

Admission Spring 2020

**AI**○**U**

**BBA**

(4 years)

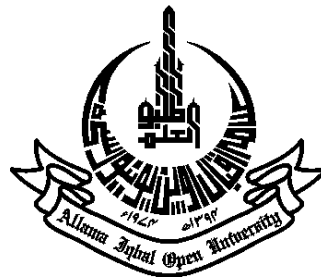


Allama Iqbal Open University, Islamabad

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

Help Line: (051) 111-112-468

**PROSPECTUS**  
**OF**  
**BBA 4 YEARS**  
**FOR**  
**SEMESTER: SPRING, 2020**



**Allama Iqbal Open University, Islamabad**

Rs.500/-

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## Vice-Chancellor's Message

**Dear Student,**

السلام عليكم

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



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

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

## **IMPORTANT ACTIVITIES TO BE REMEMBERED**

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

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

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

All fresh and continue students can submit their admission using any one option on the following way:

- i. Apply on hard form ((printed form)
- ii. Apply using online admission system

Follow these instructions to apply:

### **APPLY ONLINE (FRESH STUDENTS):**

1. Visit website: <https://online.aiou.edu.pk>
2. Press link “Admission form for Fresh students”. (BBA 4 Years)
3. After filling the admission form, print out your “Admission Form” and “Challan Form”.
4. Using printed challan form and submit your fee in any branch of FWBL, ABL, MCB or UBL. You need to use only challan form for submission of fee and follow instructions below to deliver your admission and fee submitted challan form to university (How to deliver your admission form to University).

### **APPLY ONLINE (CONTINUE STUDENTS):**

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

### **HOW TO DELIVER YOUR ADMISSION FORM TO UNIVERSITY**

After submission of fee you need to deliver your admission form to university using following way:

1. Separate the address label attached with bottom of the first page of admission form.
2. Attach original copy of fee submitted challan (university copy) with your admission form.
3. Now pack this form in an envelope.
4. Now paste address label (already separated from form) on envelope.
5. Visit any nearest branch of Post Office and post it as registered parcel and get the receipt. (Keep save the receipt).

**Note:** Keep in mind that you don’t have to pay any amount to Post Office to post your admission. University have paid your postage charges to Post Office in advance.

## **ALLAMA IQBAL OPEN UNIVERSITY**

Allama Iqbal Open University, a mega university was established in 1974 under an Act of Parliament. The main campus of the university is situated in sector H-8, Islamabad. It was the second open university of the world and the first of its kind in Asia and Africa. The aim of establishing AIOU was to provide affordable and accessible education through distance learning at the door-steps to those people who could not continue their education journey through formal system of education. The University (AIOU) operates on semester system and admits students in Autumn and Spring semesters. Under graduate admissions are offered in both the semesters where-as post graduates are offered once a year. The enrolled students are given course books specially prepared by the university on self instructional principles. However at post graduate level reprints of foreign books alongwith allied material and university prepared study guides help students to polish their skills.

At present, the AIOU is offering programmes from Matric to PhD level in diverse disciplines comprised of four faculties. The university has established study centres across the country where distance education students are provided necessary guidance by their respective tutors. Moreover, the university has established full-time study centres wherein the students of

MBA (IT), MBA (Banking and Finance), BS (CS), MSc/BS Chemistry, MSc/BS Microbiology etc. are being provided instruction, guidance and counselling through face-to-face education. AIOU is also offering four years under-graduate degrees.

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

## **FACULTY OF SOCIAL SCIENCES AND HUMANITIES**

First established in 1981 with five departments, the Faculty of Social Sciences and Humanities has, over the years, flourished to become, by far, the largest Faculty of the University. It, today, consists of 14 departments offering masters programmes in major areas of Social Sciences and Humanities like, Business Administration, Economics, Mass Communication, Sociology, Urdu, Library & Information Sciences, History, Pakistan Studies and Teaching of English as a foreign Language (TEFL). Additionally, efforts are afoot to plan and launch post-graduate programmes in Pakistani Languages and Law. The Commonwealth-collaborated master's programmes in the areas of Business and Public Administration, which are specially tailored for the modern day busy executives, were launched in Spring 2002 semester.

