



# **PROSPECTUS**

## **Associate Degree Programme in EDUCATION**

**Semester: Autumn 2021**



**Directorate of International Collaboration & Exchange**

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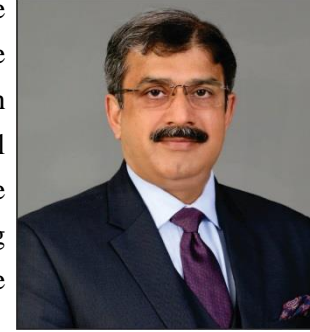
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## Vice-Chancellor's Message

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, Behrain, 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**

## **IMPORTANT ACTIVITIES TO BE REMEMBERED**

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

**Note:** Contact Directorate of International Collaboration & Exchange for exact schedule of activities. Simultaneously all information is placed on website ([www.aiou.edu.pk](http://www.aiou.edu.pk)).

It is informed that the students of all Postgraduate programs are required to upload their assignments (in typed form) on AAGHI LMS PORTAL. Hand written assignments shall not be accepted in any case.

### **Minimum and Maximum Duration/Semesters: Programs on ODL Mode**

<b>Sr. No.</b>	<b>Degree Level</b>	<b>Minimum Duration</b>	<b>Maximum Duration</b>
1	Matric /FA	2 years / 4 semesters	5 years
2	Certificate (6 Months)	6 Months / 1 Semester	1 Year
3	All Postgraduate Diplomas (1 Year)	1 Year / 2 Semesters	3 Years
4	Associate Degree (2-years)	2 years / 4 Semesters	4 Years
5	BEd (1.5 Years)	1.5 Years / 3 Semesters	3 Years
	BEd (2.5 Years)	2.5 Years / 5 Semesters	5 Years
6	BS/BBA/BEd (4-years)	4 Years / 8 Semesters	8 Years
7	MEd (1 Year)	1 Year / 2 Semesters	3 Years
8	All Master Degree Programs (2 Years)	2 Years / 4 Semesters	4 Years

**Note:** Maximum time duration of each programme.

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

**International & Overseas Students Shall Submit Their Admission Using Online System.**

## **ADMISSION PROCEDURE**

### **Fresh International/Overseas Students**

1. Online Admission form is available at <https://aiou.edu.pk>
2. Click on Online Admission Form
3. Create your profile by using your email ID
4. Complete Admission Form
5. Select your required program
6. Upload required documents
7. Submit your application
8. Click on fee payment link
9. Download fee payment challan and note down your challan number
10. Go to [olpay.aiou.edu.pk](http://olpay.aiou.edu.pk)
11. Enter challan number and click on "search" button
12. Check & tally your challan details with the generated challan then click on "submit fee" button
13. Enter credit/debit card number, card holder name, expiry and CVV code (mentioned on back side of card).
14. Click on "pay now" button
15. A successful payment notification will be appeared with an Order ID
16. Write Order ID and Transaction Date on the space given below.
17. Save the Order ID in your record till confirmation of your admission

## STEP BY STEP GUIDE TO FILL UP ONLINE APPLICATION FORMS

Here we will share/guide you how to fill up the online admission form for Post Graduate Diploma(s):

- First open our website in any Browser [WWW.AIOU.EDU.PK](http://WWW.AIOU.EDU.PK) you will be at this page/window.

The screenshot shows the homepage of Allama Iqbal Open University. The header includes the university's name and logo, along with a navigation menu. The main banner features the text 'Education for All Admissions Open Autumn 2021'. Below the banner, there are four main sections: AAGHI LMS PORTAL, ADMISSIONS, EXAMINATIONS, and LINKS. The 'ADMISSIONS' section is highlighted with a red box around the 'Online Admission Form NEW' link.

- Click Online Admission Forms under the ADMISSIONS Tab.

Home | About | Faculties | Departments | Programmes | Research | Libraries | News Letters | Jobs | Contact Us

Allama Iqbal Open University  
"Education for All"

Admissions | Mailing | Examination | Live Media | Downloads | Life at AIOU | ORIC | Help Desk

### Online Admission Form

For Semester Autumn 2021

- Admission for Fresh Applicants
- Enrolment for Continuing Students (If you have not received Username/Password please call helpline: 051-111-112-468 OR submit request on Helpdesk: <http://support.aiou.edu.pk>)
- Download Prospectus (For National Students)
- Download Prospectus (For International and Overseas Students)

