

## **PROSPECTUS**

**Masters in Business Administration  
(MBA) Programs**

**Semester Spring 2009**



**Department of Business Administration  
ALLAMA IQBAL OPEN UNIVERSITY**

## CONTENTS

1.	Allama Iqbal Open University.....
2.	Faculty of Social Sciences and Humanities .....
3.	Department of Business Administration .....
3.1	Aims and Objectives .....
4.	Programs Offered by the Department.....
4.1	MBA (Marketing Management, Financial Management and HRM) .....
4.2	MBA-Banking & Finance Program .....
4.3	MBA-IT Program.....
5.	Instructional System .....
6.	Admission Process .....
6.1	Entry Requirements .....
6.2	Applying for Admission .....
6.3	Sending Admission Forms .....
6.4	Post Admission Process .....
7.	Degree Requirements .....
7.1	Assignments .....
7.2	Workshops .....
7.3	Midterm Test .....
7.4	Written Examination .....
7.5	Internship .....
7.6	Viva Voce .....
8.	Evaluation Scheme .....
9.	Fee Structure .....
10.	List of Academicians .....
11.	Whom to Contact for Further Information .....
12.	General Instructions .....
13.	Fee Depositing Procedure .....
14.	Addresses of AIIOU Regional Campuses .....
15.	Authorized Bank Branches for Fee Collection .....

## **1. ALLAMA IQBAL OPEN UNIVERSITY**

The Allama Iqbal Open University (with its main campus in Islamabad) was established in 1974 under an Act of parliament. It was the second open university of the world and the first of its kind in Asia and Africa when it was established. Now more than 60 such universities are providing distance education and it is among the 4 top mega universities of the world. 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 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 semester where as post-graduates are offered once a year. The enrolled students are given course books audio video cassettes specially prepared by the university on self instructional principles. However, at the post-graduate admissions level reprints of foreign books allied with study guides help students to polish their skills.

At present, the AIOU is offering programs from matric to PhD level in diverse disciplines included in the 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), B.E (Engineering) and MS. are being provided instruction, guidance and counseling through face-to-face education. AIOU is offering 4-year under graduate degrees. In same courses teaching is provided by radio, TV programmes.

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 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. To meet the present day challenges internet facility is also available in the student's hostel and the Central Library, where computers have been provided to enable students to access latest information available through open source databases.

## **2. 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 fourteen departments offering masters programs 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 programs in Pakistani Languages and Law. The Commonwealth-collaborated masters' programs in the areas of Business and Public Administration, which are specially tailored for the modern day busy executives, were launched in Spring 2002 semester.

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

The Faculty of Social Sciences & Humanities also offers several bachelors' level programs in such professional areas like Bachelors in Library & Information Sciences (BLIS), Business Administration (BBA), Commerce (B.Com) 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 programs.

The Faculty has expanded vitally and its programs have gained a high popularity as is clear from rapidly rising trend of enrolment during the past 4 to 5 years. During the period under report, the Faculty accorded high priority towards quality improvements and to modify its programs in accordance with the current challenges of 21<sup>st</sup> century.

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

At present the following thirteen departments are working in this Faculty:

**Dean of the Faculty: Professor Dr. Inam ul Haq Javeid**

<b>S. No.</b>	<b>Department</b>	<b>Chairman</b>
1.	Business Administration	Dr. Syed Hassan Raza, Associate Professor
2.	Commerce	Syed Umar Farooq, Assistant Professor
3.	Economics	Dr. Rashid Naeem, Associate Professor
4.	English Language & Applied Linguistics	Professor Dr. Abdul Hafeez,
5.	History	Ms. Samina Awan, Assistant Professor
6.	Pakistan Studies	Dr. Lubna Saif, Associate Professor
7.	Urdu	Dr. Mohsina Munawar Assistant Professor
8.	Mass Communication	Dr. Syed Abdul Siraj, Associate Professor
9.	Iqbal Studies	Professor Dr. Ayub Sabir HEC Professor
10.	Library & Information Sciences	Mr. Pervaiz Ahmad, Assistant Professor
11.	Sociology, Social Work & Population	Mrs. Farhana Khattak, Assistant Professor

	Studies	
12.	Women Studies	Dr. Riffat Haque, Assistant Professor
13.	Pakistani Languages	Professor Dr. Inam-ul- Haq Javeid

#### Academic Programs of the Faculty

Ph. D. (Iqbal Studies)  
 Ph. D. (Urdu)  
 Ph. D. (Economics)  
 Ph. D. (Commerce) (to be offered in near future)  
 Ph. D. (Business Administration) (to be offered in near future)  
 Ph. D. (Mass Communication) (to be offered in near future)  
 Ph. D. (History) (to be offered in near future)  
 M. Phil (Iqbal Studies)  
 M. Phil (Urdu)  
 M. Phil (Mass Communication)  
 M. Phil (Economics)  
 M. Phil (Commerce) (to be offered in near future)  
 M. Phil (Business Administration) (to be offered in near future)  
 M. Phil (History) ((to be offered in near future)  
 M. Phil (Pakistani Languages)  
 MBA (major in Marketing, Finance and HRM))  
 MBA-Information Technology  
 MBA (Banking and Finance)  
 Commonwealth of Learning (COL) Executive MBA/MPA  
 MA (Teaching of English as Foreign Language)  
 M. Sc. (Pakistan Studies)  
 M. Sc. (Economics)  
 M. Sc. (Women Studies)  
 M. Sc. (Sociology)  
 M. Sc. (Mass Communication)  
 MA (History)  
 MA (Urdu)  
 MLIS (Master of Library and Information Sciences)  
 Post Graduate Diploma in (TEFL)  
 Post Graduate Diploma in (Mass Communication)  
 Post Graduate Diploma in (Women Studies)  
 BBA (Bachelor of Business Administration)  
 B. Com. BLIS, BMC (Mass Communication)  
 BA (General)  
 Certificate in Librarianship  
 HSSC (General, HSSC (I.Com.), SSC (General)

