

Autumn 2022

PROSPECTUS
INTERNATIONAL & OVERSEAS

Postgraduate Diploma (PGD)

1. Human Resource Management
2. Supply Chain Management
3. Entrepreneurship
4. Gender & Women Studies



Allama Iqbal Open University, Islamabad

FOR ONLINE ONLY

PROSPECTUS
OF
POSTGRADUATE DIPLOMA
PROGRAMMES

SEMESTER: AUTUMN, 2022



**Directorate of International
Collaboration & Exchange**

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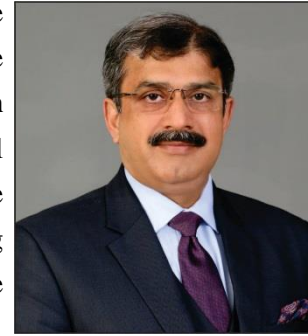
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Vice-Chancellor's Message

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

Activity	Spring Semester	Autumn Semester
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).

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

REVISED POLICY FOR ASSESSMENT FOR PGD PROGRAMS

As per revised formula, securing passing marks in assignment/practical and other components is not compulsory w.e.f. Autumn, 2021 onwards, however, passing marks i.e. 50% in final exams will be mandatory. If a student gets 50 marks out of 100 in the final exam and does not score 50% aggregate marks, he/she will be declared Fail in the respective course and he/she will have to re-register/re-admit in the respective course, whenever the said course (s) are offered in any of the subsequent semester (s).

Assignments	Workshop (attendance/quizzes, etc.)	Final Exam	Passing Marks
20%	30%	50%	50% (in aggregate) however 50% marks in final exams is mandatory

There is no change in formula for Teaching Practice 1 & 2, Research Projects, Long Term Internship and such courses where grading formula/scheme of studies is different and workshops/projects are having weightage of marks, students will have to clear/pass them too.

Minimum and Maximum Duration/Semesters for each Programme

Sr. No.	Degree Level	Minimum Duration	Maximum Duration
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 includes semester freeze period.

Revised Policy: Reappear and Again Reappear

The policy of Re-Appear and Again Re-appear is being discontinued and the concerned students will have to Re-register/Enroll or Re-admit in the failed course(s).

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

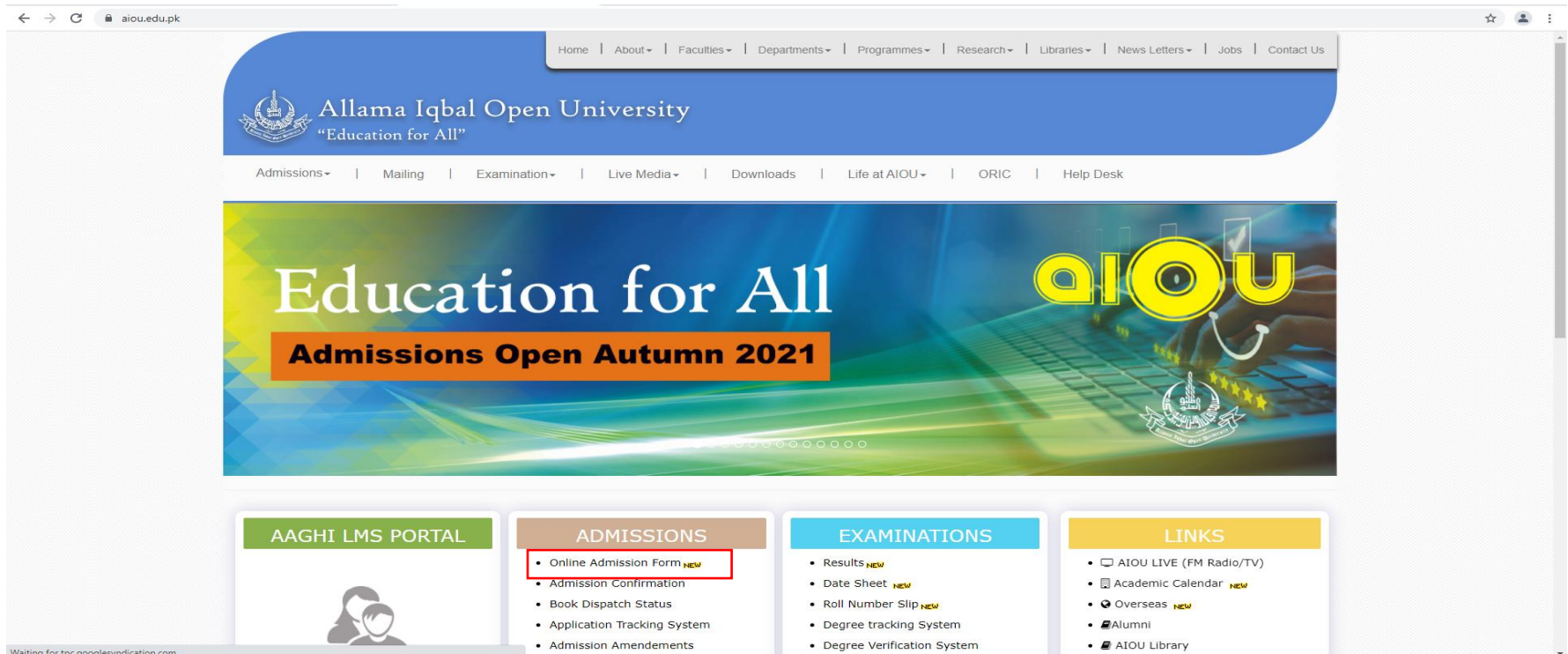
Fresh International/Overseas Students

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
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 you will be at this page/window.



