



# AL-TAQWA

**Institute of Higher Education**

**Faculty of Economics**

**BBA Department**

# CATALOGUE

# 2023



**Al-Taqwa Institute of Higher Education**  
**Faculty of Economics**  
**BBA Department**  
**Catalogue**



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## Dean's Message



The Faculty of Economics is devoted to offering a modern learning experience that contributes to the advancement of our community, country and region. Our long term plan for the faculty foresees blended learning that gives more support and elasticity to the learning process.

We emphasize on the significance of research and extracurricular activities in the enhancement of students' experience, academics' development, and community service. Offering a robust academic program is our first step on our way to be the most modern Business Administration program in the region, recognized for its excellence in education, research and community service. I seize this opportunity to invite students and parents to have a closer look at our programs, resources and facilities all aimed at ensuring academic and professional excellence.

**Dr. Sayed Abdul Moiz**  
Dean, Faculty of Economics

## Head of Department's Messages



The Department of BBA has recorded consistent improvement in its academic, research and placement performance. It offers a range of innovatively designed programs whose curricula are constantly updated to meet the changing requirement of the industry and to meet the needs of major stakeholders. The curriculum is taught by a distinguished faculty combining academic excellence and real-world experience with dedication and commitment.

We also encourage students to organize events such as Business Expos, participate in management events organized by other universities, Participate in Debate Competitions and also get involved in activities of social relevance. With all these inputs one finds our students hardworking, practical-oriented and effective in any work environment. We have designed our syllabus to strike a balance between professional knowledge and personal skills. We are confident that our current curriculum has enabled the overall development of budding managers to come up with the expectations of the corporate world.

With this brief introduction, I welcome you to be a part of our journey towards being a world-class Institution of excellence in education, training, and research.

**Wasiq Ullah Hamdard**  
Head of BBA Department

## Program Introduction

A Bachelor of Business Administration degree at Al-Taqwa institute of higher education will supply you with the academic credentials, practical insights and business experience you require to transform your interests and passions into a rewarding career.

The program enjoys a solid reputation among the top national and international employers as well as leading international universities, where our graduates pursue graduate studies. Our BBA graduates have gone to establish their own businesses, manage firms, obtain Master's and doctoral degrees and lead major national and international organizations. Our BBA program spans almost 138 credit hours and includes course modules in all major business administration subject areas. Al- Taqwa also offers a wide range of electives to broaden your horizons across the business and social sciences.

## Vision and Mission Statements of BBA Department:

### Vision Statement

Filling the gap of society in the field of leadership, management and research.

### Mission Statement

Training managers, leaders and researchers with professional and experienced professors, standard curriculum and other necessary facilities to promote socio-economic development in the country and the region.





## Values of BBA Department

- Providing high quality human resources to society committed to national and international values.
- Introducing honest and patriot-loving cadres to society.
- Applying the laws and regulations of higher education institutions in the process of teaching & learning, research and practical work.
- Training human capacity with regard to the local and regional job market.
- Teaching: highly effective and innovative (teaching employing) relevant curriculum.
- Learning: a highly interactive learning environment that fosters strong relationships and student success.
- Faculty: quality faculty accessible, responsive, and dedicated to student learning.
- Students: quality students who are actively engaged in their professional and personal development.
- Global Engagement: global engagement and collaboration to increase international awareness and opportunities.
- High Standards: high standards that reflect best practices and ethical behavior, stimulate intellectual growth, and promote continuous improvement.



## Objectives of BBA Department

- To facilitate/provide a supportive environment for successive academic and professional growth of the students
- To attract, develop and retain a pool of highly talented and professionally equipped faculty members for achieving and maintaining the leading distinct position among the national Schools of Business.
- Consistently strive to facilitate the ground for sustainable growth and innovation in academics
- To identify, create, and improve necessary policies, procedures and mechanisms in order to, best serve our students and faculty.
- To enhance and boost the high quality public engagement efforts of BBA department by establishing relationships with public and private sector.

## BBA Program Outcomes

- Students will be able to demonstrate the knowledge of core concepts and competencies in the functional avenues of Management, Marketing, Accounting and Finance.
- Students will be able to explain the diversified intercultural dimensions of management in an amicable manner. They also will be able to identify community historic and religious values and apply business code of conducts and cultural norms accordingly.
- Students will be able to understand and exhibit the conducive environment and philosophy of a modern day business enterprise.
- Students will be able to apply the legal and ethical implications of business theory and decision making thereto.
- Students will be able to amicably apply the quantitative and qualitative techniques in the business decision making process.
- Students will be able to express themselves in Management Information System, practical knowledge of computer and its applications.
- Students will be able to demonstrate high quality soft skills, at appropriate levels of audience, including communication, academic writing and presentation abilities.
- Students will be able to act efficiently and enthusiastically in team scenarios and in effective manner.

## Members of Academic Counsel of BBA Department

S.No	Name	Position	Education	Mobile NO	Email
1	Wasiq Ullah Hamdard	HoD	Master	0786561524	hod.bba@altaqwa.edu.af
2	Fath Ullah Shinwari	Lecturer	PhD Scholar	0782151005	fathullahshinwari@gmail.com
3	Abdul Rahim Bismil	Lecturer	Master	0785808232	Abdulrahimbismil786@gmail.com
4	Hayat Ullah Ashna	Lecturer	Master	0786992390	ashnazwak@gmail.com
5	Shakir Ullah Fana	Lecturer	Master	0788470060	Shakirfana22@gmail.com
6	Essa Khan	Lecturer	PhD Scholar	0773323330	Essakhanafg111@gmail.com
7	Fahim Ullah	Lecturer	Master	0786901473	Fahimullah25@gmail.com
9	Himat Ullah Himat	Lecturer	Master	0789969765	Himmat.himmatullah@gmail.com
10	Rezwanulhaq	Lecturer	Master	0788806908	Rezwanulhaq45@gmail.com

## Course Category of BBA Department

S.No	Courses Type	No of Subjects	No of Credits
1	Basic Courses	11	38
2	Professional Courses	26	88
3	Elective Courses	2	4
4	Inclusive Courses	17	32
5	Monograph	1	6