### 3. DEPARTMENT OF BUSINESS ADMINISTRATION

The Department of Business Administration was established in 1984 with the objective to impart managerial education. In short period of its existence, 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. Presently, the Department is offering MBA, MBA-IT, and MBA Banking & Finance, Commonwealth of executive MBA / MPA and BBA programs. These Programs contribute significantly to the national goal of development of professionally equipped business executives. The University introduced MBA program in 1986, MBA-IT in 2001 and MBA Banking & Finance in spring 2005 Semester. These are well taken by a large number of people waiting for an opportunity to upgrade their skills and enhance professional qualifications.

Graduates from this university are recognized in the human resource market and are enjoying respectable status in public and private sector organizations, operating in Pakistan and abroad.

#### 3.1 Aims and Objectives

The Business Administration Programs of AIOU are designed to achieve the following objectives:

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

### 4. PROGRAMS OFFERED BY DEPARTMENT

The Business Administration programs offer opportunity to working executives as well as fresh graduates to add quality to business administration. The curriculum of these programs emphasizes the development of managerial skills and attitudes of students. It aims basically to enhance the student's abilities to identify business opportunities, make firm and clear-cut decisions, plan and control business functions as well as motivate people. The curriculum seeks to promote a high degree of professionalism and a deep sense of integrity and social responsibility in the students. It intends to provide concrete knowledge in the area of business education including Finance, Marketing and Human Resource Management. Further, it equips the students with qualitative as well as quantitative techniques enabling them to solve modern age business related problems and issues.

The Department offers following programs under two different teaching modes as detailed below:

Programs	Teaching Mode
<b>MBA</b> (Specializations in Marketing, Finance and HRM)	<b>Through Distant Learning System</b>
<b>MBA-Banking &amp; Finance</b>	Through approved study centers
<b>MBA-IT</b>	Through approved study centers
<b>BBA</b>	Through approved study centers

#### 4.1 Master's in Business Administration (Specialization in Marketing Management, Financial Management and Human Resource Management)

The cornerstone of education Allama Iqbal Open University system is Open Distance Learning Mode where the tutorial way of teaching is applied. Under distance education, tutors are the key academic guide available to students. The University selects the tutors very carefully who are true professionals and educators. Under this system, the students have a face-to-face contact with the tutors. Fourteen tutorial meetings per course are held at different study centers. The duration of each tutorial meeting is two hours. These study centers are operating in major cities of Pakistan.

##### 4.1.1 Teaching Mode

MBA specializations in Marketing, Financial and Human Resource Management are offered through tutorial system of AIOU under Distance Learning Mode.

**4.1.2Duration**

The MBA Program consists of sixty credit hours. The students are required to study 20 (three credit hours) courses. The whole program is spread over four semesters and the minimum period required for its completion is two years.

**4.1.3Scheme of Studies:****Semester-I**

<b>Sr. No.</b>	<b>Course Title</b>	<b>Code</b>	<b>Credit hours</b>
1.	Economic Analysis	522	3
2.	Business Communications	525	3
3.	Management Theory & Practice	526	3
4.	Financial Accounting	528	3
5.	Marketing Theory & Practice	561	3

**Semester-II**

<b>Sr. No.</b>	<b>Course Title</b>	<b>Code</b>	<b>Credit hours</b>
1.	Business Mathematics & Statistics	523	3
2.	Business Research	524	3
3.	Human Resource Management	527	3
4.	Computer Applications for Business	566	3
5.	Cost & Management Accounting	568	3

**Semester-III**

<b>Sr. No.</b>	<b>Course Title</b>	<b>Code</b>	<b>Credit hours</b>
1.	Financial Management	562	3
2.	Organizational Behavior	565	3
3.	Business Policy & Strategy	887	3

4.	Total Quality Management	890	3
5.	Management Information Systems	891	3

#### Semester-IV

A student can select only one package of specialization from below:

#### I. Specialization in Marketing Management

Sr. No.	Course Title	Code	Credit hours
1.	Project Management	569	3
2.	Marketing Management	573	3
3.	International Marketing	574	3
4.	Advertising & Sales Promotion	575	3
5.	Marketing Research	576	3

#### II. Specialization in Human Resource Management

Sr. No.	Course Title	Code	Credit hours
1.	Project Management	569	3
2.	Training & Development	819	3
3.	Labor Management Relations	821	3
4.	Compensation Management	823	3
5.	Business & Labor Laws	824	3

#### III. Specialization in Financial Management

Sr. No.	Course Title	Code	Credit hours
1.	Project Management	569	3
2.	Taxation Management	530	3
3.	Investment & Securities Management	577	3
4.	Corporate Finance	579	3
5.	Banking Law & Practice	898	3

#### 4.2 Master's in Business Administration (Banking and Finance)

The MBA-Banking and Finance emphasizes on the knowledge and skills needed for financial management and related services especially the banking sector, in different organizations in private and public sectors. This program spread over four semesters consists of 60 credit hours. It provides appropriate conceptual knowledge and technical skills for financial analysis and personal development in a dynamic business environment.