- Click **Online Admission Forms** under the ADMISSIONS Tab.

The screenshot shows the 'Online Admission Form' page for Semester Autumn 2021. The page is titled 'Online Admission Form' and 'For Semester Autumn 2021'. It lists four options:

- 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)

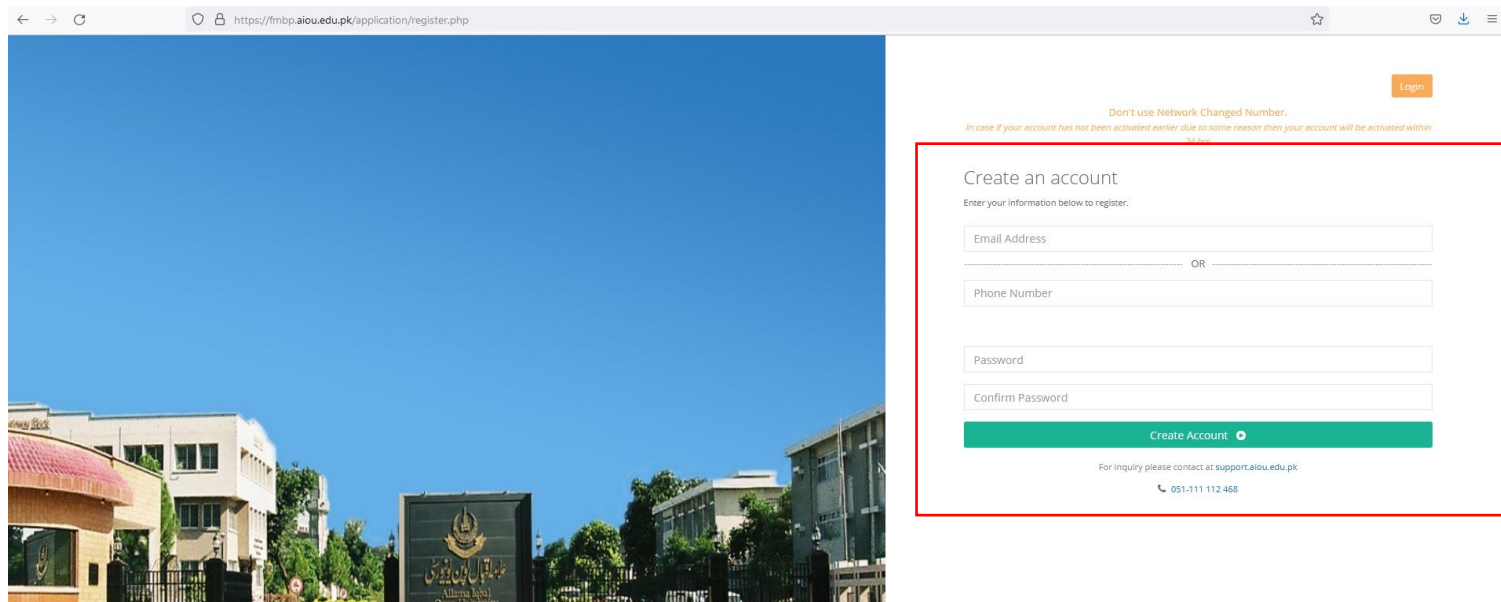
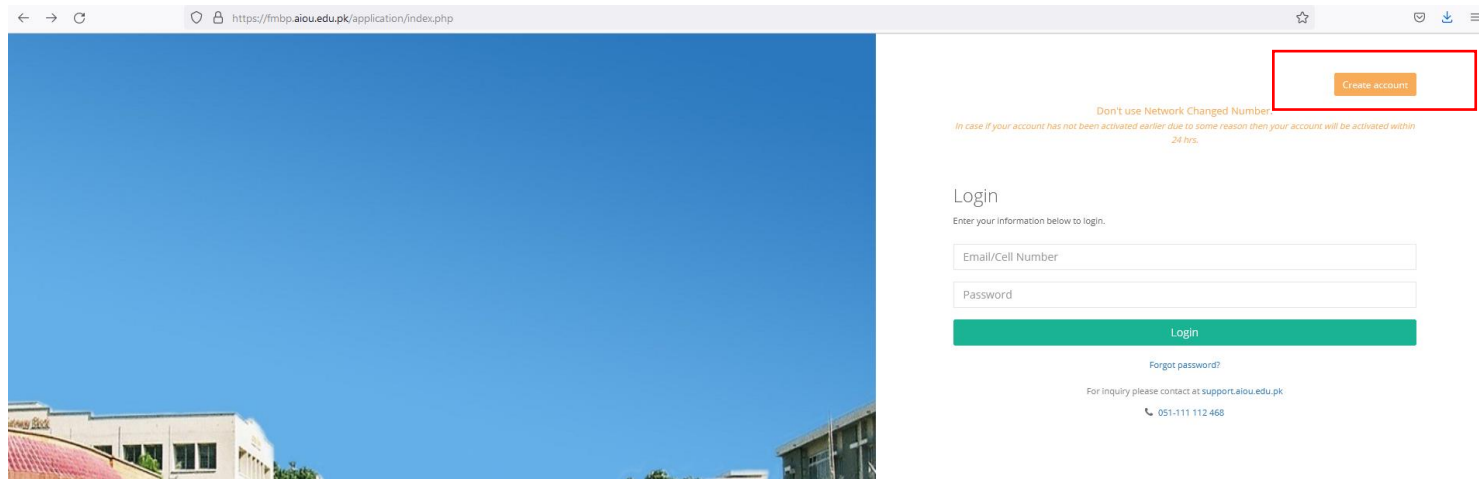
The first and fourth options are highlighted with red boxes. The footer includes social media icons for Facebook, Twitter, Google+, and YouTube, along with the helpline number 051-111-112-468 and copyright information for 2020-21 @ AIUO.