In tune with the government's policy of promoting and strengthening a culture of higher education and research in the country, the AIOU's Faculty of Social Sciences and Humanities has shown a lot of dynamism over the past few years. It has launched MPhil/PhD programmes in Iqbaliat, Urdu and Mass Communication and History while preparations are being made to launch MPhil Business Administration, Applied Linguistics.

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

The Faculty has expanded vitally and its programmes have gained a high popularity as is clear from rapidly rising trend of enrolment during the past decade. During the period under report, the Faculty accorded high priority towards quality improvements and to modify its programmes in accordance with the current challenges of 21<sup>st</sup> century.

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

## **DEPARTMENT OF BUSINESS ADMINISTRATION**

The Department of Business Administration was established in 1986 with the objective to impart managerial education and skills in the discipline of Business Administration. Since its inception, the Department has made tremendous progress towards achieving its ultimate goal of becoming a center of

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

The department is offering MBA 3-½ year, MBA 2-½ year, PGD HRM, MS Management Sciences and PhD Business Administration. The department introduced BBA 4 Years programme in Autumn 2017. It is hoped that these programmes would contribute significantly to the national goal of development of professions equipped with modern business techniques. These programmes are designed to provide an opportunity to upgrade the skills and enhance professional qualifications of the future managers. Further, we are of the opinion that the graduates from this university would have recognition in the human resource market and enjoy a respectable status in public and private sector organizations, operating in Pakistan and abroad. The Department has well qualified faculty members including PhDs, MPhil/MS both from national and foreign universities.

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

- i. To prepare graduates for public and private sector organizations and to equip them to cater the needs of complex and changing business environment.
- ii. To encourage continuous learning and habitual receptiveness, explore the new ways of identifying and

dealing with opportunities and problems, to face future business challenges.

- iii. To provide the business students bottom to top management orientation skills, enhance their business skills, enable them to integrate theory business into practice in their daily lives.

## **BACHELOR OF BUSINESS ADMINISTRATION (BBA 4 Years)**

**Programme Code: 0435**

### **Introduction:**

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

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

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

**Objectives:**

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

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

**Eligibility:**

The applicants having intermediate with at least 2nd division (45% marks) would be eligible to apply for BBA 4 years programme.

**Duration:**

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

**Scheme of Study:**

Sr.	Course Title	Code	Credit Hours
<b>FIRST SEMESTER</b>			
1.	Principles of Accounting	8401	3
2.	Fundamentals of Business	8402	3
3.	Fundamentals of Computers	8403	4
4.	Islamic Studies/ Ethics (for Non- Muslim)	5466/ 5467	2
5.	English-I	9407	3
<b>SECOND SEMESTER</b>			
1.	Advanced Accounting	8404	3
2.	Applied Math for Business & Social Science	8405	3
3.	Micro Economics	8406	3
4.	Principles of Marketing	8407	3
5.	Pakistan Studies	5465	2
<b>THIRD SEMESTER</b>			
1.	Cost Accounting	8408	3
2.	English-II	9408	3
3.	Statistics for Management	8409	3
4.	Business Communication-I	8410	3
5.	Introduction to Psychology	8411	3
<b>FOURTH SEMESTER</b>			
1.	Macro Economics	8412	3
2.	Introduction to Logic	8413	3
3.	Introduction to Business Finance	8414	3
4.	Business Communication-II	8415	3
5.	Introduction to Sociology: Culture and Society	9410	3
6.	Pre-Calculus for Business	8416	3