##### 4.2.1 Teaching Mode

Due to the technical nature of courses offered in MBA (Banking and Finance), it would be offered under face-to-face system through approved study centers. The objective is to facilitate the learning process of students by providing them with the opportunity of regular classes. The University has the following network of approved study centers all over the country where regular classes would be held, depending on the number of students, subject to formation of viable group.

NWFP	Peshawar, Abbotabad, Swat, D.I. Khan,
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<b>Sindh</b>	Karachi, Hyderabad
<b>Federal Area</b>	Islamabad
<b>Punjab</b>	Rawalpindi, Lahore, Multan, Faisalabad, Dera Ghazi Khan, Sahiwal, Gujranwala, Sialkot, Sargodha, Mianwali, Bahawalpur, R.Y. Khan, Vehari
<b>Baluchistan</b>	Quetta
<b>AJ &amp; K</b>	Mirpur, Muzaffarabad

While selecting these study centers, the University has ensured that they have services of qualified and competent faculty and are equipped with other facilities such as spacious classrooms, libraries and computer laboratories. The study centers have been given mandate to arrange classes and evaluate the student's continuous assessment components.

#### 4.2.2 Scheme of Studies:

##### Semester-I

<b>Sr.No.</b>	<b>Course Title</b>	<b>Code</b>	<b>Credit hours</b>
1.	Economic Analysis	5525	3
2.	Business Communications	5530	3
3.	Management Theory & Practice	5531	3
4.	Financial Accounting	5533	3
5.	Marketing Theory & Practice	5534	3

##### Semester-II

<b>Sr. No.</b>	<b>Course Title</b>	<b>Code</b>	<b>Credit hours</b>
1.	Business Mathematics & Statistics	5528	3
2.	Business Research	5529	3
3.	Human Resource Management	5532	3
4.	Management Information System	5524	3
5.	Cost & Management Accounting	5538	3

##### Semester-III

<b>Sr. No.</b>	<b>Course Title</b>	<b>Code</b>	<b>Credit hours</b>
1.	Financial Management	5535	3
2.	Credit Management	5544	3
3.	Business Policy & Strategy	5522	3
4.	Business and Labor Laws	5547	3
5.	Project Management	5539	3

##### Semester-IV

<b>Sr. No.</b>	<b>Course Title</b>	<b>Code</b>	<b>Credit hours</b>
1.	Auditing	5545	3
2.	Taxation Management	5526	3
3.	Investment & Securities Management	5540	3
4.	Corporate Finance	5542	3
5.	Banking Law and Practice	5548	3

#### 4.3 Master's in Business Administration Information Technology (MBA-IT) Programs

The application of computers in all walks of life in general and in the business sector in particular, had been recognized by the AIOU through launching of MBA-IT program in spring 2001 for the first time. This program would cater to the needs of modern business environment that required the business graduates to be fully equipped with updated knowledge and techniques in information technology. The content of the program is recognized as one of the best professional programs and a large number of students are keen to be enrolled in this program every year. The objective of the program is to equip the students with the latest knowledge of computers and its application in decision-making and to identify and solve business related issues and problems.

##### 4.3.1 Teaching Mode

All courses of MBA-IT program would be taught under face-to-face system through approved study centers.

##### 4.3.2 Duration

The MBA-IT program consists of seventy-two (72) credit hours. The students are required to study 23 courses in this program. The whole program is spread over five semesters and the minimum period required for its completion is two and a half years.

##### 4.3.3 Scheme of Studies

###### Semester-I

Sr. No.	Course	Code	Credit hours
1.	Introduction to Computer Concepts	3422	3
2.	Business Mathematics & Statistics	5528	3
3.	Business Communications	5530	3
4.	Management Theory & Practice	5531	3
5.	Financial Accounting	5533	3

###### Semester-II

Sr. No.	Course	Code	Credit hours
1.	Internet Programming Languages	3427	3
2.	Economic Analysis	5525	3
3.	Business Research	5529	3
4.	Human Resource Management	5532	3
5.	Marketing Theory & Practice	5534	3

###### Semester-III

Sr. No.	Course	Code	Credit hours
1.	Database Applications	3426	3
2.	Data Communications & Network	3429	3
3.	Cost and Management Accounting	5538	3
4.	Marketing Management	5521	3
5.	Business and Labor Laws	5547	3

###### Semester-IV

Sr. No.	Course	Code	Credit hours
1.	Operating System	3428	3
2.	Management Information Systems	3461	3

3.	Financial Management	5535	3
4.	Systems Analysis and Design	5546	3
5.	Total Quality Management	5523	3

#### Semester-V

Sr. No.	Course	Code	Credit hours
1.	Introduction to E-business	3471	3
2.	Project	3475	6
3.	Project Management	5539	3

#### 5. INSTRUCTIONAL SYSTEM

Each course in the MBA, MBA-IT and MBA Banking & Finance Programs include a combination of the following learning activities:

1. All courses of MBA Program would be taught under the tutorial system of Open Distance Learning mode (ODL)
2. All courses of MBA-IT and MBA-Banking and Finance would be taught under face-to-face system through AIOU Approved Study Centers (ASCs).
3. Seventy percent attendance of students in the class is compulsory for MBA-IT and MBA-Banking and Finance.
4. Medium of instructions for these programs would be English
5. Textbooks would be mailed to the students.
6. Assignments for continuous assessment and feedback.
7. Midterm tests for following courses of MBA-IT programs will only be held at the approved study centers.

