

**ADMISSION** Autumn 2020

**AIOU**

**Associate Degree**  
(Business Administration)



Allama Iqbal Open University, Islamabad

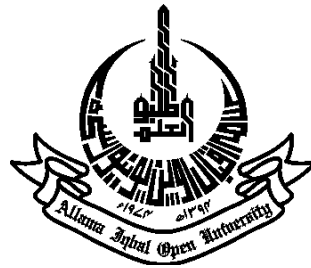
[www.aiou.edu.pk](http://www.aiou.edu.pk)

Help Line: (051) 111-112-468

**PROSPECTUS**

**Associate Degree in  
Business Administration**

**SEMESTER: AUTUMN 2020**



**Allama Iqbal Open University  
Islamabad**

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## **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.

## Vice-Chancellor's Message

**Dear Student,**

السلام عليكم

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



Committed for your bright future

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

## **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”. Associate Degree Business Administration
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.

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## **ALLAMA IQBAL OPEN UNIVERSITY**

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

At present, the AIOU is offering programmes from matric to PhD level in diverse disciplines comprising of four faculties. The university has established study centres across the country, where distance education students are provided necessary guidance by their respective tutors. Moreover, the university has established full time study centres, wherein the students are being provided instruction, guidance and counselling through face-to-face education. AIOU is offering four year under graduate degrees.

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

## **FACULTY OF 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 Centre of Excellence in Business Management education and research in Pakistan. The Department has assembled outstanding teaching faculty and developed extensive teaching material for the improvement of education in Pakistan. The University first time launched MBA program in 1986, MBA-IT in 2001 and MBA-Banking & Finance in Spring 2005 semester. Presently, the Department is offering programs from BBA to PhD levels with different specializations. These programs contribute significantly to the national goals by developing the professionals equipped with modern business techniques. These programs are designed to enable the professionals to upgrade their skills and enhance business qualifications. Further, it is hoped that the graduates from this university would have recognition in the human resource market and enjoy a respectable status in public and private sector organizations, operating in Pakistan and abroad. The Department has well qualified faculty members including MPhil/MS and PhD both from national and foreign universities.

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

- i. To prepare graduates for public and private sector organizations and to equip them to cater the needs of complex and changing business environment.
- ii. To encourage continuous learning and habitual receptiveness, explore the new ways of identifying and dealing with opportunities and problems, to face future business challenges.
- iii. To provide the business students bottom to top management orientation skills, enhance their business skills, enable them to integrate theory business into practice in their daily lives.
  - Islamic Banking
  - Human Resource Management
  - Marketing

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

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

**Objectives:**

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

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

**Eligibility Criteria:**

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

**ASSOCIATE DEGREE IN BUSINESS  
ADMINISTRATION (ISLAMIC BANKING)**

**Semester-I**

Sr.No	Code	Course Title	Credits
1	5436/ 5437	Islamic Studies /Ethics	03
2	5402	Fundamentals of Business	03
3	5403	Basics of ICT	03
4	5404	Compulsory English-I	03
5	5438	Pakistan Studies	03

**Semester-II**

Sr.No	Code	Course Title	Credits
1	5401	Principals of Accounting	03
2	5405	Applied Mathematics for Business and Social Sciences	03
3	5406	Micro Economics	03
4	5411	Compulsory English-II	03
5	5415	Sociology	03

**Semester-III**

Sr.No	Code	Course Title	Credits
1	5407	Principals of Marketing	03
2	5409	Business Communication	03
3	5410	Cost Accounting	03
4	5412	Statistics for Management	03
5	5414	Principles of Management	03
6	5416	Macro Economics	03

**Semester-IV**

Sr.No	Code	Course Title	Credits
1	5446	Fundamentals of Islamic Finance	03
2	5447	Takaful Management	03
3	5448	Islamic Capital Markets	03
4	5449	Sakuk Management	03
5	5450	Islamic Branding and Marketing	03
6	5440	Internship	03

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

**Programme Code:**

0	4	7	2
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**Semester-I**

Sr.No	Code	Course Title	Credits
1	5436/ 5437	Islamic Studies /Ethics	03
2	5402	Fundamentals of Business	03
3	5403	Basics of ICT	03
4	5404	Compulsory English-I	03
5	5438	Pakistan Studies	03

**Semester-II**

Sr.No	Code	Course Title	Credits
1	5401	Principals of Accounting	03
2	5405	Applied Mathematics for Business and Social Sciences	03
3	5406	Micro Economics	03
4	5411	Compulsory English-II	03
5	5415	Sociology	03

**Semester-III**

Sr.No	Code	Course Title	Credits
1	5407	Principals of Marketing	03
2	5409	Business Communication	03

3	5410	Cost Accounting	03
4	5412	Statistics for Management	03
5	5414	Principles of Management	03
6	5416	Macro Economics	

#### Semester-IV

Sr.No	Code	Course Title	Credits
1	5413	Business Law	03
2	5423	Social Policy and Strategy	03
3	5431	Human Resource Management	03
4	5432	Organizational Behavior	03
5	5440	Internship	03

### ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION (MARKETING)

Programme Code:

0	4	7	3
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#### Semester-I

Sr.No	Code	Course Title	Credits
1	5436/ 5437	Islamic Studies /Ethics	0 3
2	5402	Fundamentals of Business	03
3	5403	Basics of ICT	03
4	5404	Compulsory English-I	03
5	5438	Pakistan Studies	03

#### Semester-II

Sr.No	Code	Course Title	Credits
1	5401	Principals of Accounting	03
2	5405	Applied Mathematics for Business and Social Sciences	03
3	5406	Micro Economics	03
4	5411	Compulsory English-II	03
5	5415	Sociology	03

