto:rd_chitral@aiou.edu.pk">rd_chitral@aiou.edu.pk</a>	38	Assistant Regional Director, Regional Campus, Allama Iqbal Open University, Neli Kothi, Behind District Auditorium, District Courts, <u>DERA ISMAIL KHAN</u> Ph:(0966) 9280168-9280178 Email: <a href="mailto:rd_dikhan@aiou.edu.pk">rd_dikhan@aiou.edu.pk</a>
39	Additional Regional Director, Regional Campus, Allama Iqbal Open University, Plot No.14, Sector A-3, Phase V, Hayatabad <u>PESHAWAR</u> Ph:(091)9217603-6 Email: <a href="mailto:rd_peshawar@aiou.edu.pk">rd_peshawar@aiou.edu.pk</a>	40	Deputy Regional Director, Regional Centre, Allama Iqbal Open University, Bungalow No. 237, Sector-E, Sadberg Road, Sheikh Maltoon Township, <u>MARDAN</u> . Ph: (0937)841020, 841030 Email: <a href="mailto:rd_mardan@aiou.edu.pk">rd_mardan@aiou.edu.pk</a>	41	Assistant Regional Director, Regional Centre, Allama Iqbal Open University, House No.43, Sector A/2, Phase No. II, KDA, <u>KOHAT</u> Ph: (0922)513882 Email: <a href="mailto:rd_kohat@aiou.edu.pk">rd_kohat@aiou.edu.pk</a>

**KHYBER PUKHTOON KHWA**

42	Deputy Regional Director, Regional Centre, Allama Iqbal Open University, College Colony, Opposite Shahuda Park, <u>SAIDU SHARIF (SWAT)</u> Ph:(0946)9240205-6 Email: <a href="mailto:rd_swat@aiou.edu.pk">rd_swat@aiou.edu.pk</a>	43	Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Bungalow No. 02 Village Andheri, Link Road, Balambat, <u>TIMERGARA</u> Ph: (0945)9250070 Email: <a href="mailto:rd_timergara@aiou.edu.pk">rd_timergara@aiou.edu.pk</a>		
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**BALOCHISTAN**

44	Assistant Regional Director, Regional Centre, Allama Iqbal Open University Bus Stand Road, Near Ghazali Public School, Gola Chowk, <u>DERA MURAD JAMALI</u> Ph: 0838-710375 E.mail: <a href="mailto:rd_dmjamali@aiou.edu.pk">rd_dmjamali@aiou.edu.pk</a>	45	Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Near B & R Rest House, <u>KALAT</u> Ph: 0844-210569 E.mail: <a href="mailto:rd_kalat@aiou.edu.pk">rd_kalat@aiou.edu.pk</a>	46	Regional Director, Regional Campus, Allama Iqbal Open University Eastern By Pass Takhtani Road, <u>QUETTA</u> Phone: 081-2674429-2674398 Email: <a href="mailto:rd_quetta@aiou.edu.pk">rd_quetta@aiou.edu.pk</a>
47	Deputy Regional Director, Regional Campus, Allama Iqbal Open University Pishkan Road, Near Bahria College, <u>GWADAR</u> Ph: (0864)410300 E.mail: <a href="mailto:rd_turbat@aiou.edu.pk">rd_turbat@aiou.edu.pk</a>	48	Assistant Regional Director, Regional Center, Allama Iqbal Open University H. # 34, Street No. 26, Muhala Khudaidad Imambara Road Circular No. 01, <u>ZHOB</u> Phone: 0822-413018 Email: <a href="mailto:rd_zhob@aiou.edu.pk">rd_zhob@aiou.edu.pk</a>	49	Superintendent/ Incahrge, Allama Iqbal Open University, Model Study Center, Near Wapda Office, <u>KHARAN</u> Ph: (0847)-510777 Email: <a href="mailto:msc_kharan@aiou.edu.pk">msc_kharan@aiou.edu.pk</a>

**GILGIT BALTISTAN**

50	Additional Regional Director, Regional Centre, Allama Iqbal Open University, Shahra-i-Quaid-i- Azam, Near Army Public School & College, Khumer Cantt. <u>GILGIT</u> Ph:(05811) 960378, 960603 Email: <a href="mailto:rd_gilgit@aiou.edu.pk">rd_gilgit@aiou.edu.pk</a>	51	Assistant Regional Director, Regional Campus, Allama Iqbal Open University, Near Elementary College Sundus, <u>SKARDU</u> Ph:(05815)960258, 960915 E.mail <a href="mailto:rd_skardu@aiou.edu.pk">rd_skardu@aiou.edu.pk</a>	52	Superintendent, Model Study Centre, Nagar Allama Iqbal Open University, Shahra-i-Quaid-i-Azam, Near College Road Near Boys Inter College Aliabad Hunza Gilgit Baltistan Ph: (05811)960378,960603 Email: <a href="mailto:rd_nagar@aiou.edu.pk">rd_nagar@aiou.edu.pk</a>
----	---	----	--	----	--

**AZAD JAMMU KASHMIR**

53	Deputy Regional Director, Regional Campus, Allama Iqbal Open University, House No.1-A, Sector, F-1, Kotli Road, <u>MIRPUR (A.K)</u> Ph:05827-960028, 960029 Email: <a href="mailto:rd_mirpur@aiou.edu.pk">rd_mirpur@aiou.edu.pk</a>	54	Additional Regional Director, Regional Campus, Allama Iqbal Open University Zero Point, Jalalabad, <u>MUZAFFARABAD (AJK)</u> Ph: (05822)960839 Fax: (05822)960840 Email: <a href="mailto:rd_muzaffarabad@aiou.edu.pk">rd_muzaffarabad@aiou.edu.pk</a>	55	Assistant Regional Director Regional Centre, Allama Iqbal Open University, Officer Colony Near New Rawalakot International Hotel, CMH/Bagh Road, Supply Bazar, <u>RAWALAKOT (POONCH) A.K</u> Ph: (05824)960241 Email: <a href="mailto:ard_rawalakot@aiou.edu.pk">ard_rawalakot@aiou.edu.pk</a>
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**Allama Iqbal Open University, Islamabad**

[www.aiou.edu.pk](http://www.aiou.edu.pk)

Help Line: (051) 111-112-468