## Four Years – Semester wise Subject and Credit Distribution

کال ( اول ) سمسٹر ( اول )											
ملاحظات	پیش نیاز مضمون	د تدریس مسؤل خانگہ او پروفیس	ہفتہ وار درسی ساعونہ				تعداد کریٹ	مضمون کٹگوری	کود	مضمون	نمبر
			مجموع	ساحوی	عملی	نظری					
	تہ لری	اسلامی ثقافت	۰۲			۰۲	۰۲	تول شمولہ	SL.IC.0171	د اسلامی اعتقادی نظام --	۱
	تہ لری	اسلامی ثقافت	۲		۲		۱	تول شمولہ	SL.IC.0172	تلاوت او تجوید	۲
	تہ لری	د تجارت ادارہ	۰۲			۰۲	۰۲	تول شمولہ	LI.EN.0104	انگلیسی	۳
	تہ لری	د تجارت ادارہ	۰۵			۰۵	۰۵	مملکی	EC.BB.0106	د منبریٹ اساسات	۴
	تہ لری	د تجارت ادارہ	۰۵			۰۵	۰۵	مملکی	EC.BB.0107	تمحاسبی اساسات	۵
	تہ لری	د تجارت ادارہ	۰۴			۰۴	۰۴	اساسی	EC.BB.0108	کاروبار پیژندنہ	۶
	تہ لری	د تجارت ادارہ	۰۲			۰۲	۰۲	تول شمولہ	Ns.En.0102	چاپیریال ساتہ	۷
			۲۲		۲	۲۰	۲۱	مجموعہ			

انتخابی مضامینو مشخصات											
ملاحظات	پیش نیاز مضمون	د تدریس مسؤل خانگہ او پروفیس	ہفتہ وار درسی ساعونہ				تعداد کریٹ	مضمون کٹگوری	کود	مضمون	نمبر
			مجموع	ساحوی	عملی	نظری					
											۱
											۲
											۳
								مجموعہ			

كال ( اول ) سمسٽر ( دوهم )											
ملاحظات	پيش نماز مضمون	د ٽريسن مسؤل خاناڳه او پوهنځي	هفته وار ٽريسي ساعتونه				تعداد ٽريسي ساعت	مضمون ڪٽگوري	ڪوڊ	مضمون	نمبر
			مجموع	ساجوري	عملي	نظري					
	نه لري	د تجارت اداره	۰۵			۰۵	۰۵	مسلڪي	EC.BB.0209	دصار ڪيٽنگ اساسيات	۱
	نه لري	د تجارت اداره	۰۶			۰۶	۰۶	ٽول شموله	EC.BB.0205	ڪمپيوٽر	۲
	نه لري	د تجارت اداره	۰۳			۰۳	۰۳	اساسي	EC.BB.0210	ڪرچس اقتصاد	۳
	محاسبه اساسيات	د تجارت اداره	۰۴		۰۲	۰۲	۰۵	مسلڪي	EC.BB.0211	مالي محاسبه	۴
	نه لري	د تجارت اداره	۰۶			۰۶	۰۶	ٽول شموله	EC.BB.0203	معاصر تاريخ	۵
	د اسلام اعتقادي نظام	اسلامي ثقافت	۰۶			۰۶	۰۶	ٽول شموله	SL.IC.0273	د اسلامي عبادتون	۶
	د اسلام اعتقادي نظام	اسلامي ثقافت	۰۶			۰۶	۰۶	ٽول شموله	SL.IC.0274	نبي سیرت	۷
			۲۲		۲	۲۰	۲۱	مجموعه			

انتخابي مضامينو مشخصات											
ملاحظات	پيش نماز مضمون	د ٽريسن مسؤل خاناڳه او پوهنځي	هفته وار ٽريسي ساعتونه				تعداد ٽريسي ساعت	مضمون ڪٽگوري	ڪوڊ	مضمون	نمبر
			مجموع	ساجوري	عملي	نظري					
											۱
											۲
								مجموعه			

کال ( نۆههه ) سەمەستر ( اول )											
ملاحظات	پیش نیاز مضمون	د کۆرس سەرۆک خاتونگه او پوهنهی	هفته وار درسی ساخۆله				تعداد گرهت	مضمون کاتگۆری	کۆد	مضمون	نۆ نۆ
			مجموع	ساجۆی	عملی	نظری					
	مدیریت اساسات		۰۳			۰۳	سەلکی	EC.BB.0312	دەستۆری سەرچۆپۆ مدیریت	۱	
	کۆچۆی اقتصاد		۰۳			۰۳	سەلکی	EC.BB.0313	لۆی اقتصاد	۲	
	کارۆبازی پێژ نۆنه		۰۳			۰۳	سەلکی	EC.BB.0314	کارۆبازی مقاصه	۳	
	مالي محاسبه		۰۳			۰۳	سەلکی	EC.BB.0315	دەستۆرۆ سەنچۆن	۴	
	نه لۆی		۰۳			۰۳	اساسی	EC.BB.0316	کارۆبازی زانی	۵	
	د اسلام عبادتی نظام		۲			۲	تۆل شۆره	SL.IC.0375	د اسلام اخلاقی نظام	۶	
	د اسلام عبادتی نظام		۰۲			۰۲	تۆل شۆره	SL.IC.0376	تۆلۆیز نظام	۷	
	مدیریت اساسات		۲			۲	انتخابی	EC.BB.0317	اسلامی تۆرۆل	۸	
			۲۱			۲۱	مجموعه				

کال ( نۆههه ) سەمەستر ( اول )											
ملاحظات	پیش نیاز مضمون	د کۆرس سەرۆک خاتونگه او پوهنهی	هفته وار درسی ساخۆله				تعداد گرهت	مضمون کاتگۆری	کۆد	مضمون	نۆ نۆ
			مجموع	ساجۆی	عملی	نظری					
			۲			۲	انتخابی	EC.BB.0317	اسلامی تۆرۆل	۱	
			۲			۲	انتخابی	EC.BB.0346	پۆلی اقتصاد	۲	
			۴			۴	مجموعه				

کال ( دوهم ) سمسٹر ( دوهم )											
ملاحظات	پیش نیاز مضمون	د تدریس مسئل خالکھ او پوهنځی	هفته وار درسي ساعتونه				تعداد کریٹ	مضمون کنکوري	کود	مضمون	ردیف
			مجموع	ساخوي	عملي	نظري					
	کاروبار پيژندنه		۰۳			۰۳	۰۳	اساسي	EC.BB.0418	تکلیف	۱
	کاروبار پيژندنه		۰۳			۰۳	۰۳	مسلکي	EC.BB.0419	نړيوال تجارت	۲
	مالي محاسبه		۰۳			۰۳	۰۳	مسلکي	EC.BB.0420	کاروباري شمول	۳
	نه لري		۰۳			۰۳	۰۳	مسلکي	EC.BB.0421	پيسې او بانکداري	۴
	مارکټنگ اساسيات		۰۳			۰۳	۰۳	مسلکي	EC.BB.0422	بازار مولنځي مشرېت	۵
	د اسلام اخلاکي نظام		۰۲			۰۲	۰۲	ټول شموله	SL.IC.0477	فکري پوهنه	۶
	د اسلام اخلاکي نظام		۰۱			۰۱	۰۱	ټول شموله	SL.IC.0478	انځن او مذاهب	۷
	مالي مشرېت		۰۲			۰۲	۰۲	انتخابي	EC.BB.0423	پانگه اچونه او د پورتولوي مشرېت	۸
			۲۱			۲۱	۲۱	مجموعه			