Helpline: 051-111-112-468

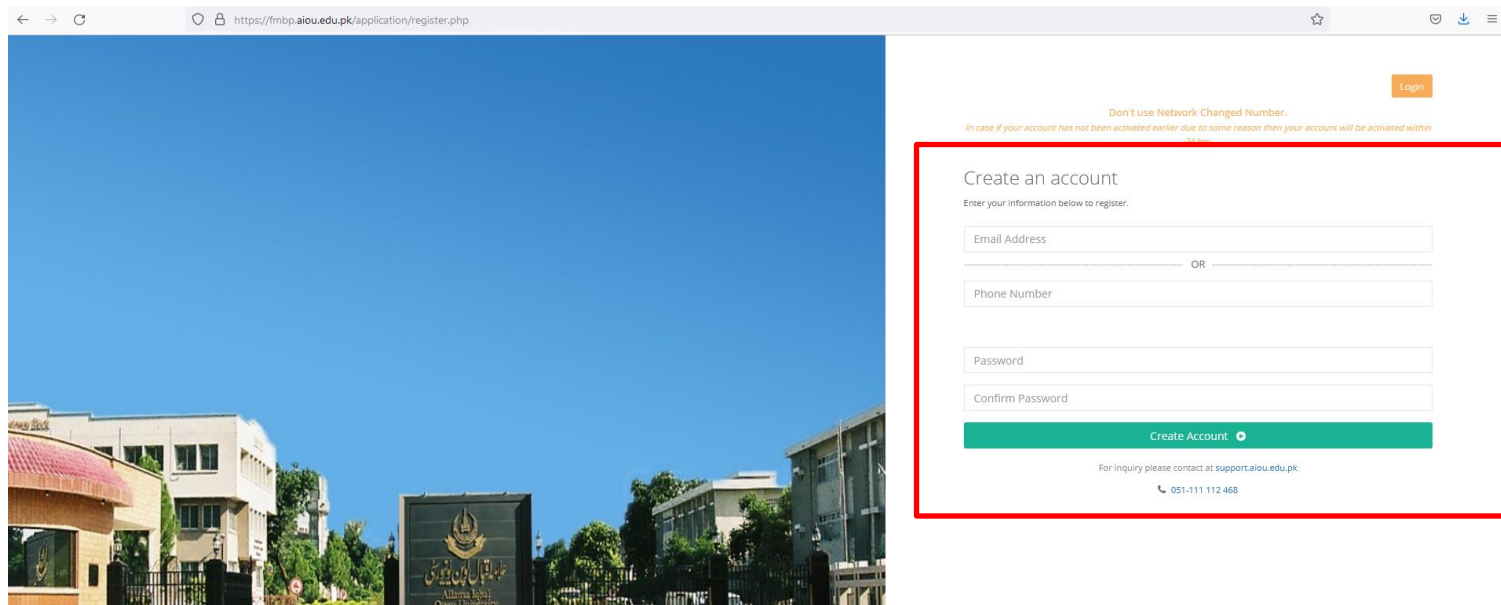
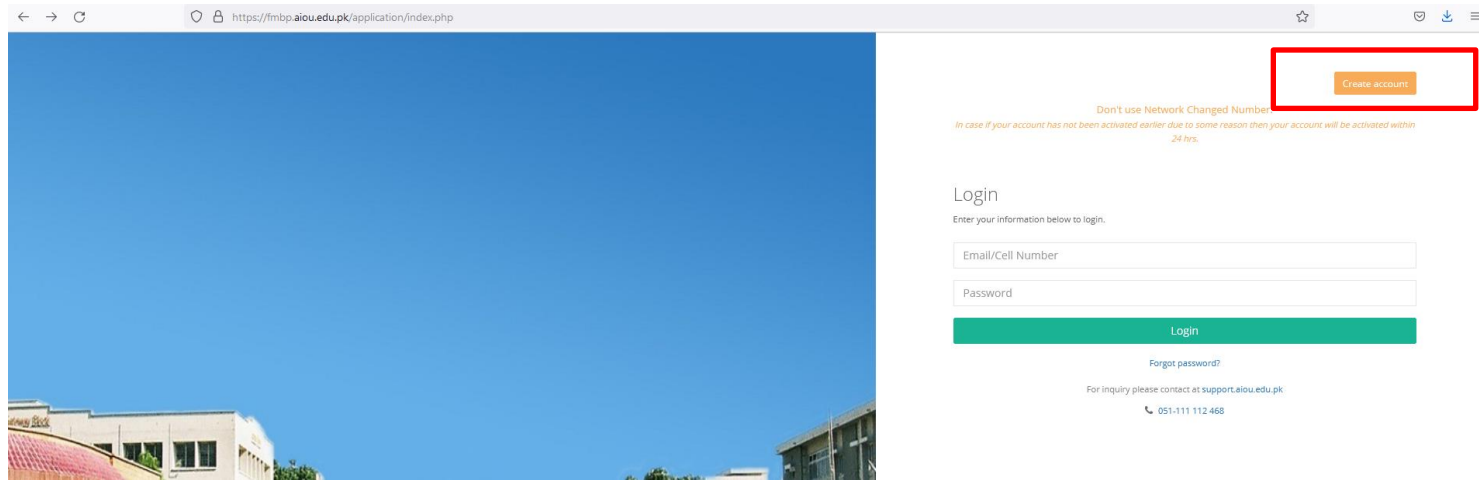
Copyright © 2020-21 @ AIOU | Allama Iqbal Open University, Sector H-8, Islamabad- 44000, Pakistan | AIOU Help Desk

- On next window you will find following **Four Options.**
  1. **Admissions for Fresh Students**
  2. Enrolment for Continuing Students (will start from 16 August 2021)
  3. Download Prospectus (For National Students)
  4. **Download Prospectus (For International and Overseas Students)**