#### Semester-III

Sr.No	Code	Course Title	Credits
1	5407	Principals of Marketing	03
2	5409	Business Communication	03
3	5410	Cost Accounting	03
4	5412	Statistics for Management	03
5	5414	Principles of Management	03
6	5416	Macro Economics	

#### Semester-IV

Sr.No	Code	Course Title	Credits
1	5413	Business Law	03
2	5433	Marketing Management	03
3	5434	Marketing Research	03
4	5435	Advertising and Seles Promotion	03
5	5440	Internship	03

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

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

**Duration:**

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

**Admission Criteria:**

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

**Methods of Instruction:**

- i. The Program will be offered at blended mode of learning.
- ii. The outline of courses along with the required reading material and assignments will be provided to the students. Electronic books/ video conference and online education methods may also be applied in this regard.
- iii. Fourteen online classes of two hours each will be conducted for a course. Two days workshop and six tutorials will be conducted for each course. CDs may also

be provided for some courses. Attendance in tutorials is not compulsory.

- iv. At least 70% percent class attendance of students would be mandatory to qualify them for appearing in exams.

**Evaluation Scheme**

**Assignments**

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

**Assessment**

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

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

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

### **Degree Requirements**

Following are the requirements for the award of Associate Degree:

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

For any query may contact on [mba@aiou.edu.pk](mailto:mba@aiou.edu.pk)

#### ***Fee Structure:***

<b>Item</b>	<b>Fee</b>
Registration fee:	Rs.100/-
Admission fee:	Rs.500/-
Technology Fee	Rs.135/-
Per 3 Credit Hours Course = Rs.2100×5 = 10,500	Rs.10,500/-
<b>Total Fee for First Semester:</b>	<b>Rs.11,235/-</b>

### **FACULTY MEMBERS:**

1. **Prof. Dr. Syed Hassan Raza**  
Chairman  
Ph: 051-9057722  
Email: [hassan\\_raza@aiou.edu.pk](mailto:hassan_raza@aiou.edu.pk)
2. **Dr. Muhammad Majid Mahmood Bagram**  
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Email: [mobashira.alvi@aiou.edu.pk](mailto:mobashira.alvi@aiou.edu.pk)
9. **Syeda Attiya Rahat**  
Lecturer  
Ph: 051-9057840
10. **Mr. Ahmed Hassan Jamal**  
Lecturer  
Ph: 051-9057379
11. **Mr. Ehsan Javaid**  
Lecturer  
Ph: 051-9057250
12. **Staff:**  
Ph: 051-9057723

## GENERAL INFORMATION

- i- The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii- If an applicant of post-graduate/research level programme does not receive any information regarding admission within three months from submission of application, he/she should presume non-selected.
- iii- 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.
- iv- The address of a student will not be changed during the semester.
- v- Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme
- vi- On payment of the registration fee, each student will be issued a registration number. This number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.
- vii- Study material shall be mailed to the students at their given addresses.
- viii- 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.
- ix- Rules and regulations framed, enhanced and changed from time to time by the authorities, bodies of the university will be effective as deemed necessary. The student will have to abide by all such rules and regulations from the date of their implementation.
  - x- A student who fails in continuous assessment component is not eligible to reappear but will be allowed to re-register for the same course at its next offering semester by the university.
  - xi- It is the responsibility of the student to remain in touch with the department regarding the selected programme.
  - xii- A student already admitted to a programme or a specialization of a programme shall not be allowed to transfer or to get admission to another programme unless he/she formally postpones it till the completion of the new programme or withdraws from the previous programme.
  - xiii- After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.
  - xiv- The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.
  - xv- 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.
  - xvi- 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 Deptt for correction/ supply of requisite books.
  - xvii- 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.
  - xviii- Admission form received without prescribed fee less fee or fee deposited after due date will not be considered.
  - xix- 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.
  - xx- In case provision of forged documents for admission, not only the admission will be refused to the applicant but the fee deposited by him/her will also be forfeited. The university may proceed further in the matter.

## **PROCEDURE FOR DEPOSITING FEE**

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

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

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

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

## **REGULATIONS FOR REFUND OF ADMISSION FEE**

**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

<b>Sr. No.</b>	<b>Name</b>	<b>Telephone Nos.</b>
1.	Director Admissions	051-9057298 051-9250043 051-9250162 (Fax)
2.	Assistant Registrar (Mailing)	051-9057281-82 051-9250185, 051-9057611
3.	Controller of Examinations	051-9057310 051-9057328 051-9250012
4.	Director Students Affairs	051-9250174
5.	Dy. Registrar (Teachers Education)	051-9057428 051-9057299

**REGIONAL OFFICE ADDRESSES**  
**FEDERAL AREA, ISLAMABAD**

1.	Regional Director, Regional Campus, Allama Iqbal Open University, Block No.27, (Services Block) SectorH-8,ISLAMABAD. Ph: (051)9250171(051)9057608) Email: <a href="mailto:reg_isb@aiou.edu.pk">reg_isb@aiou.edu.pk</a>
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**PUNJAB**

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# ALLAMA IQBAL OPEN UNIVERSITY

(DEPARTMENT OF EXAMINATIONS)

## FEE TARIFF\*

Sr. #	Programme	Fee Rates for		
		Ordinary	Urgent	Duplicate
1.	Course Certificate of SSC/HSSC/Bachelor Programme/Elementary Arabic/Non-Credit	Rs.400/-	Rs.800/-	Rs.1600/-
2.	SSC(Matric)/HSSC(Intermediate)/PTC/CT/ATTC	Rs.500/-	Rs.1000/-	Rs.2000/-
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4.	BS / BBA (4 years) Associate Degree (4 years) etc.	Rs.1200/-	Rs.2400/-	Rs.4800/-
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8.	Ph.D	Rs.800/-		

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