انتخابي مضامينو مشخصات											
ملاحظات	پیش نیاز مضمون	د تدریس مسئل خالکھ او پوهنځی	هفته وار درسي ساعتونه				تعداد کریٹ	مضمون کنکوري	کود	مضمون	ردیف
			مجموع	ساخوي	عملي	نظري					
			۲			۰۲	۰۲	انتخابي	EC.BB.0423	پانگه اچوني مشرېت	۱
			۲			۰۲	۰۲	انتخابي	EC.BB.0447	نړيوال اقتصاد	۲
											۳
			۴			۴	۴	مجموعه			

کال (دریم) سیمستر (اول)

ملاحظات	پیش نیاز مضمون	د تدریس مسؤل خانگه او پوهنځی	هفته وار درسی ساعتونه				تعداد کری تت	مضمون کاتگوري	کود	مضمون	شماره
			مجموع	ساحوي	عملي	نظري					
	کاروباري تمويل		۰۳			۰۳	مسلكي	EC.BB.0524	مالي مصرفيت	۱	
	فكري پوهنه		۰۶			۰۶	ټول شموله	SL.IC.0579	د اسلام سوسي نظام	۲	
	فكري پوهنه		۰۶			۰۶	ټول شموله	SL.IC.0580	د اسلام تاري نظام	۳	
	مالي محاسبه		۰۳		۲	۰۳	مسلكي	EC.BB.0525	عالي محاسبه	۴	
	نه لري		۰۳			۰۳	اساسي	EC.BB.0526	احصائيه - ۱	۵	
	مديريت اسنادات		۰۳			۰۳	مسلكي	EC.BB.0527	د پروژي مصرفيت	۶	
	کاروباري مفاهيمه		۰۳			۰۳	اساسي	EC.BB.0528	کاروباري علاق	۷	
			۲۲		۲	۲۰	۲۱	مجموعه			

ملاحظات	پیش نیاز مضمون	د تدریس مسؤل خانگه او پوهنځی	هفته وار درسی ساعتونه				تعداد کری تت	مضمون کاتگوري	کود	مضمون	شماره
			مجموع	ساحوي	عملي	نظري					
											۱
											۲
											۳
								مجموعه			



کال ( ترم ) سمسٹر ( دوهم )											
ملاحظات	پیش نیاز مضمون	د تکریم مسؤل خانگه او پوهنځی	هفته وار درسي ساعتونه				تعداد کری تک	مضمون کتگوري	کود	مضمون	شماره
			مجموع	ساحوي	عملي	نظري					
	د اسلام مباني او اداري نظم		۰۲			۰۲	۰۲	تول شمونه	SL.IC.0681	د اسلام اقتصادي نظام	۱
	احصايه		۰۳		۲	۰۲	۰۳	سلکي (مرکوزي)	EC.BB.062 9	دتحقيق مبتدونه	۲
	احصايه ۱		۰۳			۰۳	۰۳	سلکي	EC.BB.062 6	احصايه ۲	۳
	مالي مديريت		۰۴			۰۳	۰۳	سلکي	EC.BB.063 0	دعماني معلوماتي سيستم	۴
	بشري مديريت		۰۳			۰۳	۰۳	سلکي	EC.BB.063 1	شخړو مديريت	۵
	کورچي او لويي اقتصاد		۰۳			۰۳	۰۳	سلکي	EC.BB.063 2	پرمختيايي اقتصاد	۶
	کاروبار پيژندنه		۰۳			۰۳	۰۳	اساسي	EC.BB.063 3	کورچي او منظري کاروبارونه	۷
			۲۵		۸	۱۷	۲۱	مجموعه			

انتخابي مضامينو مشخصات											
ملاحظات	پیش نیاز مضمون	د تکریم مسؤل خانگه او پوهنځی	هفته وار درسي ساعتونه				تعداد کری تک	مضمون کتگوري	کود	مضمون	شماره
			مجموع	ساحوي	عملي	نظري					
											۱
											۲
											۳
								مجموعه			

کال ( څلورم ) سمسټر ( اول )

ملاحظات	پيش نياز مضمون	د کورس مسؤل څانگه او پوهنځی	هفته وار درسي ساعتونه				تعداد کړي تت	مضمون کنکوري	کود	مضمون	نومبر
			مجموع	ساخوي	عملي	نظري					
	شخړو مديريت		۰۴			۰۴	مسلکي	EC.BB.0734	د عالي کيفيت مديريت	۱	
	د اسلام اقتصادي نظام		۰۶			۰۶	ټول شموله	SL.IC.0782	قران لومعاصر علوم	۲	
	کاروباري اخلاق		۰۴			۰۴	مسلکي	EC.BB.0735	سازماني چلند	۳	
	کوچنی او لوړی اقتصاد		۰۴			۰۴	اساسي	EC.BB.0736	افغانستان اقتصاد	۴	
	ته لري		۰۴			۰۴	مسلکي	EC.BB.0737	رهبري	۵	
	کاروباري مفاهيمه		۰۴			۰۴	اساسي	EC.BB.0738	سپنډاک چلند	۶	
			۲۱			۲۱	۲۱	مجموعه			

انتخابي مضامينو مشخصات

ملاحظات	پيش نياز مضمون	د کورس مسؤل څانگه او پوهنځی	هفته وار درسي ساعتونه				تعداد کړي تت	مضمون کنکوري	کود	مضمون	نومبر
			مجموع	ساخوي	عملي	نظري					
											۱
											۲
											۳
								مجموعه			



## Business Incubation Center (BIC)

The Business Incubation Center is an innovative initiative of Al-Taqwa University for the first time in Afghanistan to provide a nurturing environment to startups and support them to prosper and become viable contributors to our community and economy. Selected startups are provided with co-working space and allied services, including high-speed internet, services, photocopying, etc. To include mentor-ship and coaching for proactive Business help for entrepreneurship, networking, and assistance with external sources of financing and partnering with the Business.