Please **click option 4** if you want to read or download the prospectus otherwise **click on option 1** to fill-up online admission form Click on **Admission for Fresh Applicants.**

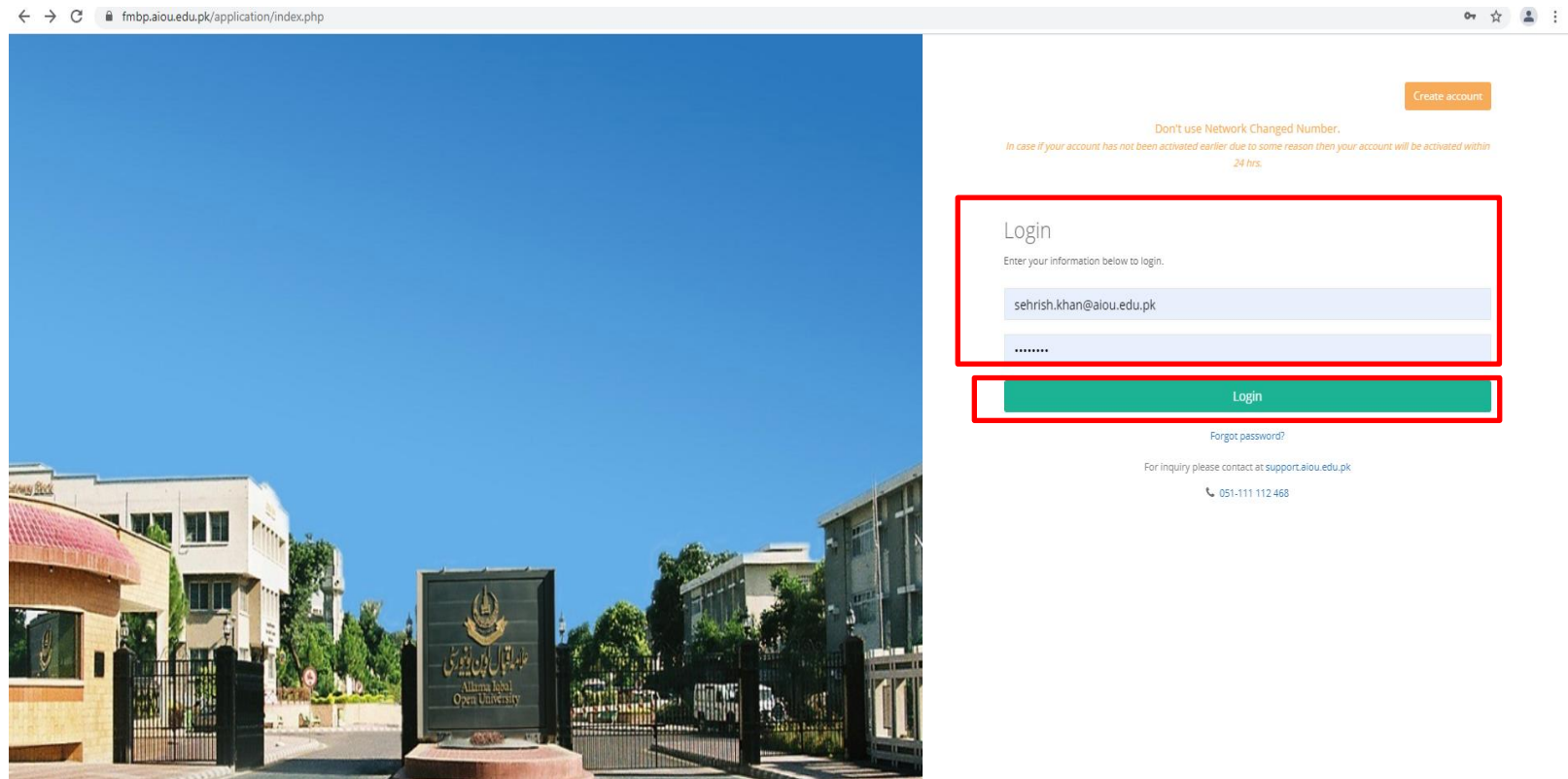
On clicking **Admission for Fresh Applicants**, you can view the window as shown in picture. Here you will have to create your account with your email (Phone number option is not available for international and overseas students).

- Please click on **Create Account**.
- 



On creating account with email, you will receive a [CODE through your email](#). Write down that code at this page and proceed further.