- 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)**

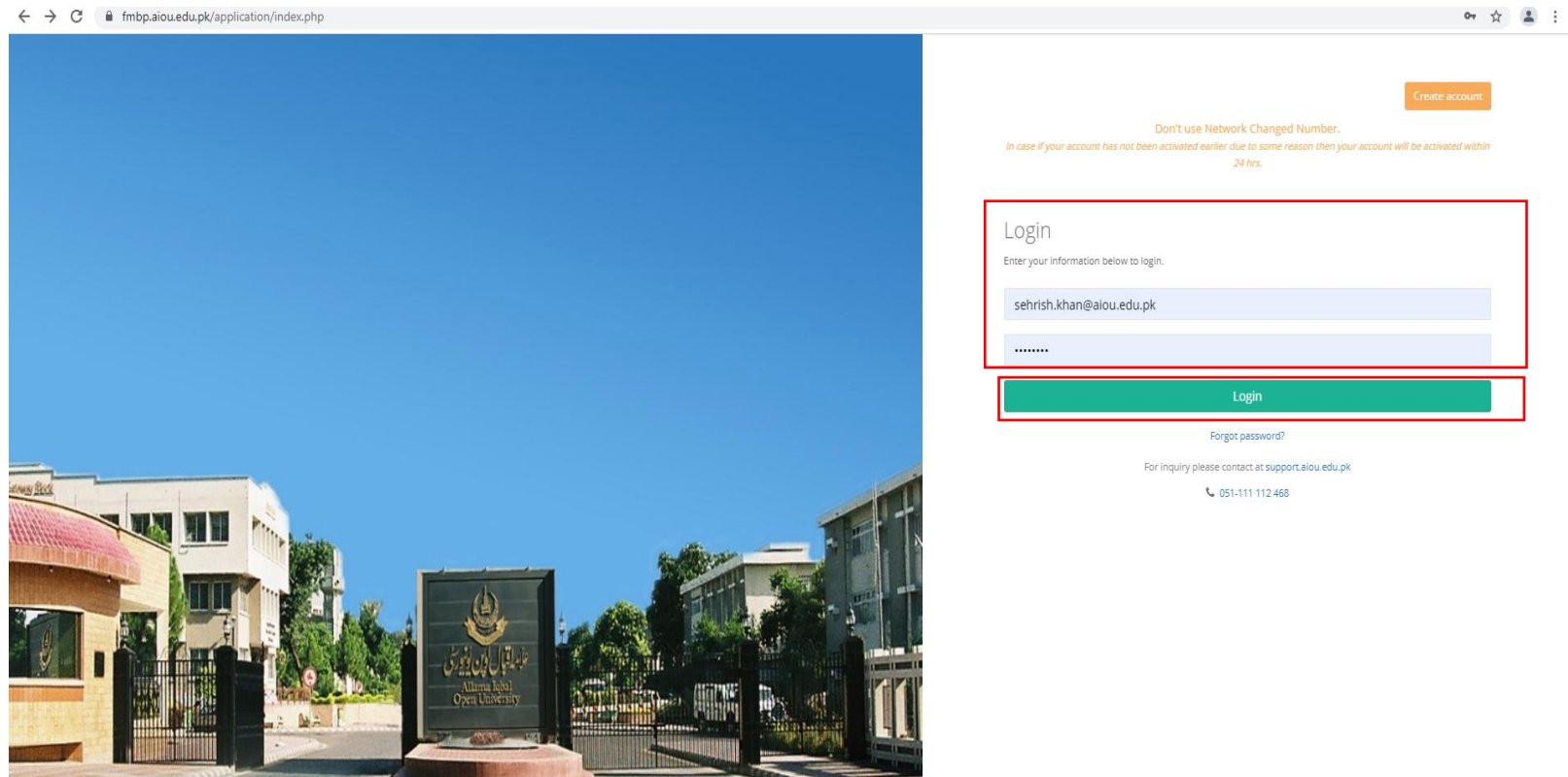
Please **click option 4** if you want to read or download the prospectus otherwise **click on option 1** to fill-up online admission form Click on **Admission for Fresh Applicants**.

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](#).