## Objectives of Business Incubation Center

1. Induce the spirit of innovation and entrepreneurship among AU researchers, both faculty and students.
2. Ensure that the research pursued at AU has relevance to the industry, community and society.
3. Commercialize R&D performed at AU.
4. Promote industry focused multidisciplinary R&D.
5. Promote training and education related to entrepreneurship and intellectual property.
6. Create job opportunities for AU graduates.
7. Contribute towards achieving financial sustainability for AU.



## Importance of Business Incubation Center

- Best platform for the business students to apply their theoretical concepts in the practical ground.
- New startups can preserve capital and gain external support to accelerate their businesses growth.

## Training Programs of Business Incubation Center

BIC will focus on the following training programs:

- Product Development
- Business Development
- Financial Planning
- Pitch Training
- Legal Concerns
- Marketing
- Corporate Communication



## Co-curricular Activities of BBA Department

In today's highly competitive world, students not only need to excel in academics but also need to have well-rounded personalities. This is where co-curricular activities play a significant role. Being only brilliant in academics doesn't help a student become a responsible citizen. A student should also be equally talented in other fields. Research shows that students having both curricular and co-curricular interests can counter challenges more effectively, when it comes to stress management, teamwork, and leadership. This also helps in developing their personality. Students go to institutes not only to study but they also go there to show their potentials in other fields like sports, debates, and community service. Moreover, it fully depends on the students how they manage both their studies and other activities. In realization of these facts, the students of BBA department have already shown their zest and zeal in co-curricular activities. The students have proven their metal on every ground, local or foreign, whenever they have been pitched against co-curricular challenges. Not only do students participate, they also organize grand activities to gain practical managerial skills.

The students of BBA department have organized and participated in the following Co-curricular activities:

- 1. Business Expos (1<sup>st</sup> and 2<sup>nd</sup> Al- Taqwa Business Expos).**
- 2. Job Fair.**
- 3. Study Tours.**
- 4. International Competitions**
- 5. External Examination.**
- 6. Debate Competition.**
- 7. Social Awareness activities.**
- 8. Health Awareness Activities.**
- 9. Students Clubs**

### 1<sup>st</sup> Al- Taqwa Business Expo

Faculty of economics, BBA department has successfully conducted

## 1st Al- Taqwa Business Expo





## Certificate and Shield Distribution



## 2<sup>nd</sup> Al- Taqwa Business Expo

Faculty of Economics, BBA Department has conducted **2<sup>nd</sup> Business Expo.**



## Job Fair

Student Professional Excellence is one of the core objectives of the five-year Strategic Plan of Al-Taqwa University. To fulfill this responsibility, every year, the University provides an impressive Job Fair, where major national and international organizations from different sectors are invited to showcase their procedures and employment opportunities which they have. It is an exceptional occasion for students and graduates who seek internships and employment opportunities to find jobs of their choice. It also a perfect chance for recruiters to recruit their needed employees and internees among the talented students and graduates of Al-Taqwa University.



**A number of guest have visited the Job Fair.**





## Study Tours

A number of students have visited International Chamber of Commerce (ICC) Kabul, Afghanistan. At the end of each academic year the students of BBA department visit to different national and international organizations.





The students of BBA department has visited to International Business Expo at Kabul, Afghanistan.





## International Competitions:

Students from BBA department participated in the 2nd International Competition sponsored by Share Vision Student International Competition. Share Vision is a Global streaming platform for traders, economists and global finance. Share Vision brings together leading, credible content, first class streaming technology and financial tools.



Students of BBA department participated in the International Competition sponsored by World Intellectual Property Organization (WIPO) in late March 2022. To foster the achievement of Sustainable Development Goals (SDGs) education, particularly, SDG4: Quality Education, AIHE provides its students with such unique practical learning opportunities across fields.



## External Examinations:

The Faculty of Economics at Al-Taqwa Institute of Higher Education, held an event where students were congratulated on their participation and received their completion certificates. Forty two (42) graduating students from the economics faculty have received their certificates issued by Peregrine Global Services on August 17, 2022. The students have gone through an online comprehensive out-bound external assessment with Peregrine Global Services.



## Debate Competitions

A Debate Competition has been conducted each semester by Debate Club. Recently a debate competition has been arranged between Al- Taqwa Institute of Higher Education and Nangarhar University, in which a number of students participated from both university.