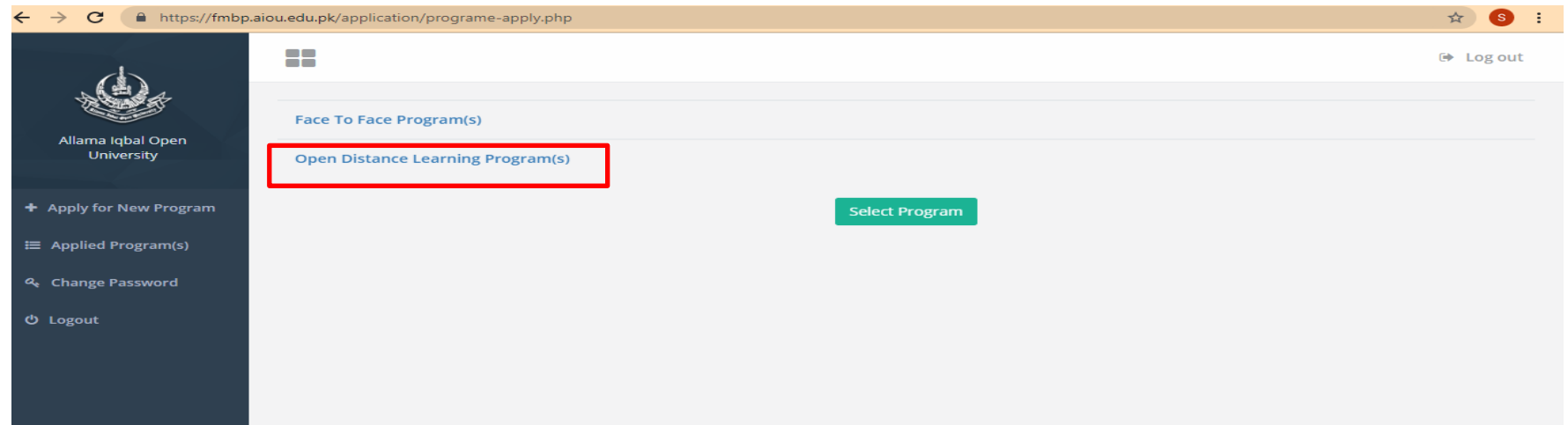
- On successful creation of your account with AIOU you will have to sign in with your [email and password](#) as per shown example:



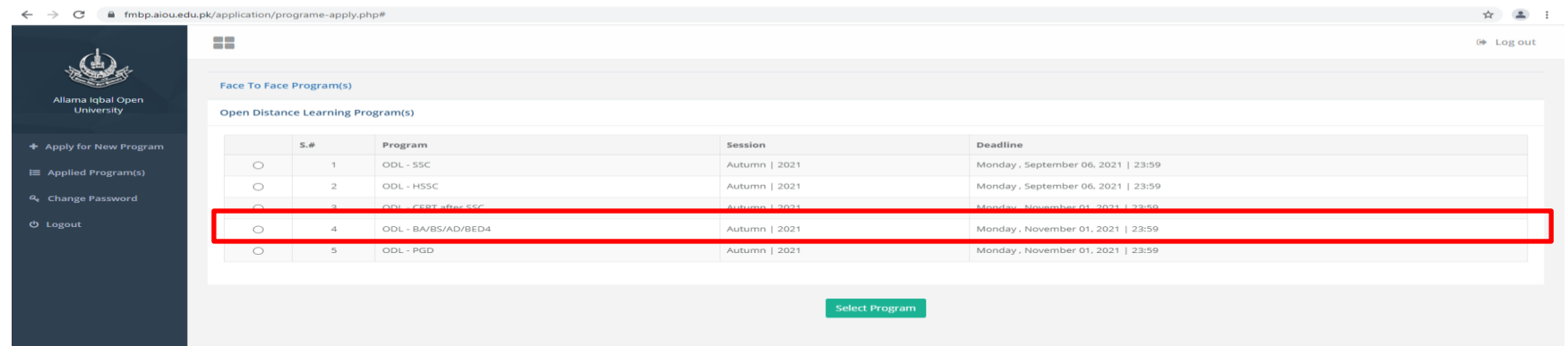
After Clicking the Login Button you will sign in to your University Account.

- Click on [Apply for New Program](#). You will see two options [Face to face Programs](#) and [Open Distance Learning Programs](#).

- [Click Open Distance Learning Program.](#)



On Next Window you will find an option to choose your degree program in which you want to get admission. Select Option 4 for ADP Education:



- After selecting your desired degree program; you will be at the new window there you will have to fill up the required information.
- For Post Graduate Diploma's fill-up, the information on this page, i. e. your last degree information. **Under Degree Type click Degree** and **under Degree Level click 12 years of education.** Under **DEGREE click relevant option.** Then your **Preference/Major click relevant option** and then **under Board/university select your university from which you passed your last degree.**
- After this you will have to provide **INFORMATION about your MARKS.** Under **Starting Year** and **Passing Year** select the year you started and passed your degree.
- Under **Roll Number** type your roll number or registration no of that degree.
- In **Exam type Annual or Semester** and **Grading.**
- Then fill up **Total Marks** and **Obtained Marks.** Then **Division** will be auto filled by the system.