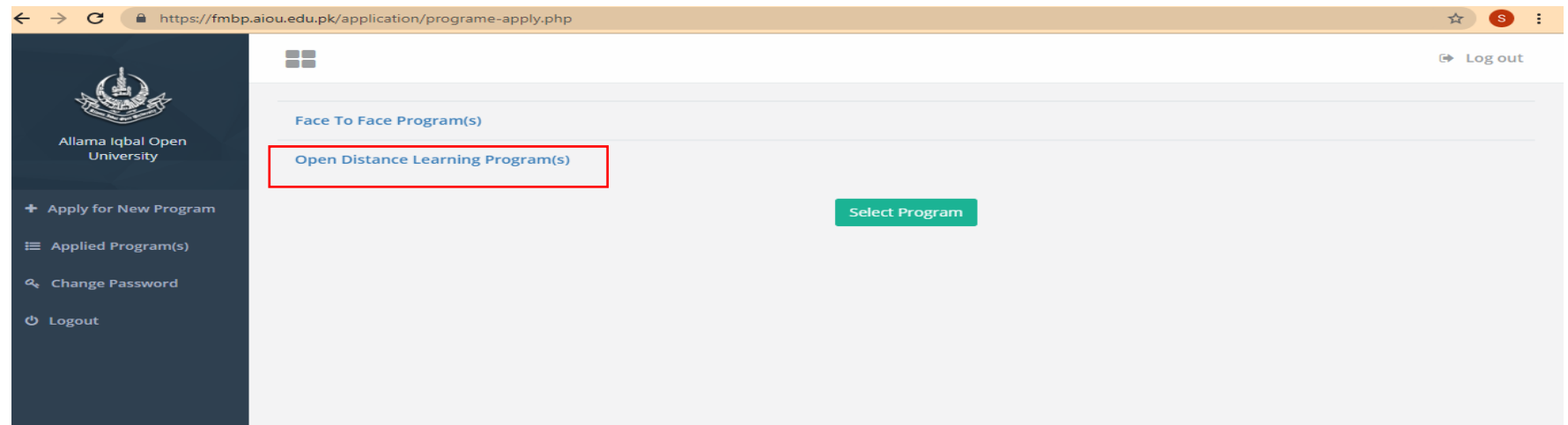
- On creating account with email, you will receive a [CODE through your email](#). Write down that code at this page and proceed further.
- On successful creation of your account with AIOU you will have to sign in with your [email and password](#) as per shown example:



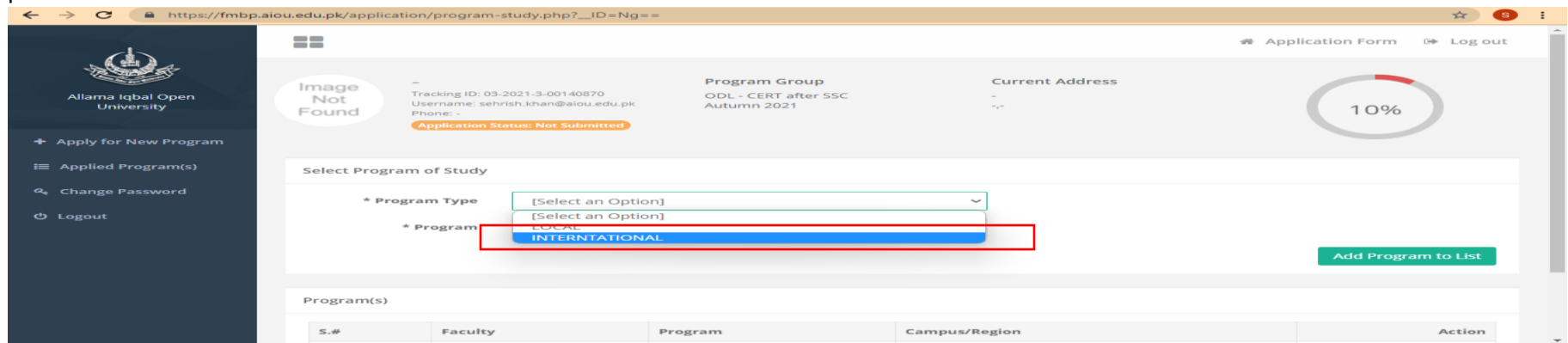
After Clicking the Login Button you will sign in to your University Account.

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

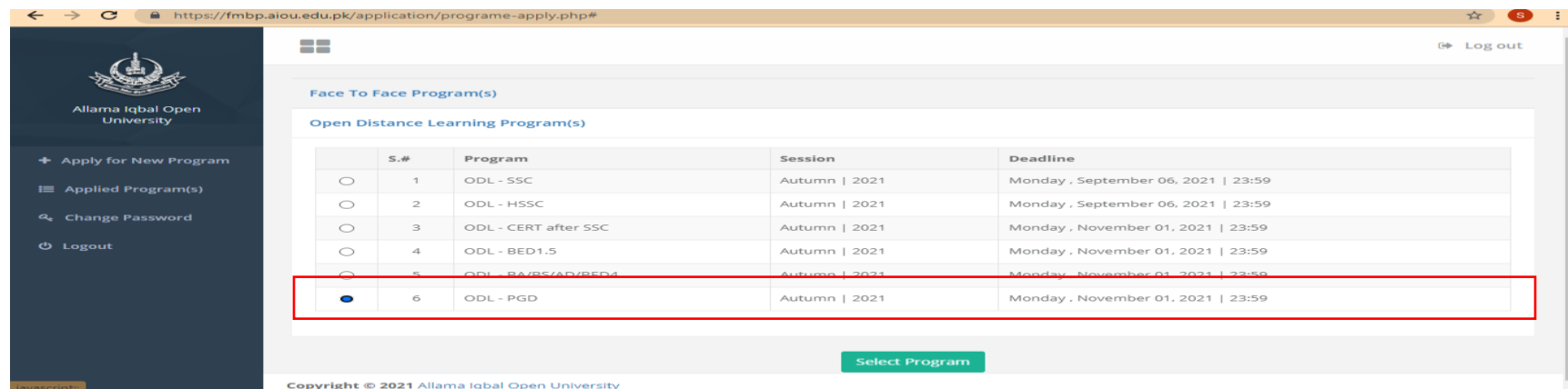
- [Click Open Distance Learning Program.](#)