<b>FIFTH SEMESTER</b>			
1.	Statistical Inferences	8417	3
2.	Production & Operations Management	8418	3
3.	Management Theory and Practice	8419	3
4.	Business Ethics	8420	3
5.	Business and Labor Laws	8421	3
<b>SIXTH SEMESTER</b>			
1.	Financial Management	8422	3
2.	Marketing Management	8423	3
3.	Entrepreneurship	8424	3
4.	Human Resource Management	8425	3
5.	Introduction to E- Business	8426	3
<b>SEVENTH SEMESTER</b>			
1.	Organizational Behavior	8427	3
2.	Consumer Behavior	8428	3
3.	Management Information System	8429	3
4.	Project Management	8430	3
5.	Business Research	8431	3
6.	Economy of Pakistan	8432	3
<b>EIGHT SEMESTER</b>			
1.	Elective – I	Specialization	3
2.	Elective – II		3
3.	Elective – III		3
4.	Elective – IV		3
5.	Term Paper	8445	6

<b>Elective/Specialization Courses:</b>			
<b>Marketing</b>			
1.	International Marketing	8433	3
2.	Marketing of Services	8434	3
3.	Marketing Research	8435	3
4.	Distribution Channels	8436	3
<b>Human Resource Management</b>			
1.	Human Resource Development	8437	3
2.	Training and Development	8438	3
3.	Compensation Management	8439	3
4.	Leadership and Team Management	8440	3
<b>Banking and Finance</b>			
1.	Financial Markets and Institutions	8441	3
2.	Auditing	8442	3
3.	Taxation Management	8443	3
4.	Banking Law and Practice	8444	3

#### **Admission Procedure**

1. Applications for admission will be invited through advertisement in the newspapers.
2. BBA-4 years admissions would be offered as determined by the Department.
3. The qualifying candidates as per criteria mentioned are required to deposit their fee in the approved branches of Banks given in the prospectus.
4. Incomplete admission forms will not be entertained in any case.

**Note: Admission can also be applied online.**

### **Medium of Instruction**

Medium of Instructions and examination will be English only.

### **Method of Instruction**

BBA 4-years (specializations in Marketing, Human Resource Management and Banking & Finance) would be offered through Open and Distance Learning Pedagogy-Blended Mode covering online classes and face to face workshop. The schedule of online classes will be chalked out by the department as per credit hour requirement provided in the scheme of studies.

### **BBA Workshop**

At the end of each semester, workshop will be arranged for all the courses except Course Codes (9407, 9408, 9410, 5465, 5466 and 5467). The workshop would be held at AIOU Main Campus Islamabad before final examination. The duration of workshop for each course would be 12 hours. Seventy (70%) attendance and presentation/via is mandatory for each course. The presentation of the study report and participation in the workshop activities would be duly evaluated and graded. If a student fails to obtain 70% marks in the workshops, he/she will be given two additional chances to qualify in subsequent semester (with reappear fee as per AIOU Rules) or as and when university offers these courses. Travelling and lodging charges are the responsibilities of the student. Workshop includes the following activities: Lectures of the resource person, Command tasks, simulation and role playing activities and presentation/via of the students.

### **Evaluation Scheme for the Courses:**

**Compulsory English-I, Compulsory English-II, Islamic Studies, Ethics, Pakistan Studies and Introduction to Sociology**

<b>Assessment Component</b>	<b>Marks</b>	<b>Weightage in the aggregate result</b>
Assignment No. 1	100	15%
Assignment No. 2	100	15%
Final Examination	100	70%

### **For all Remaining Courses:**

Assignment No. 1	100	10%
Assignment No. 2	100	10%
Workshop/Presentation	100	10%
Final Examination	100	70%

### **Fee Structure:**

<b>Item</b>	<b>Fee</b>
Registration fee:	Rs.500/-
Admission fee:	Rs.500/-
Technology Fee	Rs.200/-
Per Course Fee (Rs.2000/-): 5 Course: Rs.2000×5= 10,000	Rs.10,000/-
<b>Total Fee for First Semester:</b>	<b>Rs.11,200/-</b>

### **Fee Depositing Procedure**

Student qualifying the admission criteria for BBA 4 Years programme are required to deposit fee and admission form along with attested copies of their educational certificates/degrees in approved banks branches given in the prospectus.