The screenshot shows a web browser window with the URL `fmbp.aiou.edu.pk/application/terminal-degree.php?_ID=MTA=`. The page header includes the Alama Iqbal Open University logo and navigation links: 'Apply for New Program', 'Applied Program(s)', 'Change Password', and 'Logout'. The user's profile information is displayed, including 'Image Not Found', 'Tracking ID: 02-2021-3-00131260', 'Username: sehish.khan@aiou.edu.pk', and 'Phone: -'. The program group is 'ODL - PGD Autumn 2021' and the current address is '-'. A progress indicator shows '0%'. The main form area is divided into two sections: 'Degree Information ( Terminal/Last Academic Record )' and 'Marks Information'. The 'Degree Information' section contains five dropdown menus: '\* Degree Type', '\* Degree Level', '\* Degree', '\* Preference/Major', and '\* Board/University'. The 'Marks Information' section contains five dropdown menus: '\* Starting Year', '\* Passing Year', '\* Exam Type', and '\* Grading', along with a text input field for '\* Roll Number'. The application status is indicated as 'Not Submitted'.

- Click one by one on the given options **Program of Study**, **Personal information**, **Academic Record**, **Professional Experience**, **Course Information**, **Photographs & Documents** and fill up accurately all the requisite information under these headings.
- Applicants of BS(4-Years), Associate degree Programs, B.E.D Programs, Online Certificates and Post Graduate Diplomas will pay their fee online after filling up their online admission form.

Logout

Personal Information  
Last Update:

Academic Record  
Last Update:

Professional Experience  
Last Update: September, 02 2021 01:05:18 PM

Courses Information  
Last Update:

Photograph and Documents  
Last Update:

051-111 112 468

Quick Links  
[Prospectuses](#)  
[Advertisement](#)

**Undertaking**

The information given in this form is correct to the best of my knowledge and nothing has been concealed. I have read the prospectus of the programme and filled the form in the light of the given instruction.

I shall abide by the rules and regulations framed by the university from time to time.

Upon the seeking admission I shall study the material and abide by the instruction given in it.

For legal remedy, I shall file an appeal in the courts of Rawalpindi/Islamabad only.

My admission is provisional and in case of any wrong mis-statement, or false information the university can cancel the admission and confiscate the fee/degree, etc.

I accept the responsibility for non-consideration of admission by the university due to incomplete or late admission of form fee.

I have submitted only one admission form in this semester. In case of two admission forms of two different courses/programmes the University is fully authorized to cancel admission of the fresh programme, and confiscate fee as per rules.

I have filled this form with the entire consent of my parent/ guardian.

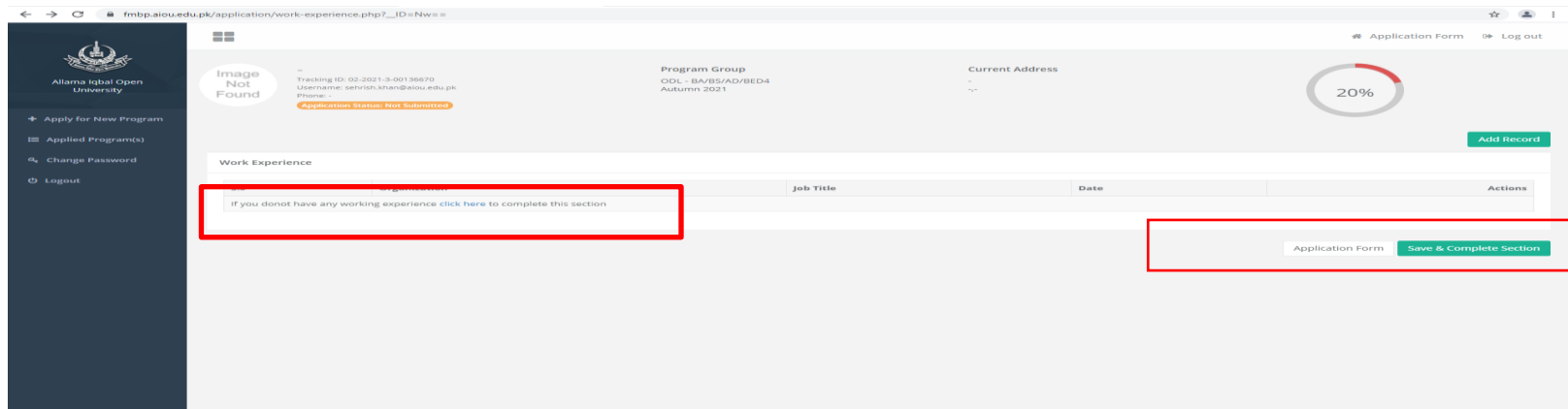
I hereby undertake that the information provided herein is correct and I agree that at any stage the information found false OR I am found ineligible according to the admission criteria, the admission shall be cancelled and I shall not claim for the degree.

Application cannot be updated after submission.

Accept All

Submit Application

- In Professional Experience students who don't have any work experience shall [click as shown in the picture](#) and [click on the save & continue Section](#):



- Please upload all required documents in the requisite format in the Photograph & Documents Section:

The screenshot shows the application form interface for Alama Iqbal Open University. The page includes a navigation sidebar on the left with options like 'Apply for New Program', 'Applied Program(s)', 'Change Password', and 'Logout'. The main content area displays the user's profile information, including tracking ID, username, and program group. A progress indicator shows 20% completion. Below this, there are two sections for document uploads: 'Applicant' and 'Guardian'. Each section contains a table with columns for S.#, Document, Status, and Action. The 'Applicant' section lists three documents: a recent photograph, a CNIC/B-Form/Passport, and a local/domicile document. The 'Guardian' section lists one document: a father's CNIC/Passport. All documents are currently marked as 'Not Uploaded' and have an 'Upload' button next to them.