All International and Overseas Students filling the Program of Study Portion shall [select INTERNATIONAL](#) in their [Program Type](#) as shown in the picture:



On Next Window you will find an option to choose your degree program in which you want to get admission. If you are **applying for any PGD Program**, then **Select Option 6 ODL-PGD** as shown in picture:



- 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.

Alama Iqbal Open University

Apply for New Program

Applied Program(s)

Change Password

Logout

Image Not Found

Tracking ID: 02-2021-3-00131360
 Username: sehrish.khan@aiou.edu.pk
 Phone: -

Application Status: Not Submitted

Program Group
 ODL - PGD
 Autumn 2021

Current Address
 -

0%

Degree Information (Terminal/Last Academic Record)

* Degree Type [Select an Option]

* Degree Level [Select an Option]

* Degree [Select an Option]

* Preference/Major [Select an Option]

* Board/University [Select an Option]

Marks Information

* Starting Year [Select an Option]

* Passing Year [Select an Option]

* Roll Number

* Exam Type [Select an Option]

* Grading [Select an Option]

- 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.

The screenshot shows a web browser window with the URL fmbp.aicou.edu.pk/application/application.php. The page features a dark blue sidebar with a 'Logout' button. The main content area is divided into several sections:

- Personal Information:** Status: Pending (orange button with pencil icon).
- Academic Record:** Status: Pending (orange button with pencil icon).
- Professional Experience:** Status: Completed (green button with pencil icon). Last Update: September, 02 2021 01:05:18 PM.
- Courses Information:** Status: Pending (orange button with pencil icon).
- Photograph and Documents:** Status: Pending (orange button with pencil icon).

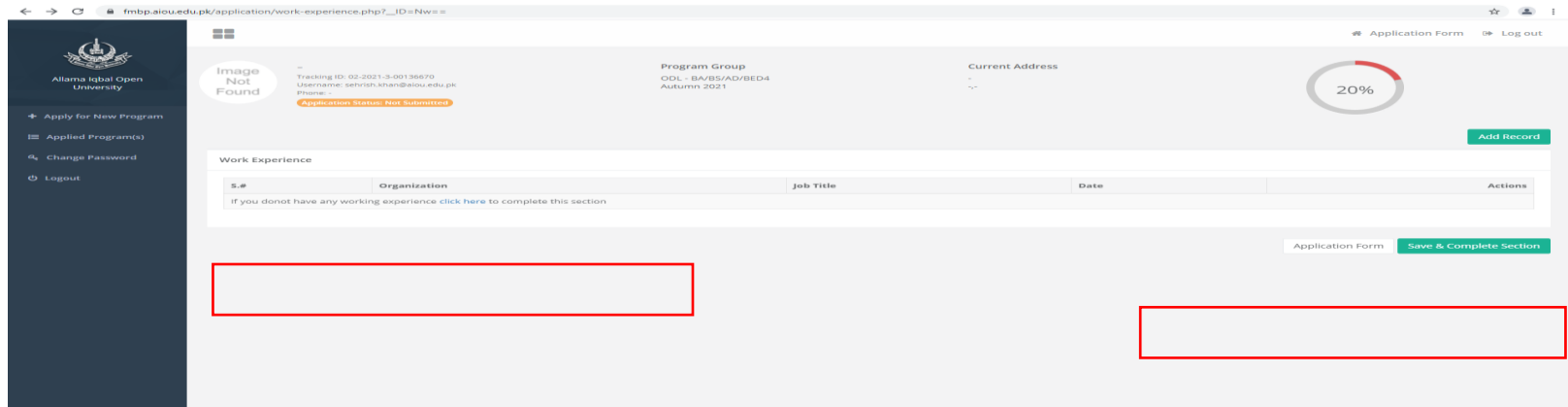
On the right side, there is a contact number '051-111 112 468' and a 'Quick Links' section with 'Prospectuses' and 'Advertisement' links.

Below the application sections is an 'Undertaking' section with the following radio button options:

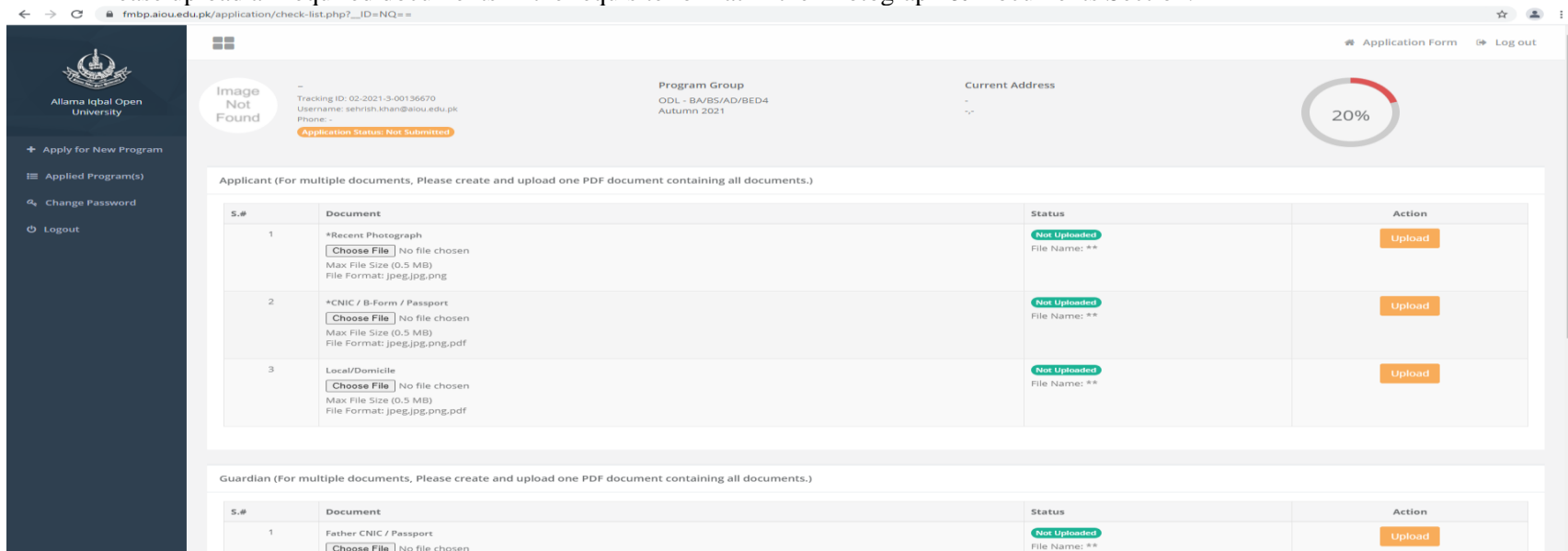
- The information given in this form is correct to the best of my knowledge and nothing has been concealed. I have read the prospectus of the programme and filled the form in the light of the given instruction.
- I shall abide by the rules and regulations framed by the university from time to time.
- 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

A green 'Submit Application' button is located at the bottom right of the form.

- 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:



- 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

Personal Information ⌚ Last Update:	Pending	051-111 112 468
Academic Record ⌚ Last Update:	Pending	Quick Links Prospectuses Advertisement
Professional Experience ⌚ Last Update: September, 02 2021 01:05:18 PM	Completed	
Courses Information ⌚ Last Update:	Pending	
Photograph and Documents ⌚ Last Update:	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.
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- 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 along with allied material and university prepared study guides help students to polish their skills.

At present, the AIOU is offering programmes from Matric to PhD level in diverse disciplines comprised of four faculties. The university has established study centres across the country where distance education students are provided necessary guidance by their respective tutors. Moreover, the university has established full-time study centres wherein the students of MBA (IT), MBA (Banking and Finance), MBA (Marketing), MBA (HRM), BS (CS), MSc/BS Chemistry, MSc/BS Microbiology etc. are being provided instruction, guidance and counselling through face-to-face education. AIOU is also offering four years under-graduate degrees.

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

students to access latest information available through open source databases.

Directorate of International Collaboration & Exchange is offering admissions in PGD Programs to the International and Overseas students from Autumn-2021 semester.

FACULTY OF SOCIAL SCIENCES AND HUMANITIES

First established in 1981 with five departments, the Faculty of Social Sciences and Humanities has, over the years, flourished to become, by far, the largest Faculty of the University. It, today, consists of 14 departments offering masters programmes in major areas of Social Sciences and Humanities like, Business Administration, Economics, Mass Communication, Sociology, Urdu, Library & Information Sciences, History, Pakistan Studies and Teaching of English as a foreign Language (TEFL). Additionally, efforts are afoot to plan and launch post-graduate programmes in Pakistani Languages and Law.

The Commonwealth-collaborated master's programmes in the areas of Business and Public Administration, which are specially tailored for the modern day busy executives, were launched in Spring 2002 semester.

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

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

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

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

DEPARTMENT OF BUSINESS ADMINISTRATION

Introduction:

The Department of Business Administration was established in 1986 with the objective to impart managerial education and skills in the discipline of Business Administration. Since its inception, the Department has made tremendous progress towards achieving its ultimate goal of becoming a Centre of Excellence in Business Management education and research in Pakistan. The Department has assembled outstanding teaching faculty and developed extensive teaching material for the improvement of education in Pakistan. The Department is offering programs from BBA to PhD levels with various specializations. These programs contribute significantly to the national goals by developing the professionals equipped with modern business techniques. The graduates from the department are well recognized in the human resource market and enjoy a respectable status in public and private sector organizations, operating in Pakistan and abroad. The department is also publishing a HEC recognized research journal namely “Journal of Contemporary Management Sciences”. The Department has well qualified faculty members including MPhil/ MS and PhD both from national and foreign universities.

The department is offering various programmes for students to achieve objectives such as:

- i. To prepare graduates for public and private sector organizations and to equip them to cater the needs of complex and changing business environment.