**Note: Admission can also be applied online.**

### **Degree Requirements**

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

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

### **Rules & Regulations**

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

### **Faculty Members:**

- 1) **Prof. Dr. Syed Hassan Raza**  
*Chairman*  
Ph: 051-9057722, 051-9250089  
mba@aiou.edu.pk
- 2) **Mr. Muhammad Ayub Shaikh**  
*Assistant Professor*  
Ph: 051-9057896
- 3) **Dr. Muhammad Majid Mahmood Bagram**  
*Assistant Professor*  
Ph: 051-9057406
- 4) **Dr. Adnan Riaz**  
*Assistant Professor*  
Ph: 051-9057272
- 5) **Mr. Salman Ali Qureshi**  
*Assistant Professor*  
Ph: 051-9057840
- 6) **Mahmood ul Hasan**  
*Lecturer*  
Ph: 051-9057855
- 7) **Mr. Sadar Ayub Khan**  
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- 11) **Mr. Muhammad Ehsan Javaid**  
*Lecturer*  
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ehsan.javaid@aiou.edu.pk

### **GENERAL INFORMATION**

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A candidate is required to send complete admission form along with attested copies of all educational and experience certificates to Department as mentioned in the prospectus before or on the closing date.
- iii. If an applicant of post-graduate/research level programme does not receive any information regarding admission within three months from submission of application, he/she should presume non-selected.
- iv. A course taken by any student cannot be change during the semester. However, in real hardship cases, the change in courses will be allowed within fifteen days after receipt of books and deposit of prescribed fee.
- v. The address of a student will not be changed during the semester.
- vi. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme.
- vii. On payment of the registration fee, each student will be issued a registration number. This number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.
- viii. Study material shall be mailed to the students at their given addresses.
- ix. After receipt of the study package, students are usually intimated about the part time tutors for each course for tutorial guidance within fifteen days. If you do not get information about tutors, you are required to send your assignment by registered post to the concerned Regional Director, Assistant Regional Director without delay; you are also required to retain a photocopy of all your assignments.
- x. Rules and regulations framed, enhanced and changed from time to time by the authorities, bodies of the university will be effective as deemed necessary. The student will have to abide by all such rules and regulations from the date of their implementation.
- xi. A student who fails in continuous assessment component is not eligible to reappear but will be allowed to re-register for the same course at its next offering semester by the university.
- xii. It is the responsibility of the student to remain in touch with the department regarding the selected programme.
- xiii. A student already admitted to a programme or a specialization of a programme shall not be allowed to transfer or to get admission to another programme unless he/she formally postpones it till the completion of the new programme or withdraws from the

- previous programme.
- xiv. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.
  - xv. The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.
  - xvi. The student must inform the Admission Department in writing within the period of 15 days after receipt of study material parcel, *if found any wrong/short of material/ books which is not according to the admission form/ check list or mistake in name and address*. No request for any change will be entertained after the stipulated period.
  - xvii. Check the books and tally with the course codes mentioned on the address label pasted on the registered packet. If there is any discrepancy, write immediately to Admission Department for correction/supply of requisite books.
  - xviii. Admission forms incomplete in any respect will not be entertained and will be returned after close of semester to the students indicating the deficiency in clear terms with advise to request for refund of fee.
  - xix. Admission form received without prescribed fee less fee or fee deposited after due date will not be considered.

- xx. In case of discrepancies in the name of student/ Father's name of the student or difference in name mentioned in his/her other educational certificates, the name on the Matric certificate of the student will be considered as correct name. The Examination Department shall also issue certificate/ degree on the said name.
- xxi. In case provision of forged documents for admission, not only the admission will be refused to the applicant but the fee deposited by him/her will also be forfeited. The university may proceed further in the matter.