S.#	Document	Status	Action
1	*Recent Photograph [Choose File] No file chosen Max File Size (0.5 MB) File Format: jpeg,jpg,png	Not Uploaded File Name: **	Upload
2	*CNIC / B-Form / Passport [Choose File] No file chosen Max File Size (0.5 MB) File Format: jpeg,jpg,png,pdf	Not Uploaded File Name: **	Upload
3	Local/Domicile [Choose File] No file chosen Max File Size (0.5 MB) File Format: jpeg,jpg,png,pdf	Not Uploaded File Name: **	Upload

S.#	Document	Status	Action
1	Father CNIC / Passport [Choose File] No file chosen	Not Uploaded File Name: **	Upload

- At the last step **ACCEPT ALL UNDERTAKINGS** by clicking on the empty boxes placed on left side of the window and click on the Submit Application Button:

← → ↻ fmbp.aiou.edu.pk/application/application.php

Logout

<b>Personal Information</b> ⌚ Last Update:	Pending	051-111 112 468
<b>Academic Record</b> ⌚ Last Update:	Pending	<b>Quick Links</b> <a href="#">Prospectuses</a> <a href="#">Advertisement</a>
<b>Professional Experience</b> ⌚ Last Update: September, 02 2021 01:05:18 PM	Completed	
<b>Courses Information</b> ⌚ Last Update:	Pending	
<b>Photograph and Documents</b>	Pending	

**Undertaking**

- The information given in this form is correct to the best of my knowledge and nothing has been concealed. I have read the prospectus of the programme and filled the form in the light of the given instruction.
- I shall abide by the rules and regulations framed by the university from time to time.
- Upon the seeking admission I shall study the material and abide by the instruction given in it.
- For legal remedy, I shall file an appeal in the courts of Rawalpindi/Islamabad only.
- My admission is provisional and in case of any wrong mis-statement, or false information the university can cancel the admission and confiscate the fee/degree, etc.
- I accept the responsibility for non-consideration of admission by the university due to incomplete or late admission of form fee.
- I have submitted only one admission form in this semester. In case of two admission forms of two different courses/programmes the University is fully authorized to cancel admission of the fresh programme, and confiscate fee as per rules.
- I have filled this form with the entire consent of my parent/ guardian.
- I hereby undertake that the information provided herein is correct and I agree that at any stage the information found false OR I am found ineligible according to the admission criteria, the admission shall be cancelled and I shall not claim for the degree.
- Application cannot be updated after submission.
- Accept All

[Submit Application](#)



## **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.

By keeping in view, the need of international market Directorate of International Collaboration & Exchange (IC&E) has started offering admissions to the International and Overseas students in Associate Degree Programme of Education from Autumn-2021 session.

## **FACULTY OF EDUCATION**

The origin of the Faculty of Education pre-dates the university itself. The National Institute of Education was established in 1973 under the Federal Ministry of Education. It became part of the university in June 1975 as Institute of Education in the Faculty of Social Sciences. The progressively extending functions of the Institute brought the needs for structural change and in 1984 it got the status of Faculty of Education.

### **Departments of the Faculty**

Faculty of Education comprises the following six departments:

1. Distance, Non-Formal and Continuing Education
2. Educational Planning, Policy Studies and Leadership
3. Early Childhood Education and Elementary Teacher Education
4. Secondary Teacher Education
5. Science Education
6. Special Education

## DEPARTMENT OF EARLY CHILDHOOD EDUCATION AND ELEMENTARY TEACHER EDUCATION

The Department of Elementary Teacher Education was established in 2003. In April 2008, the name of Elementary Teacher Education Department was changed as Early Childhood Education and Elementary Teacher Education Department.

The Early Childhood Education and Elementary Teacher Education Department offers ADE, PGD in ECE, BEd 4 years, BEd 1.5 year, BEd 2.5 years, M.Ed, MPhil and Ph.D programmes. It also offers “Education” as subject at Matric, Intermediate and Graduate level.

The department is planning to launch BS.Ed Early Childhood in future. Early Childhood Education and Elementary Teacher Education Department is one of the largest departments of this institution in terms of its enrollment of students and the number of courses offered by this department.

### ASSOCIATE DEGREE IN EDUCATION (ADE) (Two Year)

**Programme Code:**

0	4	4	5
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#### **Introduction:**

The National Education Policy of 2009 states that to improve the overall quality of education in Pakistan, the standard of teacher education must be raised. The policy calls for reforms in pre-service training and standardization of professional qualifications.

As a step towards improvement in educational standards new National Scheme of Studies for school education was developed.

It was notified by the Ministry of Education (MOE) in 2006. Major objectives of new scheme included teaching of school subjects using interactive student centered methods focusing on development of higher order cognitive skills. The new scheme suggests a paradigm shift in learning from teacher centered, rote learning to student centered and active learning. Better educated and trained teachers are required to implement the scheme effectively. ADE and B.Ed (Hons.) programmes have been introduced with the focus on nurturing those

aspects in teachers that correspond to the basic requirements of National Education Policy 2009, National Scheme of Studies 2006, National Professional Teaching Standards 2008 and National Accreditation Council for Teacher Education 2009.