Sr. No.	Course Title	Code	Credit hours
1.	Project	3475	6
2.	Introduction to Computer Concepts	3422	3
3.	Data Base Applications	3426	3
4.	Internet Programming Language	3427	3
5.	Data Communication & Network	3429	3
6.	Management Information System	3461	3
7.	Introduction to E-business	3471	3
8.	Operating System	3428	3

8. Workshop for all the courses of MBA (through distance learning system) would be held at all major regional campuses

9. Training in computers would be arranged where applicable as per requirement of the course.

#### 6. ADMISSION PROCESS

##### 6.1 Entry Requirements

The admission in all Business Administration programs would be granted to the candidates having at least 55% marks in bachelor or equivalent degree from any HEC recognized university. The applicants having the required percentage in bachelor's degree will deposit the admission form complete in all respect alongwith requisite fee as per AIOU laid down procedure.

Before applying for admission, the students should note that according to the university policy, they could be enrolled only in one educational program in a semester. Thus, they should carefully decide their option of enrolment in any educational program of the university.

## 6.2 Applying For Admission

The candidates who intend to apply for admission are advised to pursue the following procedure:

1. Choose the courses of first semester (*refer to section 4*). You would be offered five courses out of which you may opt all five courses or can go for lesser number of courses, for any reason, keep in mind that it would prolong the duration of program.
2. Before you complete the application form, please read the entire prospectus. Thereafter, completely fill in the application form available with this prospectus. In case any entry of the form is not understood please refer to the relevant portion of this prospectus for further guidance.
3. Candidates are required to complete admission form and attach attested requisite copies documents of all educational certificates/ degrees/ mark sheets.
4. The applicant must sign the form after filling it. An unsigned form or signed on your behalf cannot be accepted. Remember that by signing the admission form candidates are agreeing to abide by the University's rules, regulations and policies, in all respects, applicable time to time.
5. The admission form along with the fee can be deposited in any of the nominated branch by filling the bank challan (which is part of the admission form).
6. Applications received after due date mentioned in the AIOU admission advertisement for semester spring 2009 would not be entertained, in any case. However, the fee received in such cases will be refunded to the candidate without deduction.
7. Incomplete admission forms without prescribed fee and/or without the required documents will not be entertained.
8. The University reserves the right to cancel any registration made on the basis of the information that proves to be untrue or misleading.

## 6.3 Post Admission Process

Admission office will process your application form and allot you roll numbers and registration numbers. After about three months you will be sent study material. In case you do not receive any intimation after 90 days of sending of your admission form you are advised to contact Post Graduate Admission Section Bock No. 4, AIOU, Islamabad or the nearest Regional office of the Allama Iqbal Open University.

The study period for autumn semester starts from 1<sup>st</sup> December of each year and continues till May next year. Similarly the study period for the admissions announced for spring semester on 1<sup>st</sup> February every year starts from 1<sup>st</sup> June of the same year and continues till November of the same year. The mailing for autumn semester is completed by the end of November and for spring semester by the end of May, each year.

### 6.3.1 Mailing of the Material

After your admission, the course material, two assignments, and other details are mailed to you. Normally for admission in autumn semester, this material should reach you by 15<sup>th</sup> November and by 15<sup>th</sup> May for the Spring Semester. In case this material is not received by this date you are advised to contact the Mailing officer, Services Block, Allama Iqbal Open University.

### 6.3.2 Allocation of Study Centre

When you will receive your material mailed by the university, your Regional office will appoint tutors for all the courses of MBA Program. These tutors will intimate all the students about their particulars and the venue for tutorial meetings.

For MBA (Banking & Finance) and MBA-IT Programs, the management of approved study centre would inform you the timetable for attending classes. You will also have to submit your assignments to your teachers on the due date as mentioned in the schedule.

### 6.3.3 Enrolment for the next semester

During the semester you will receive a letter from admission office for enrolment in the next semester. The letter would notify you about the courses to be offered in the next semester and amount of fee required to be deposited. 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 enrolment in the next semester. 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 would 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 program 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.

## 7. DEGREE REQUIREMENTS

### 7.1 Assignment

Two assignments for each course would be given which are required to be submitted before the due date as informed by the university. The assignments are important element of the continuous assessment. The submission of assignments is compulsory. The marks a student obtains in the assignments will be counted in her final results of the course. In MBA Program you will have to obtain at least 40% qualifying marks from two assignments collectively. Generally in the first assignment, your level of understanding for first half of the syllabus is assessed while the second assignment relates to the remaining part of the course.