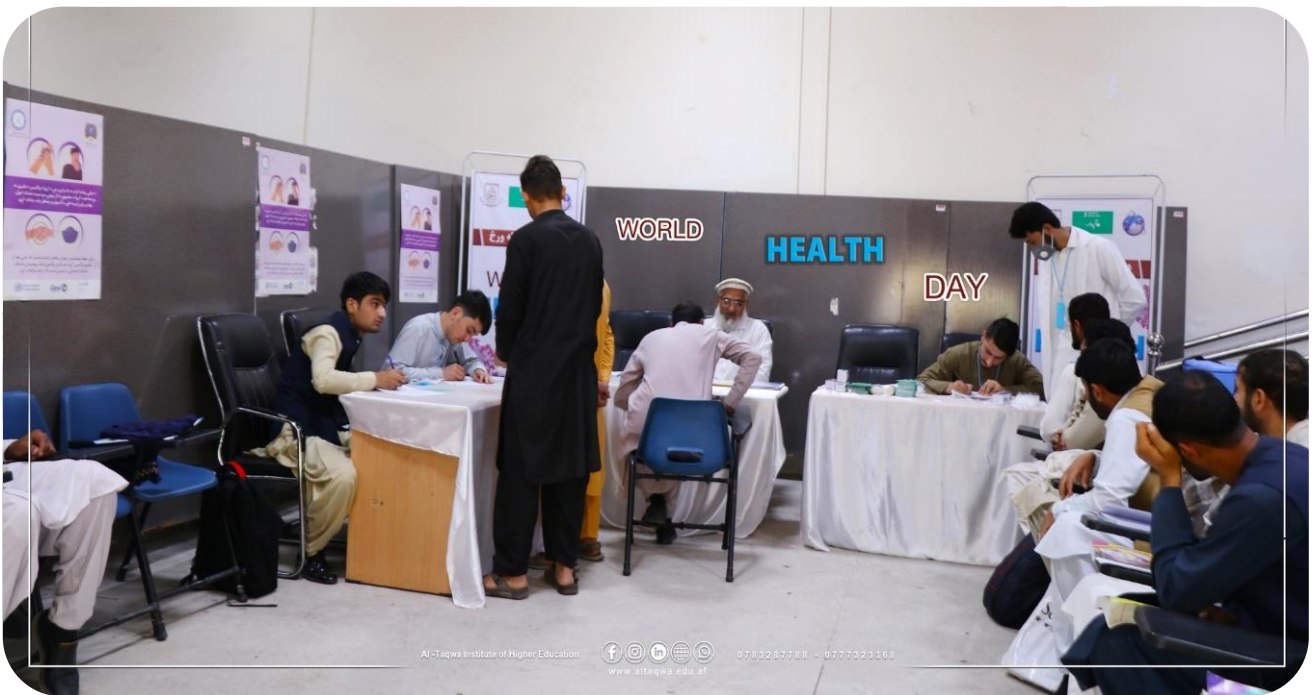




## Social Awareness Activities



## Health Awareness Activities





**Students Clubs:** Al- Taqwa Institute of Higher Education has the following students' clubs:

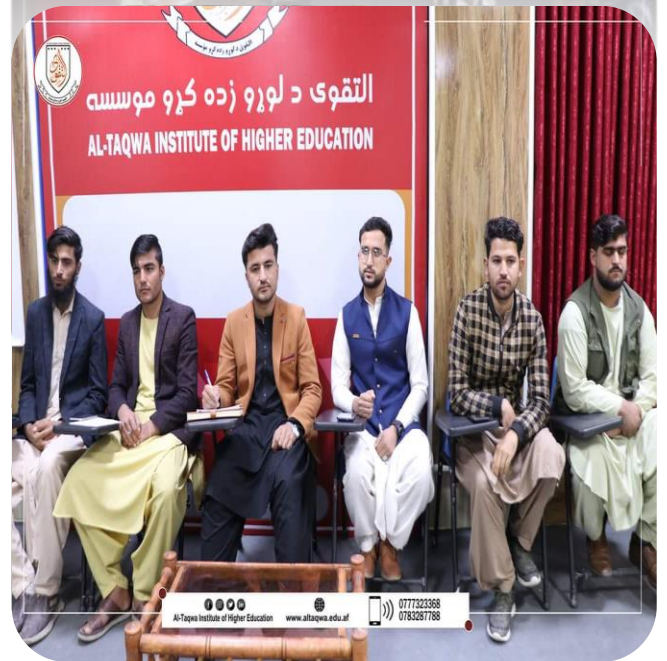
**1: Al-Taqwa Institute of Higher Education Students' Volunteers Club.**

Al- Taqwa Institute of Higher Education's Volunteers Club play a prominent role in the direction and growth of the society. The volunteers are eager to develop the community in every aspect, such as greenery and planting, fight against poverty, work for the betterment of educational system, hygiene water, and much more of the voluntary related tasks. Its role becomes more and more important, and its responsibility increases when emergency situations arise, such as natural disasters, epidemics of malaria, influenza and so forth.



## 2: Al-Taqwa Institute of Higher Education Students' Debate Club.

ATIHE's Debate Club is a part of the university's commitment towards enhancing its students' involvement in co-curricular & extra-curricular activities. Building and having debating skills for the students are pretty much important, most importantly in the classrooms where they can improve their ability to learn basic critical-thinking and presentation skills in a way that other forms of skills can't match up with.



### 3: Al-Taqwa Institute of Higher Education Students' SDGs Club.

Al-Taqwa Institute of Higher Education SDGs Club is a part of its commitment to the SDGs and promoting the culture of Sustainability in Al-Taqwa Community and beyond. ATIHE launched the SDGs Club on Wednesday, September 21, 2022, in its main Campus to advance the United Nations Sustainable Development Goals (SDGs) on national and international levels. The Club provides excellent opportunities for Al-Taqwa University students to gain practical leadership skills through planning, designing, and implementing sustainability projects and activities towards achieving the Sustainable Development Goals (SDGs) in Afghanistan.



#### 4: Al-Taqwa Institute of Higher Education Students' Ambassador Club.

Student Ambassadors club demonstrate leadership, achievement in academics and their technical skill, and convey the significance of lifelong relationships built at a career and technical school. Ambassadors enjoy engaging with people, are committed to creating awareness about ATIHE, and are excited about sharing their experiences with others. They are also positive role models to their peers at ATIHE.

##### **What do student Ambassadors do?**

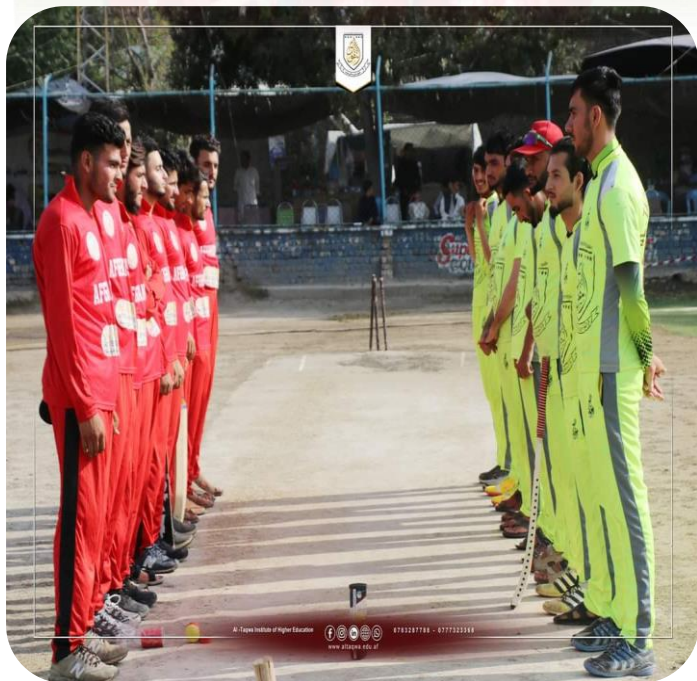
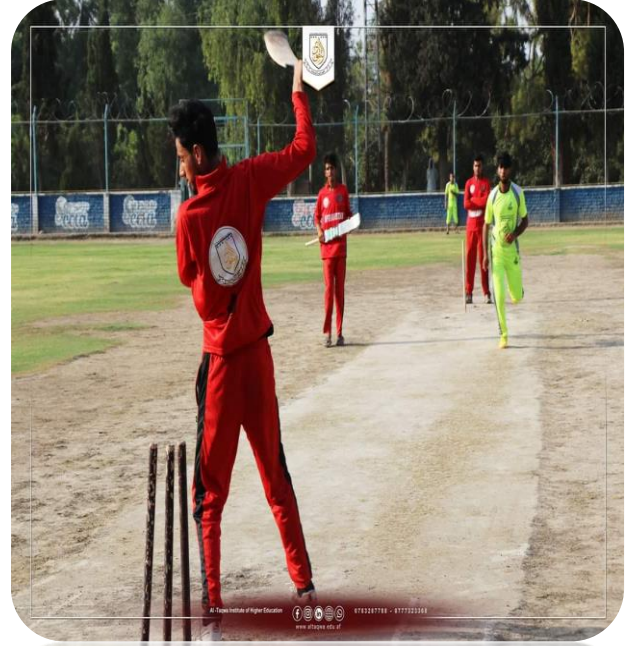
Participate in various on-campus events.