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

#### **REGULATIONS FOR REFUND OF ADMISSIONFEE**

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

- i) The candidates/ students who deposit the fee for a programme and later on change their mind to apply in

another programme and communicate their decision in black and white to the admission section before dispatch of study material in such cases, fee will be refunded to them after deduction of 10% of the total amount deposited.

- ii) The candidates/ students who discontinue the programme/ courses(s) after dispatch of books, neither their admission will be cancelled nor fee will be refunded to them.
- iii) The candidates/ students who are not allowed admission to a programme offered by the university due to less enrolment/ non formation of viable group/ non offering of courses, full fee will be refunded to them.
- iv) The candidates/ students who know that they are ineligible for admission to a programme, and even then they deposit the fee, in such cases, the fee will be refunded after the deduction of 25% as services charges from the total amount.
- v) The amount deposited by the candidates/ student in excess (more than the prescribed fee) will be refunded/ adjusted within a year.
- vi) Cases of refund of admission fee will be processed after finalization/ completion of admission of the semester and only on the production of original Bank Challan/ Receipt No. 3 & 4.

- vii) If candidates/ students deceive the university and get admission in two different programmes simultaneously in a semester admission will be cancelled in both the programmes and the fee deposited for both the programmes will be forfeited.

**IMPORTANT TELEPHONE NUMBERS**

Sr.#	Name	Telephone Nos.
1.	Director Admissions	051-9250043 051-9250162 (Fax)
2.	Assistant Registrar (Mailing)	051-9250185
3.	Controller of Examinations	051-9250012
4.	Director Students Affairs	051-9250174
5.	Assistant Registrar (Postgraduate)	051-9057403

## ADDRESS OF PART-TIME REGIONAL COORDINATORS

### PUNJAB

1.	Mr. Mukhtar Ahmad Awan, Regional Coordinator, Allama Iqbal Open University, SS, Govt. Boys Higher Secondary School, <b>Hassanabdal.</b> 0312-5609715	2.	Mr. Muhammad Miskeen, Regional Coordinator, Allama Iqbal Open University, Sr. Headmaster, Govt. Boys High School No.2, <b>Fateh Jang.</b> 0300-5273227	3.	Mr. Safdar Khan, Regional Coordinator, Allama Iqbal Open University, Lecturer, Govt. Boys Degree College <b>Hazro.</b> 0300-5609260
4.	Hafiz Abdul Ghaffar, Regional Coordinator, Allama Iqbal Open University, Asstt. Prof. Govt. Boys Degree College, <b>Pindi Gheb.</b> 0333-9535710	5.	Mr. Muhammad Saeed, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Boys Higher Secondary School Danda Shah Belawal, <b>Lawa.</b> 0333-5928107	6.	Raja Muhammad Akhtar Khan, Regional Coordinator, Allama Iqbal Open University, Principal, Allama Iqbal Junior Public School, Choa <b>Saidan Shah.</b> 0346-5783355
7.	Mr. Muhammad Javid Regional Coordinator, Allama Iqbal Open University, SSS, Govt. Higher Secondary School, <b>Kallar Kahar.</b> 0333-5904962	8.	Mr. Muhammad Arif Khan, Regional Coordinator, Allama Iqbal Open University, Sr. Headmaster, Govt. Boys High School, No.2, <b>Talagang.</b> 0331-4855113	9.	Mr. Ghulam Murtaza Satti, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Higher Secondary School Malot Sattian, <b>Tehsil Kotli Satian, Distract Rawalpindi.</b> 0346-5429130
10.	Ch. Muhammad Ashraf, Regional Coordinator, Allama Iqbal Open University, Street No. 10, Mohallah Mission Compound, Mehmada Raod, <b>Gujrat.</b> 0332-7144828	11.	Mr. Arshad Mahmood Shahid, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Boys Degree College, <b>Sara-e-Alamghir.</b> 0333-5841544	12.	Syed Mukhtar Hussain Bukhari, Regional Coordinator, Allama Iqbal Open University, Assistant Professor, Govt. College, <b>Bhakkar.</b> 0333-8909805
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