#### **7.1.1 Purpose of Assignments**

The main purpose of assignments is to test your comprehension of the syllabus of the course and also to help them to get through the course. The information provided in the books supplied by the university is sufficient for answering the questions of the assignments. The assignments are designed in such a way as to help the students to concentrate mainly on the printed course materials and exploit their personal experience. The students are therefore advised to take the assignments seriously. A simple omission on their part may cause considerable loss to them, which can be avoided by exercising proper care. The students may not that they will not be allowed to appear in the final examinations for any course. If they do not submit both the assignments within due date as mentioned in the class schedule and they obtain at least 40% marks collectively out of the assignments.

#### **7.1.2 Submission of Assignments**

The students should submit complete answers to all assignments questions in their own words and before submission of the assignments they should ensure that they have answered all questions of the assignments. Normally after evaluation, the teachers return the marked assignments to the students with comments and grading. The students are advised to submit the assignment well before due date. The students are also advised to retain a copy of all assignments' answers. In case they do not get back their duly evaluated marked assignments with assessment sheets within a month after submission, they are advised to get the assignments personally from the teacher or from their study centre, Retaining the copy of the assignments' answers will help the students to represent their case to the university. The students should also know that in case they do not get minimum qualifying marks in continuous assessment component consisting of two assignments of the course, they will be declared fail in the entire course and they will have to get re-admission in that particular course after paying the requisite fee.

#### **7.1.3 Re-evaluation of Assignments**

The assignments are 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 to the notice of their teacher or the Incharge of their study centre? So that the correct marks are forwarded to the university.

#### **7.1.4 Cheating on assignments**

Word by 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 in 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 offence and will be punished in accordance with the relevant rules of the AIOU.

### **7.2 Workshops**

At the end of each semester, workshops for the courses of MBA program would be held at major regional campuses of AIOU before final examination. The duration of workshop for each course would be three days. Attendance and presentation of students in this assessment component is compulsory. The presentation of the study report and participation in workshop activities would be fully evaluated and graded. If a student fails to obtain 40% marks in workshops, will be given two additional chances to qualify in subsequent semesters or as and when university offers these courses. In case of low enrolment in a particular region, the students would be required to participate in the workshops in other region as directed by the university. Travelling, boarding and lodging charges are the responsibilities of the students. Workshops include the following activities:

1. Lectures of the resource persons
2. Command tasks
3. Simulation and role-playing activities
4. Presentation of the students

### 7.3 Mid Term Test

The weightage of mid term test in the aggregate result of a course is 20 percent. Before the final examinations, mid term test for the following courses of MBA-IT program would be held at the approved study centers:

Sr. No.	Course Title	Code
1.	Project	3475
2.	Introduction to Computer Concepts	3422
3.	Data Base Applications	3426
4.	Internet Programming Language	3427
5.	Data Communication & Network	3429
6.	Management Information System	3461
7.	Introduction to E-business	3471
8.	Operating Systems	3428

### 7.4 Written Examinations

#### 7.4.1 Need for Examinations

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 centre. If necessary, special arrangements can be made in special circumstances, only for students with disabilities.

#### 7.4.2 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 70 percent 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 40% 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 40%. In case a student fails to get minimum qualifying (40%) marks in the final examinations, he will be eligible to re-appear in the examination of the same course during the next semester. In case he again fails to get minimum qualifying marks in the 2<sup>nd</sup> attempt, he will be given one more final chance to qualify the examinations in the next semester. If he does not obtain minimum passing marks in his 3<sup>rd</sup> attempt in the final examinations, he will be considered fail in the overall evaluation of the course, no matter he has secured passing marks in the assignments as well as workshops. In these circumstances, he will have to re-enroll in that particular course after paying the requisite fee of a course.

#### 7.4.3 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 may contact *The Assistant Controller of Examination (Conduct) Block 3 Allama Iqbal Open University* Tel No. 051-9057334. If your name is registered for examination, but you have not received intimation slip or misplaced the intimation slip you can take examination after obtaining duplicate roll no slip form the concerned Regional Directors. The Regional Directors would download the duplicate roll number slip and give you the print out on behalf of the Controller of the Examination. The students must bring their National Identity Cards while reporting in the examination centers to prove their identity.

#### 7.4.4 Changes in Examination Centers

The university will not entertain the requests for change of examination centre during the semester except in exceptional circumstances when the student has genuine reasons for change and must apply at least 45 days before the commencement of examinations.

#### 7.4.5 Eligibility for Appearing in Examinations

It is the responsibility of the students to check their registration in a particular course and the eligibility to appear in examination. If the student neglects this and take the examinations without being eligible, the results will be cancelled.

#### **7.4.6 Declaration of Results of Examinations**

Normally the results of the examinations containing aggregate marks of the students as per 30:70 weightage are declared within three months of completion of examinations. In accordance with the systems and policies, the university cannot declare the results of examinations before the commencement of next semester. The study period of next semester starts without waiting for the results of previous semester.

#### **7.5 Internship**

After completion of 15 compulsory courses for MBA/MBA (Banking & Finance) and 20 courses for MBA-IT, the students are required to undertake internship in an organization for a period of 6-8 weeks. The internship enables the students to understand, how the theoretical knowledge can be applied to the practical situations. The students should follow the format provided by the department.

For the purpose of internship the students are required to select any commercial or business concern. For MBA (Banking and Finance) only, it is mandatory that the students should undertake internship training in any Bank or Financial Institution. If required, the university may provide them an introductory letter addressed to the organization.