- ii. To encourage continuous learning and habitual receptiveness, explore new ways of identifying and dealing with opportunities and problems, to face future business challenges.
- iii. To provide the business students bottom to top management orientation skills, enhance their business skills, enable them to integrate theory business into practice in their daily lives.

POST GRADUATE DIPLOMA (HUMAN RESOURCE MANAGEMENT)

Objectives:

The objectives of Post Graduate Diploma in HRM are:

1. To inculcate the concepts and practices essential to Human Resource Management,
2. To prepare our graduates for HRM positions,
3. To develop HR professionals to advance their careers.

Duration:

As per guidelines of HEC, Post Graduate Diploma (1 year) programme will be spread over 2 semesters covering 10 courses.

Eligibility:

Applicants having 14 years of education (BA/BSc./BCom/ BBA/Associate Degree Programmes 2-years) from HEC recognized institution with at least second division (45% marks) would be eligible to apply.

Admission Procedure:

Admission in Post Graduate Diploma in Human Resource Management is advertised for International / Overseas students via AIOU website as per AIOU policy and through various social media channels.

Scheme of Studies:

The Post Graduate Diploma programme would be offered with the specialization of Human Resource Management. The tentative semester wise offering of courses will be the discretion of the department; it can be changed if desired so. The detail of courses and semester wise offering of courses is as under:

PGD-Human Resource Management

FIRST SEMESTER

S. #	Code	Course Title	Cr. Hrs
1	9501	Fundamentals of Business	3
2	9502	Professional Communication	3
3	9503	Management Theory and Practice	3
4	9504	Human Resource Management	3
5	9505	Computer Applications for Business	3

SECOND SEMESTER

1	9506	Organizational Behavior	3
2	9507	Compensation Management	3
3	9508	Performance Management	3
4	9509	Labor Management Relations	3
5	9510	Strategic Human Resource Management	3

Medium of Instruction:

The medium of instruction and examination would be English Language.

Methods of Instruction:

- The Post Graduate Diploma in Human Resource Management would be offered through online.
- The course outlines along with the required reading materials and assignments will be provided online to the students.
- Classes will also be conducted online for international / overseas students as per university policy.

Evaluation Scheme:

Assignments:

The students will submit two compulsory assignments (online) of each course to their tutors as per schedule, who will return the same after marking and providing necessary academic guidance (online).

Classes and Presentations:

During Semester, classes for the courses of PGD-HRM would be held online. The duration of classes for each course would be 6-10 days.

Attendance and presentation of the students during classes is compulsory. The student will be declared fail if he/she fails to meet the 70% attendance in online classes.

Assessment/Weightage:

For successful completion of each course, the student will be required to qualify in each component. Assessment criteria as per rules and regulations of the university will be as under:

Assessment Component	Weightage in the aggregate results
Assignment No. 1	10%
Assignment No. 2	10%
Presentation	10%
Final Examination	70%

- It is mandatory for a student to pass in assignments and presentations for the courses studied to appear in the final examination, otherwise student would not be able to appear in final examination.
- The conditions to qualify each component are given below:
 - A minimum of 50% marks in assignments (aggregate).
 - A minimum of 50% marks in Presentations (where applicable).
 - A minimum of 50% marks in the final written examination.

Requirements for Award of Post Graduate Diploma:

Following are the requirements for the award of Post Graduate Diploma:

- Successful completion of all courses
- The students who intend to discontinue PGD after first semester may be offered a certificate of passed courses as determined by university or Controller of Examinations Office.

Fee Structure:

1	Registration Fee: (At the time of first admission)	US\$ 50
2	Admission Fee: (At the time of first admission)	US\$ 50
3	Course Fee: (per 3 credit hours: US\$ 100x 5)	US\$ 500
4	Total Fee of First Semester:	US\$ 600/-

POSTGRADUATE DIPLOMA SUPPLY CHAIN MANAGEMENT (PGD-SCM)

Supply Chain Management (SCM) is a cross-functional approach which deals with the movement of raw materials into an organization, management of internal processing of raw materials into finished goods, and helps the movement of finished goods from point of origin to point of consumption. Considering the significance of SCM, it adds value to the operations of different organizations including educational institutes, commercial enterprises, social welfare departments, strategic organizations etc. One can easily believe that supply chain management is essential to a company's success and customer satisfaction. Even we cannot deny the contribution of SCM for the society. SCM knowledge and capabilities can be used to support health care, conduct disaster relief operations, and handle other types of emergencies. SCM also plays a role in cultural evolution and helps to improve our quality of life.

Considering the significance of SCM across various sectors, the Post Graduate Diploma in Supply Chain Management has been developed to meet the needs of those professionals who want to establish and enhance insight into theoretical as well as practical knowledge of supply strategies, forecasting, transportation and inventory management.

Objectives:

Key objectives of Post Graduate Diploma in SCM are:

- To provide basic understanding, concepts and practices about effective Supply Chain Management.
- To develop students to work in SCM positions efficiently and effectively.

- To help SCM professionals in their career advancement and growth.

Duration:

Total duration of the diploma in Supply Chain Management would be 1 year, comprising 2 semesters. Students would be required to study 10 courses of 3 credit hours each (total 30 credit hours course load).

Target Market:

- Graduated students with interest in logistics and supply chain
- Professionals and Managers associated with Logistic / Supply Chain Management
- Supply chain specialists (working in *but not limited to* commercial, profit/not-profit, medical, military and academic organizations)

Eligibility:

Applicants with at least 14 years of education in any discipline (BA/BSc/BCom/BBA/Associate Degree Programs 2-years) from HEC recognized institution with at least second division (45% marks) would be eligible to apply.