Represent BBA Department.

Assist fellow ATIHE students.



## 5: Al- Taqwa Institute of Higher Educations Cricket Club.



## 6: Al- Taqwa Institute of Higher Educations Football Club.

Since football is a team sport, participants are required to engage and interact with one another. Students who struggle socially benefit from team sports because they are forced to interact with others while they complete an activity. The club is dedicated to youth football development. The club is run by volunteers and organized around an elected committee. As a club, we strive to provide a friendly and structured environment in which the game of football can be fun and enjoyable. We are keen to encourage the values of fair play and respect for those in our club. We are really proud to welcome all the students to join us.

### **Purpose of the Club:**

Football is capable of playing a vital role in the education system and acting as a “school of life.” Evidence published by the United Nations in 2003 demonstrates that young people who spend five hours doing exercise per week tend to perform better academically than those who are active for less than an hour. The Club aims to strengthen education for learners and contribute to their development.



## 7: Al- Taqwa Institute of Higher Educations Volleyball Club.

ATIHE established the Volleyball Club for the improvement of the health of its students, and it plays a crucial role in community-related activities. There are two teams of six players alongside a coach, a trainer, and a referee in our club; the team Law and Political Science and the team Economics Faculty.

### **Purpose of the Club:**

It aims to deliver the message to all the people in society to be healthy, leave the drugs and come to study.

### **Rules of the Club:**

Perform a warm-up consisting of stretching and light aerobic activity prior to play.

Participate in a comprehensive training program including flexibility, strength training, jump training, speed and agility drills, and endurance training.

Wear appropriate shoe wear with skid-resistant soles.

Clean off the courts before play. Look for slippery spots if playing indoors and look for debris if playing outdoors in the sand or grass.



## 8: Al- Taqwa Institute of Higher Educations Poetry Club.

Al-Taqwa Institute of Higher Education established the Poetry Club where students express their feelings and thoughts in a new form. The Club encourages them to connect and find meanings in their words. Poetry Club can have a positive impact on the social and emotional learning of our students. It may offer them a new way of thinking about something. It can put things into words that students may not know how to express otherwise. Poetry encourages our students to express themselves and their feelings. The Club is the best way of connecting the university with the community.

### **Activities:**

Organizing programs for linguistic festivals, such as Pashto Language Day...

Launch a festival for national days, such as Independence Day, Nareng Gul, Shaheeds' Day, and so forth

Having different programs for gathering poets, critics, and society

Working for the critical thinking of the students

Preserving the real purpose and image of the Afghani Culture





## 9: Al- Taqwa Institute of Higher Educations Book Reading Club.

Book-Reading Club is the essential club at Al-Taqwa University. It persuades students to read and be professional. The club creates a fun, safe, and engaging space to inspire students to read, allowing them to share their information, knowledge, thoughts, and ideas in a stress-free environment. In this club, the students read political books, books related to the field of economics, picture books, novels, fantasy and history books, books on adventures, travels, galaxies, and dinosaurs; how-to books; sports and adventure stories; poetry, rhymes, and songs; newspapers and magazines.

### **Purpose of the Club:**

Books instruct one's imagination to think big a continuous energy is required by our mind to develop understanding and enrich our perception, here the importance of reading comes into play



## Basic Eligibility Criteria for Admission in BBA

Students who are looking for admission in the BBA department should submit their graduation certificates from the Ministry of Secondary and high school Education in addition to the following documents before taking the entrance exam.

- 12th / 14th Grade Graduation Certificate
- Identity Card (Tazkira)
- Passport size four-piece photos
- Passports and visas for foreign students
- National Examination Authority Registration Form
- Database Registration Form

### Semester Rules

The performance of students is evaluated through a continuous testing procedure spread over the entire period of studies. In each semester one mid-term and one final exam are held. Semester system education enables a student to be successful in nowadays fast and challenging world. Students are kept busy and working with constant home assignments, surprise quizzes and several presentations. One of the most important features of semester system is that it is a gradual and systematic way of studying. Each semester leads in to the other; that is, the first semester starts with the basics of courses and slowly the courses become advanced as the semesters move toward the final ones.

#### a. Attendance

i. Every student of the Institute is required to maintain at least 75% of the attendance in each course. A student who fails to meet the minimum requirements of attendance in any course will not be allowed to take final examination for that course.

ii. The 25% margin of absence from the classes is reserved for an illness case or other unavoidable circumstances.

iii. Attendance in academic events, such as seminar, lab work, workshop or a skills development program, may be adjusted to cover the shortage in a given course. It is the responsibility of the students to constantly monitor their attendance level.

## b. Examination and Student Evaluation

The students' performance would be evaluated through subjective and objective methods including quizzes, presentations (individual and group), group discussions, case studies and project assignments/lab reports in addition to mid-term and final examinations. These assessment marks (to be determined by the faculty member concerned) will have different weightage contributing towards the overall assessment in percentage marks. This weightage will be determined on the basis of the following guidelines:

- Quizzes/Assignments/ Presentations/Attendances 20%
- Mid-term Examination 20%
- Final Examination 60%

**The Grade Point Average (GPA) is computed as follows:**

Sum of (credit hours x grade point) / sum of credits hours

Grade	Marks Range	Grade Point	Grade Description
A+	90 – Above	4.00	Excellent
A	85 – 89	3.7	Excellent
B+	80 – 84	3.3	Good
B	75 – 79	3.00	Good
C+	70 – 74	2.7	Satisfactory
C	65 – 69	2.3	Satisfactory
D+	60 – 64	2.00	Satisfactory
D	55 – 59	1.7	Marginal
F	55 < Below	0.00	Fail

### **c. Freezing of Program**

A student may be allowed to freeze a program if he / she is not able to continue under Force Majeure. However, this option can only be exercised subject to the following conditions:

i. Semester freezing will be granted by the Semester Committee upon recommendation of the program coordinator in response to the request made by the student with cogent and plausible reasons.

ii. If a student freezes a semester, he/ she will resume his studies from the same stage where he/she left (froze).

iii. The maximum duration of the degree program as stipulated in these rules shall remain the same.

iv. Freeze semester shall be counted towards the duration of the program.

v. The option of semester freezing will only be exercised after the completion of first semester.

vi. The students on probation are not eligible for freezing of programs.