After completion of the internship, the students are required to submit a draft copy of internship report to the Department of Business Administration. In case the report is not up to the prescribed standard the students would be asked to improve it as per comments of the faculty member and resubmit. The students who submit pass result cards of all the required courses and approved copy of the internship report would be allowed to appear in viva voce examination.

#### **7.6 Viva Voce**

- The students are eligible to appear in the viva voce examination after successful completion of 20 courses of MBA or 23 courses of MBA-IT program and positive evaluation of internship report. The Department of Business Administration organizes viva voce examination at AIOU main Campus Islamabad.
- The viva voce examination is based on the entire courses, area of specialization the internship and its relevancy to the current economic/business environment.
- Qualifying viva voce examination is compulsory condition for grant of MBA/MBA (Banking & Finance) and MBA (IT) degree.
- Maximum of three chances are given to a student to pass Viva Voce. If a student fails in third chance, only a certificate of courses passed would be issued instead of degree.

### **8. EVALUATION SCHEME**

#### **8.1 For MBA and MBA (Banking & Finance)**

<b>Assessment Component</b>	<b>Marks</b>	<b>Weightage in the aggregate result</b>
Assignment No. 1	100	10%
Assignment No. 2	100	10%
Workshop/Presentation	100	10%
Final Examination	100	70%

#### **8.2 For MBA-IT Program**

The evaluation scheme for the courses of MBA-IT shown at Para 7.3, would be as under:

<b>Assessment Component</b>	<b>Marks</b>	<b>Weightage in the aggregate result</b>
Assignment No. 1	100	05%
Assignment No. 2	100	05%

Mid Term Test	100	20%
Final Examination	100	70%

### 8.3 Grading System

The University applies the following grading system for MBA Programs:

Percentage Marks	Letter Grade
80 and above	A+
70-79	A
60-69	B
50-59	C
40-49	D
Below 40	Fail

### 9. FEE STRUCTURE

- **Registration Fee:** Rs. 200/- (At the time of first admissions)
- **Admission Fee:** Rs. 700/- (At the time of first admissions)
- **Viva Voce Fee:** Rs. 385/- (After completion of internship)

#### Course Fee:

- For MBA (Through Open and Distance Learning System):  
Rs.1785/- per 3 credit hour course
- For MBA-Banking and Finance:  
Rs.3555/-per 3 credit hour course
- **For MBA-IT Program:**
- For the Course Codes: (3422, 3426, 3427, 3429, 3471, 3428 & 3461)  
Rs.3330/- per 3 credit hour course
- For the course Software Project 3475 Rs.6630/-per course
- Project Evaluation Fee Rs. 1100/- per course
- Fee per course (Other than the above mentioned courses)  
Rs. 3330/- per 3 credit hour course

### 10. LIST OF ACADEMICIANS

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*Lecturer*  
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10. Mrs. Humaira Khan  
*Lecturer (on contract)*  
Ph: 9057114, [mba@aiou.edu.pk](mailto:mba@aiou.edu.pk)

#### **11. WHOM TO CONTACT FOR FURTHER INFORMATION**

##### **For Academic Purpose**

Department of Business Administration,  
Allama Iqbal Open University, Islamabad.  
Telephone 051-9057723, 051-9057815  
(e-mail: [mba@aiou.edu.pk](mailto:mba@aiou.edu.pk))

##### **For Admission Purpose**

Director (Admission & Mailing),  
Allama Iqbal Open University, Islamabad.  
Telephone 051-9250043, 051-9057407

(e-mail: [adms@aiou.edu.pk](mailto:adms@aiou.edu.pk))

**Postgraduate Section**

Sheikh Irshad Qadir  
Assistant Registrar  
Telephone: 051-9057422

**For Mailing**

Deputy Registrar, Mailing Section,  
Allama Iqbal Open University, Islamabad.  
Telephone 051-9057612, 051-9250185  
(e-mail: [adms@aiou.edu.pk](mailto:adms@aiou.edu.pk))

**For Examination**

The Controller of Examination,  
Allama Iqbal Open University, Islamabad.  
Telephone 051-9057309, 051-9250012  
(e-mail: [exam@aiou.edu.pk](mailto:exam@aiou.edu.pk)), ([examinfo@aiou.edu.pk](mailto:examinfo@aiou.edu.pk))

**For Regional Services**

The Director Regional Services,  
Allama Iqbal Open University  
Telephone 051-9057210  
(e-mail: [drs@aiou.edu.pk](mailto:drs@aiou.edu.pk))

**For Student Advisory Services**

The Directress Student Affairs,  
Allama Iqbal Open University  
Telephone 051-9057812- 9057816- 9250174)  
(e-mail: [sac@aiou.edu.pk](mailto:sac@aiou.edu.pk))

**For Internship/Viva-Voce**

Department of Business Administration,  
Allama Iqbal Open University, Islamabad.  
Telephone 051-9057723, 9057855)  
(e-mail: [mba@aiou.edu.pk](mailto:mba@aiou.edu.pk))

**12. GENERAL INFORMATION**

- (i) The Certificates/Degrees of AIOU are equivalent to any other recognized board/university of Pakistan.
- (ii) A candidate is required to send complete admission form along with attested copies of all educational and experience certificates.
- (iii) The student cannot change the specialization at post-graduate/research level during the program after once being admitted.
- (iv) A course taken by any student cannot be changed during the semester.
- (v) Address of the student will not be changed during the semester.