ADE is a transitional two-year programme of 72 credit hours linked with and leads to B.Ed (4 year) which has replaced the diploma, PTC, CT programmes providing an opportunity to prospective teachers to enhance their academic qualifications and acquire a professional degree.

#### **Aims & Objectives:**

- To equip the prospective teachers with adequate knowledge of subject matter, contemporary pedagogy techniques, communication skills, critical thinking, and dispositions to be an elementary school teacher.
- To offer students a teacher education programme that allows them to move through a four-year B.Ed., by completing part of the degree (ADE) and completing the remaining two years of the programme immediately, or by completing the additional year(s) at a later date.

#### **Eligibility Criteria (ADE):**

1. FA/FSc/A levels with 45% Marks
2. International Applicants or those with A Level or other certificates will submit equivalence certificate.

**Duration:** 2 Years (4 Semesters)

**Semester Duration:** 16–18 Weeks

**Semesters:** 04

**Course Load per Semester:** 18 Credit Hours

**Medium of Instruction:** English/Urdu

**Mode:** Online

**Teaching Practice-II/Short Term Teaching Practice (Course Code: 8608)**

Sr. No.	Components	Marks	Passing Marks
1.	Workshop (Attendance in workshop is compulsory. Lesson planning and lesson presentation carry marks)	15	50%
2.	Teaching Practicum Related Work (06-Weeks)	25	50%
3.	Final Lesson-I & Final lesson-II (Lesson Plans and Presentations)	60	50%
	Total	100	

**Semester-Wise Breakup of Scheme of Studies**  
**Semester-1**

Programme Code:

0	4	4	5
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**18 – Credit Hours**

Sr. No.	Course Code	Name of Course	Credit Hours
1.	5404	English Compulsory-I (Core)	03
2.	5436 5437	Islamiyat <b>OR</b> Ethics (For Non-Muslims student only)	03
3.	5438	Pakistan Studies	03
4.	6400	General Methods of Teaching	03
5.	6416	Urdu	03
6.	5403	Basics of Information & Communication Technology	03

**Semester -2**

**18 – Credit Hours**

Sr. No.	Course Code	Name of Course	Credit Hours
1.	5411	English Compulsory-II (Core)	03
2.	6401	General Math and Statistics	03
3.	6402	Educational Psychology & Guidance	03
4.	6403	Classroom Management	03
5.	1659	Teaching of Urdu	03
6.	1655	Teaching of English	03

**Semester -3**

**18–Credit Hours**

Sr. No.	Course Code	Name of Course	Credit Hours
1.	6404	General Science	03
2.	6405	Education in Pakistan	03
3.	6406	Curriculum Development	03
4.	6407	Classroom Assessment	03
5.	6408	Teaching of Islamic Studies & Pak Studies	03
6.	6409	Teaching of Math	03

**Semester-4**

**18–Credit Hours**

Sr. No.	Course Code	Name of Course	Credit Hours
1.	6410	Arts Craft & Calligraphy	03
2.	6411	Foundations of Education	03
3.	6412	School Society & Teacher	03
4.	6413	Introduction to Inclusive Education	03
5.	6414	Teaching of General Science	03
6.	8608	Teaching Practice-II/Short Term Teaching Practice	03

**Note: There will be a 15 hour online workshop for each 3-credit hour course at the end of each semester.**

**Fee Structure:**

Item	Rate
Registration Fee: (At the time of first admission)	<b>US\$ 50</b>
Admission Fee: (At the time of first admission)	<b>US\$ 50</b>
Course Fee: (per 3 credit hours: US\$ 150) Rs.3900 x 5	<b>US\$ 750</b>
<b>Total Fee of First Semester:</b>	<b>US\$ 850/-</b>

## **Faculty Members of the Department**

1. Dr. Fazal-Ur-Rehman  
Chairman
2. Dr. Muhammad Athar Hussain  
Assistant Professor
3. Dr. Rahmatullah Bhatti  
Assistant Professor
4. Dr. Muhammad Sami Ullah  
Assistant Professor
5. Dr. Syed Nasir Hussain  
Assistant Professor
6. Dr. Mubeshera Tufail  
Lecturer
7. Dr. Rukhsana Durrani  
Lecturer
8. Mr. Salman Khalil Ch.  
Lecturer/Programme Coordinator  
ECE & ETED  
Ph: 051-9057709