### **d. Degree Time Period**

Al- Taqwa Institute of Higher Education offers its undergraduate degree in business administration over completion of 148 credit as per requirement of Ministry of Higher Education of Afghanistan. This includes courses in five main categories; general education, foundation, core, electives and thesis. Generally Bachelor of Business Administration (BBA) is a 4-year degree program, the overall degree is divided into eight semesters and/or four years of study with 17 to 21 credits of courses in each regular semester. Each credit hour is equal to 16 sessions per semester. The maximum duration of obtaining BBA degree is six years.

## Scholarships and Financial Assistance

Following the university's commitment to providing quality education, the scholarship and Financial Assistance platform is designed to empower eligible students with confirmed financial needs or extraordinary academic, public service, and sporting accomplishments to follow higher education with Al-Taqwa University. This program aims to support current and prospective students to attain academic excellence at the university.

Financial assistance is offered in tuition fee discounts to reduce the financial burden on students. Financial assistance awards are determined by the Al-Taqwa University scholarship and financial assistance committee at the beginning of each semester.

Al-Taqwa University is committed to ensuring all students have equal access to scholarship and financial assistance programs. The university reviews the application in the following way:

- Submission of application: students submit their request and all supporting documents to their relevant departments by the identified deadline.
- Review of application: a review of applications is conducted by the respective deans of the applicant's chosen program of study, and nominations for the award are submitted to the VC-Academics for final selection.
- Selection & notification of decision: VC-Academics conducts the final selection, and students are notified of the decision on their applications for the scholarship through student portals

Al-Taqwa University is committed to identifying students' academic achievements and extracurricular activities, which will motivate and encourage students to work hard towards further accomplishments.

These accomplishments are rewarded with different scholarships detailed in the following divisions. The university is also committed to ensuring no student is left behind from pursuing higher education solely for financial reasons.

## Types of Scholarships

### Merit Based Scholarships

Al-Taqwa offers merit-based scholarships to students of undergraduate and graduate programs who are in excellent academic and disciplinary standings. Scholarships are awarded at the beginning of spring and fall semesters and are valid only for one semester.

- Candidates with a minimum of 75% attendance in previous semester.
- Candidates attaining a minimum of 4.00 Grade Point Average (GPA) in the previous semester and a minimum of 3.8 Cumulative Grade Point Average (CGPA).
- Candidates with active participation in community engagement activities are preferred.

### Athletic Scholarships and Financial Assistance

Sports play important role in the mental and physical well-being of students. Apart from academic achievements, Al-Taqwa University admires sporting activities and has allocated generous scholarships and financial assistance to these extra-curricular activities of sports. Those students who have active roles in sporting activities within clubs, and have vital achievements will receive scholarships and financial assistance from Al-Taqwa University.

### *Eligibility Criteria*

- Having a minimum of 75% attendance in the previous semester
- Attaining a minimum of 3.0 GPA during the last semester
- Active membership in a AL-Taqwa University student club
- Demonstrating participation in student activities and events

### Co and Extracurricular Activities Scholarships

Co-curricular activities are the ones that come along with curriculum. Extra-curricular activities are not part of the curriculum such as debates, competitions and student expo. Students who may have outstanding or extra ordinary achievements, extracurricular or class activities would be considered for a scholarship award. The nature of this scholarship varies with the passage of time.

### *Eligibility Criteria*

- Having a minimum of 75% attendance in the previous semester
- Attaining a minimum of 3.0 GPA during the last semester
- Active membership in a Al-Taqwa University student club
- Demonstrating participation in student activities and events

### **Al-Taqwa University Equal Opportunity Scholarships**

The Equal Opportunity scholarship is projected to extend higher education opportunities to students from deprived and disqualified communities. This scholarship facility stems from Al-Taqwa University's commitment to giving back to the community and ensures that the university is home to students from diverse socio-economic backgrounds. Eligibility Criteria for New Students

### *Eligibility Criteria for New Students*

- Demonstrating and outstanding academic potential
- Being from a marginalized, disenfranchised, or disadvantaged community

## Facilities of Faculty of Economics

Faculty of Economics at Al- Taqwa Institute of Higher Education has the following facilities for students' of BBA department:

- **Student Success Center**
- **Business Incubation Center**
- **Well Equipped Computer lab**
- **Library**
- **Conference Hall**