- (vi) Admission to course for the Spring semester and Autumn semester are generally offered in the months of February and August respectively. The continuing students are sent computerized admission forms. However, if for any reason, the student could not get the said form, he/she may get general admission form from any regional office of the University and send it to the University within due date.
- (vii) Fee cannot be refunded once paid for admission nor it can be adjusted for any other program.
- (viii) 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.
- (ix) Study material shall be mailed to the students at their given addresses.
- (x) After receipt of the study package, students are usually intimated by the part time tutor appointed for each course for tutorial guidance within fifteen days. If you do not get information about tutors, you are required to send your assignment by registered post to the concerned Regional Director/Assistant Regional Director without delay. You are also required to retain a photocopy of your all assignments.
- (xi) 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.
- (xii) 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 by the university. Where as for workshops that is compulsory component of assessment, two additional chances would given to students who fail to obtain 40% marks during workshop activities and presentation.
- (xiii) It is the responsibility of the student to remain in touch with the department regarding selection of program courses.
- (xiv) A student already admitted to a program or a specialization of a program shall not be allowed to transfer or to get admission to another program unless he/she formally postpones it till the completion of the new program or withdraws form the previous program.
- (xv) After completion of a program successfully, student has to apply to the Controller of Examination for issuance of certificate/degree.
- (xvi) The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.

### **13. FEE DEPOSITING PROCEDURE**

The University has introduced a new method of depositing the fees and admission forms for the convenience of the students. For making the process more consistent and effective, the university has entered into a formal agreement with the National Bank of Pakistan, Bank Alfiah Ltd., Allied Bank Ltd. Habib Bank Ltd. and the First Women Bank Limited. According to this agreement, almost all the existing branches of Bank Alfiah Ltd. Allied Bank Ltd. Habib Bank Ltd. and First Women Bank Ltd. are authorized and nominated branches of NBP to receive the fee of all the courses of the university. The students can deposit fees through bank challan forms at any approved branch. The bank branch, will issue the receipt of depositing the admission forms and fees.

#### **13.1 Instructions**

1. The fee along with admission form can be deposited in any of the nominated branch by filling the bank challan (which is part of the admission form).
2. The concerned bank branch will receive challan and the admission forms, and return to copy No. 4 of the challan form, duly stamped, to the student for his/her record.
3. It is the responsibility of the student to attach the required attested documents with the admission form.
4. The applicant will have to pay the following service charges to the bank in addition to the required fee:
  - \* National Bank of Pakistan AIOU Branch Rs. 20/- and other than AIOU Branch Rs. 35/- per admission form/challan form.
  - \* All branches of First Women Bank Ltd. will receive Rs. 25/- per form/challan form as service charges.
  - \* All branches of Bank Alfiah Ltd. will receive Rs. 25/- per challan form/admission form as service charges.
  - \* All branches of Allied Bank Ltd. will receive Rs. 25/- per admission form/challan form as service charges.
  - \* Habib Bank Ltd. will receive Rs. 35/- per challan form/admission form.

### **14. 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 program and later on change their mind to apply in another program 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 program/course(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 program 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 program, and even then they deposit the fee, in such case, the fee will be refunded to them after the deduction of 5% as services charges from the total amount.
- (v) The amount deposited by the candidates/students 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 admissions of the semester and only on the production of original bank Challan/Receipt No. 3 & 4.
- (vii) If any candidate/student deceives the University and gets admission to two different programs simultaneously in a semester, admission will be cancelled in both the programs and the fee deposited for both the programs will be forfeited.

#### **ADDRESS OF PART-TIME REGIONAL COORDINATORS**

##### **NWFP**

- |  |  |   |
|--|--|---|
| 1. Mr. Muhammad Taufeeque,<br>Regional Coordinator,<br>Allama Iqbal Open University,<br>Principal, Govt. Centennial<br>Model High School, Marghuz,<br>Teh. & Distt. <b>Swabi</b> | 2. Mr. Amanullah,<br>Regional Coordinator,<br>Allama Iqbal Open University<br>Principal, GHS Mitha Khel<br>Karak,<br><b>Karak</b>  | 3. Haji Abrar Hussain,<br>Regional Coordinator,<br>Allama Iqbal Open University,<br>Principal, Govt Israr Shaheed<br>High School Parachinar,<br><b>Karam Agency.</b>                |
| 4. Dr. Syed Wajid Ali Shah,<br>Regional Coordinator,<br>Allama Iqbal Open University,<br>C/o Yousaf Zai Model School<br>Kass Koroorna,<br><b>Mardan.</b>                         | 5. Haji Rehman Ullah,<br>Regional Coordinator,<br>Allama Iqbal Open University,<br>Rtd. Principal, Seena Public<br>High School Umar Zai,<br><b>District Charsada</b>     | 6. Mr. Luqman Ali Khan,<br>Regional Coordinator,<br>Allama Iqbal Open University,<br>Principal, GCMHS Akora<br>Khattak,<br><b>Nowshera</b>  |
| 7. Mr. Noor Syed,<br>Regional Coordinator,<br>Allama Iqbal Open University,<br>Lecturer, Govt Degree College,<br>Hangu, <b>HANGU</b>   | 8. Mr. Imad-ud-Din,<br>Regional Coordinator,<br>Allama Iqbal Open University,<br>Vice-Principal, GHS No.3,<br><b>Kohat</b>   | 9. Mr. Fazal Muhammad,<br>Regional Coordinator,<br>Allama Iqbal Open University,<br>Principal, Govt. High School,<br>Dara Adam Khel, <b>FR Kohat</b>                                |
| 10. Mr. Rahim Dad,<br>Part-time Regional Coordinator,<br>Allama Iqbal Open University,<br>Headmaster, GHS,<br>Sakhi Ahmed Shah,<br><b>Lower Kuram Agency<br/>(Sadda)</b>         | 11. Mr. Lais Muhammad,<br>Regional Coordinator,<br>Allama Iqbal Open University,<br>Headmaster, Govt. High<br>School Seri Behlol, Tehsil<br>Takht Bhai,<br><b>Mardan</b> | 12. Mr. Minabat Khan,<br>Regional Coordinator,<br>Allama Iqbal Open University,<br>Headmaster, Govt. High School<br>Shaidan Banda, Tehsil Takht<br>Nasratti,<br><b>Distt. Karak</b> |
| 13. Mr. Gohar Khan,<br>Part-time Regional Coordinator  | 14. Mr. Gul Hussain Shah,<br>Part-time Regional  | 15. Mr. Rashid Ahmed,<br>Regional Coordinator,  |