## **GENERAL INFORMATION**

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A course taken by any student cannot change during the semester. However, in real hardship cases, the change in courses will be allowed by Director Admission within fifteen days after deposit of prescribed fee.
- iii. The address of a student will not be changed during the semester.
- iv. Admission to courses for both the Spring and Autumn semesters are generally offered in the months of March and September, respectively, whereas, examinations commenced in November and May respectively. Admission schedule is announced on University website <https://aiou.edu.pk> during this period. The students are required to submit their online application for admission as per schedule.
- 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. The registration number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.
- vii. Rules and regulations framed, enhanced and changed from time to time by the authorities, bodies of the university will be effective as applicable. The student must abide by all such rules and regulations from the date of their implementation.
- viii. 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.
- ix. It would be responsibility of the student to remain in touch with the department regarding the selected programme.
- x. 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.
- xi. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree as per guided process by the Directorate of International Collaboration & Exchange.
- xii. The university reserves the right to change contents of this prospectus without any prior notice as per university policy.
- xiii. Online admission forms incomplete in any respect will not be entertained and after closure of admissions students would be informed about the deficiency in clear terms with advice to request for refund of fee.
- xiv. Online admission form received without prescribed fee less fee or fee deposited after due date will not be considered.
- xv. 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.
- xvi. 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.
- xvii. International students having international degree equivalent to SSC/HSSC degree are required to get it verified by the IBCC and provide the equivalence certificate to AIOU.

### **Availability of Learning Material**

- i. Learning material can be downloaded from university website: [www.aiou.edu.pk](http://www.aiou.edu.pk)
- ii. All learning material would be available online for international/overseas students after the commencement of classes.
- iii. Student shall download the learning material and tally with the course codes for which he/she had been registered in the semester.
- iv. Students can get their learning material through AAGHI LMS portal.

### **Procedure for Fee Payment**

International and Overseas Students will have to pay their fee Online as per Guided Procedure:

1. Go to [olpay.aiou.edu.pk](http://olpay.aiou.edu.pk)
2. Enter challan number and **click on "search"** button.
3. Check & tally your challan details with the generated challan then **click on "submit fee"** button.
4. Enter credit/debit card number, card holder name, expiry and CVV code (mentioned on back side of card).
5. **Click on "pay now"** button.
6. A successful payment notification will be appeared with an Order ID.
7. Write Order ID and Transaction Date on the space given below.

8. Save the Order ID in your record till confirmation of your admission.

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

- The students who have submitted their fees for Admission but do not wish to continue and have applied for refund of fee will be refunded after deduction @ 10% of total fee.
- The student who was not eligible but deposited fee for Admission, the fee shall be refunded after deduction @ 15% of total fee.
- The students who have deposited their fee in excess of due fee the total excess amount shall be refunded adjusted as the case may be.
- The Treasurer Department shall verify the fee of students and shall send the case to the audit for pre-audit.
- Cheque will be issued to the candidate by the campus payment section, Treasurer Department.
- Admission fee will be refunded/ adjusted maximum up to one year.
- Refund of Fee for all international and overseas students is subject to the University policy time to time.

## **GENERAL CONDITIONS FOR REFUND**

1. The University must have received the fees in its bank account.
2. All refund requests must be submitted on the Fee Refund Application form. Deposit Slip, any other record of fee and ID Card copy must be attached to it.
3. All applications shall be addressed to the Treasurer and will be received directly in the Treasurer Department with full particulars. The Treasurer Department will get report from concerned Department and verify the amount from system as the case may be and will process the case accordingly.
4. The refund will be made after deduction of any recoverable amount.
5. The refund will be made to the same person or firm from whom the payment was received, though cross cheque.
6. If the University makes an offer on the basis of incorrect or incomplete information, misstatements, concealment of facts, fake certificates or use of any other unfair means by the applicant/ student, the admission will be cancelled, and refund will not be allowed. Department reserves the right to take disciplinary action also.
7. Any type of Processing Fee will not be refunded.
8. In the case of death or physical incapacity, the full refund will be made only in instances of severe unavoidable and incapacitating circumstances.
9. In case the students who are not allowed/granted 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.

## **REFUND OF OTHER FEE**

1. All kind of other fee including but not limited to Degree fee, Re-appear exams fee, change off name / father name, examiner registration fee, tutor registration fee, late assignment evaluation fee, analysis fee, rechecking of answer scripts fee, NOC fee, subject/group change fee, thesis evaluation fee, thesis extension fee, job fee, tender fee tec. will not be refunded. Only excess fee deposited will be refunded/ adjusted.
2. The extension in thesis fee in excess shall be refunded on approval of concerned Dean with certificate that fee was deposited in excess.
  1. The amount deposited in University accounts by any person/firm (other than student), by mistake or in excess shall be refunded after verification of the amount deposited.

## **IMPORTANT TELEPHONE NUMBERS**

<b>Sr. #</b>	<b>Name</b>	<b>Telephone Nos.</b>
1.	Director Admissions	051-9057298 051-9250043 051-9250162 (Fax)
2.	Controller of Examinations	051-9057310 051-9057328 051-9250012
3.	Director Students Affairs	051-9250174
<b>Directorate of International Collaboration &amp; Exchange</b>		
1.	Dr. Zahid Majeed Director email: Zahid_majeed@aiou.edu.pk	+92-51-9057294
2.	Sehrish Khan Assistant Director sehrish.khan@aiou.edu.pk	+92-51-9057811
3.	Mr. Muhammad Ajab Superintendent overseas@aiou.edu.pk	+92-51-9057165 +92-51-9250175