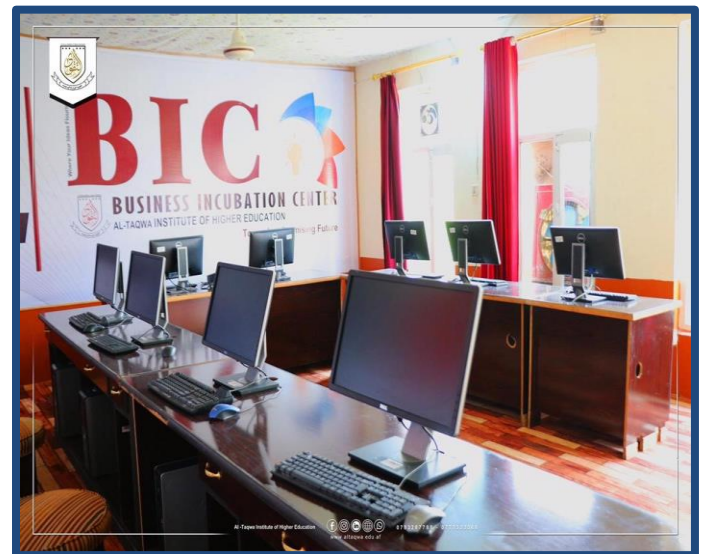
*Student Success Center*



*Computer Lab*



*Conference Hall*



*Business incubation Center*





*Computer Lab*



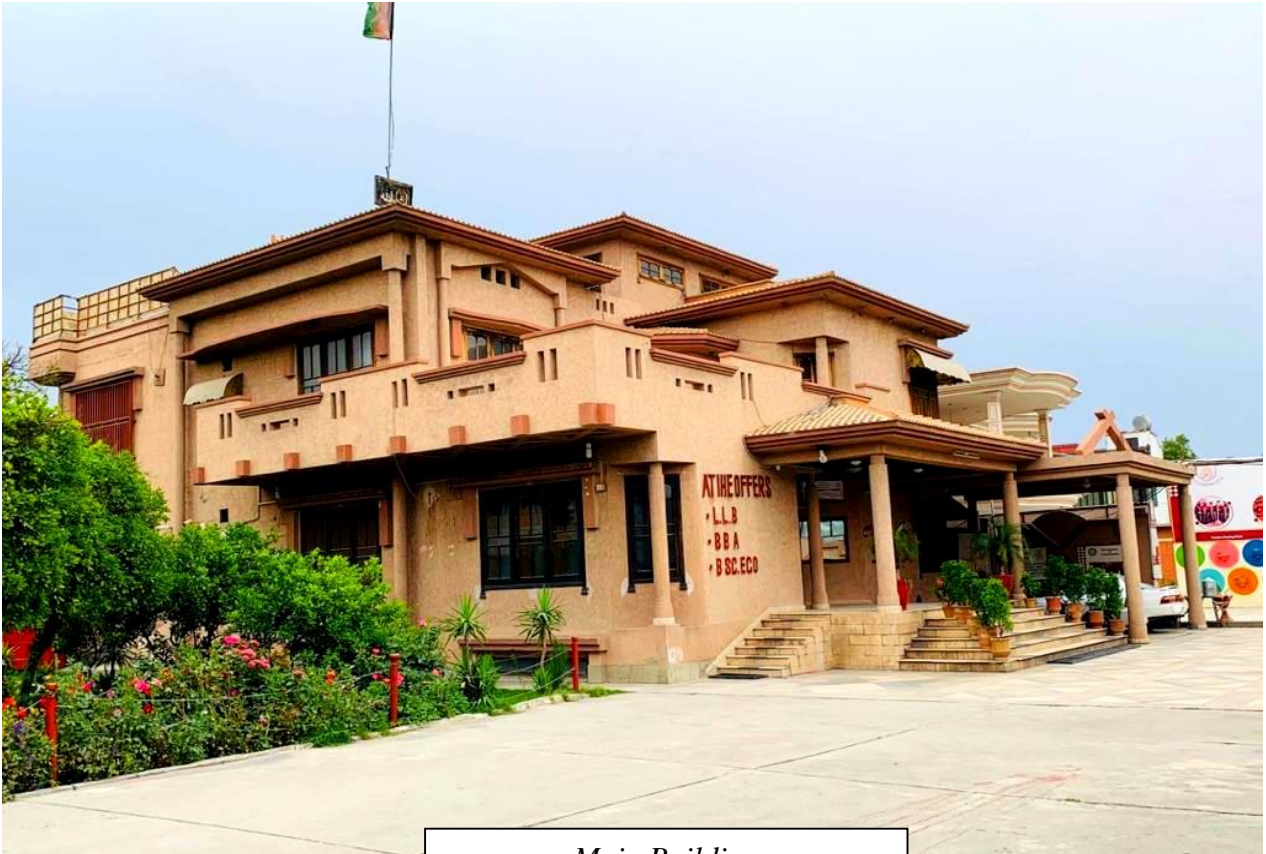
*Library*



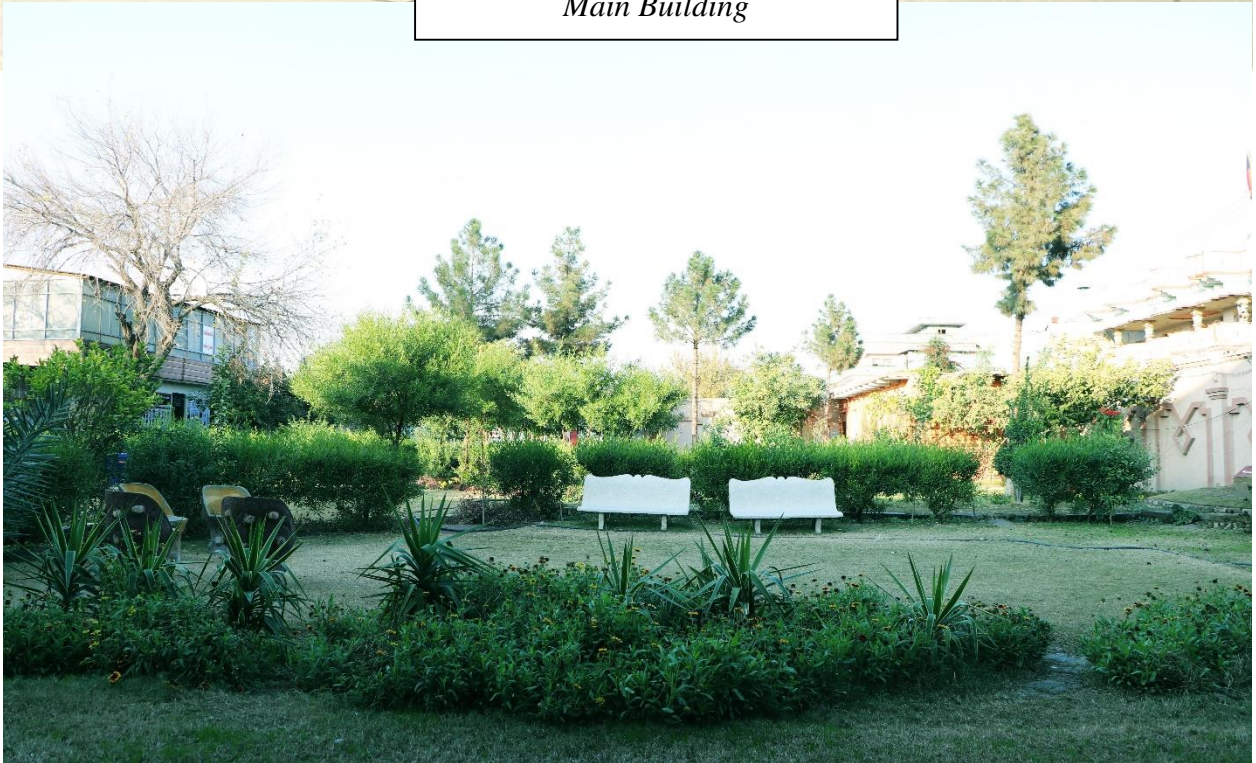
*Library*



*Student Discussion Room*



*Main Building*



*Green Environment*



**SUSTAINABLE DEVELOPMENT  
SOLUTIONS NETWORK**  
A GLOBAL INITIATIVE FOR THE UNITED NATIONS



INTERNATIONAL ASSOCIATION OF  
ACADEMIC PLUS CORPORATE SOCIETY



**PEREGRINE**  
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