	Allama Iqbal Open University SS, Govt. Higher Secondary School No.1, Jamrud, <b>Khyber Agency</b>	Coordinator, Allama Iqbal Open University, ADO, Male Booni, <b>DISTT. CHITRAL</b>	Allama Iqbal Open University, ADO School & Literacy, <b>Tehsil Dassu, Distt. KOHISTAN</b> Ph. 0987-407244,407099
16	Mr. Noor Habib, Regional Coordinator, Allama Iqbal Open University, Govt. English Medium High School, <b>BATTAGRAM</b>	17 Mr. Shabir Ahmed Tanooli, Regional Coordinator, Allama Iqbal Open University, C/o Wapada Senior Model School Sobra City Terbel, <b>Ghazi, Distt. HARIPUR</b> <b>Ph. 0995-661351</b>	18 Mr. Samundar Khan, Regional Coordinator, Allama Iqbal Open University, Subject Specialist, GHSS, Kawai, <b>Tehsil Balakot</b> <b>03018705274</b>
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22	Mr. Biradar Khan, Regional Coordinator, Allama Iqbal Open University, Subject Specialist, GHSS, Tehsil Wari, <b>Distt. Dir Upper</b>	23 Mr. Ijaz Ahmed Jan, Regional Coordinator, Allama Iqbal Open University, Assistant Professor, Govt. Degree College, Dargai, <b>Malakand Agency</b>	24 Mr. Madayin Khan Regional Coordinator, Allama Iqbal Open University, SET, Govt. High School, Inayat Killi, <b>Bajaur Agency</b>
25	Mr. Shah Jehan, Regional Coordinator, Allama Iqbal Open University, Assistant District Officer, Office of the EDO, School & Literacy Department, <b>Buner</b>	26 Syed Ali Shah, Regional Coordinator, Allama Iqbal Open University, Rtd. Principal H.No. 632/A, Mohallah Abdullah Khan, <b>Bannu City</b> <b>BALUCHISTAN</b>	27 Haji Muhammad Gul, Regional Coordinator, Allama Iqbal Open University, Rtd. Principal, Mohallah Saeed Khel, <b>Lakki Marwat</b>
28	Mr. Ahmed Khan Hamdam, Regional Coordinator, Allama Iqbal Open University, SDM, Govt. Elementary College of Education Uthal, <b>Lasbala</b>	29 Mr. Rehmat Ullah, Regional Coordinator, Allama Iqbal Open University, Subject Specialist, Govt. Boys Model High School, <b>Sibi</b>	30 Mr. Fazal Din, Regional Coordinator, C/o Fazal Book Store, <b>Dera Allah Yar,</b> <b>Balochistan</b>
31	Mr. Niaz Ahmed, Regional Coordinator, Allama Iqbal Open University, Acting Vice-Principal, Govt. High School Dhadar, Bolan, <b>Bolan</b>	32 Mr. Muhammad Anwar, Regional Coordinator, Allama Iqbal Open University, Subject Specialist, Govt. Model High School, Loralai <b>Loralai</b>	33 Mr. Muhammad Khalid, Regional Coordinator, Allama Iqbal Open University, SST, Govt. High School Pishkan, <b>Gwadar</b>
34	Haji Jumma Khan, Regional Coordinator, Allama Iqbal Open University, SST Govt. Model High School, <b>Musa Khel, Distt. Musa Khel</b>	35 Mr. Muhammad Jan, Regional Coordinator, Allama Iqbal Open University, SST Govt. High School Killa, <b>District Kharan</b>	

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58	Mr. Muhammad Aslam, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Post Graduate College, <b>Mandi Baha-ud-Din</b>	59 Mr. Farooq Ahmed, Regional Coordinator, Allama Iqbal Open University, Lecturer (English), Govt. College <b>Malakwal, Distt. Mandi Baha-ud-Din</b>	60 Syed Muhammad Zaheer, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. High School No.1, <b>Hafizabad</b>
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