Admission Procedure:

- Admission in Post Graduate Diploma in Supply Chain Management for International / Overseas students is offered through AIOU website and through other social media channels as per AIOU policy.
- the International and Overseas candidates will be required to deposit fee online only.

Medium of Instruction:

The medium of instruction and examination would be English Language.

Scheme of Studies:

The Post Graduate Diploma program would be offered with the specialization in Supply Chain Management. The semester wise offering of courses are as under:

FIRST SEMESTER

S. No.	Codes	Course Title	Credit Hours
1	9501	Fundamentals of Business	3
2	9502	Professional Communication	3
3	9503	Management Theory and Practice	3
4	9541	Introduction to Supply Chain Management	3
5	9505	Computer Applications for Business	3

SECOND SEMESTER

1	9542	Purchasing and Procurement Principles	3
2	9545	Production and Operations Management	3
3	9543	Logistics Management	3
4	9544	Inventory and Material Management	3
5	9546	Distribution Channels	3

Methods of Instruction:

- The Post Graduate Diploma in Supply Chain Management would be offered online.
- The course outlines along with the required reading materials and assignments will be provided online to the students.
- Classes will also be conducted online for international / Overseas students as per University policy.

Evaluation Scheme:

Assignments:

The students will submit two compulsory assignments (online) of each course to their tutors as per schedule, who will return the same after marking and providing necessary academic guidance (online).

Classes and Presentations:

During semester, classes for the courses of PGD-HRM would be held online. The duration of classes for each course would be 6-10 days. Attendance and presentation of the students during classes is compulsory. The student will be declared fail if he/she fails to meet the 70% attendance in online classes

Assessment/Weightage:

For successful completion of each course, the student will be required to qualify in each component. Assessment criteria as per rules and regulations of the university will be as under:

Assessment Component	Weightage in the aggregate results
Assignment No. 1	10%
Assignment No.2	10%
Presentation	10%
Final Examination	70%

- It is mandatory for a student to pass in assignments and presentations for the courses studied to appear in the final examination, otherwise student would not be able to appear in final examination.
- The conditions to qualify each component are given below:
- A minimum of 50% marks in assignments (aggregate).
- A minimum of 50% marks in Presentations (where applicable).
- A minimum of 50% marks in the final written examination.

Fee Structure:

1	Registration Fee: (At the time of first admission)	US\$ 50
2	Admission Fee: (At the time of first admission)	US\$ 50
3	Course Fee: (per 3 credit hours: US\$ 100x 5)	US\$ 500
4	Total Fee of First Semester:	US\$ 600/-

Requirements for Award of Post Graduate Diploma:

Following are the requirements for the award of Post Graduate Diploma:

- Successful completion of all courses
- The students who intend to discontinue PGD after first semester may be offered a certificate of passed courses as to be determined by university.

POST GRADUATE DIPLOMA ENTREPRENEURSHIP

Entrepreneurship is a cross-functional approach which deals with the willingness to take risks and develop, organize and manage a business venture in a competitive global marketplace that is constantly evolving. Entrepreneurship is a key driver of our economy. Wealth and a high majority of jobs are created by small businesses started by entrepreneurially minded individuals, many of whom go on to create big businesses.

Entrepreneurship, adds value to the economy including educational institutes, commercial enterprises, social welfare departments, strategic organizations etc. That's why entrepreneurship education and its successful implementation would not only generate jobs and income; it will also facilitate innovation and stimulates transfer of wealth, knowledge, and skills. One can easily believe that Entrepreneurship is essential for a country economic growth and enduring progress. Even we cannot deny the contribution of entrepreneurship for the society.

Considering the significance of entrepreneurship for economy and society, the Post Graduate Diploma in Entrepreneurship has been developed to meet the needs of those professionals who want to establish and enhance insight into theoretical as well as practical knowledge of entrepreneurship & innovation management; strategies, theories, and challenges.

Objectives:

Key objectives of Post Graduate Diploma in Entrepreneurship are:

- To provide basic understanding, concepts and practices about entrepreneurship.
- To enable students to develop the insight needed to discover and create entrepreneurial opportunities.
- To equip students with knowledge and skills to successfully start and manage their own businesses to take advantage of these opportunities.

- To help entrepreneurship professionals in their career advancement and growth.

Target Market

- Graduated students with interest in entrepreneurship and innovation.
- Professionals associated with Entrepreneurship development activities/projects.
- Specialists working in but not limited to development sector and academic organizations.

Duration:

Total duration of the diploma in Entrepreneurship would be of 1 year, comprising 2 semesters. Students would be required to study 10 courses of 3 credit hours each (total 30 credit hours course load).

Eligibility:

Applicants with at least 14 years of education in any discipline (BA/BSc/BCom/BBA/Associate Degree Programs 2-years and others) from HEC recognized institution with at least second division (45% marks) would be eligible to apply.

Admission Procedure:

- i. Admission in Post Graduate Diploma in Entrepreneurship for International and Overseas students is offered through AIOU website and through other social media channels as per AIOU policy.
- ii. The International and Overseas candidates will be required to deposit fee online only.

Medium of Instruction:

The medium of instruction and examination would be English Language.

Methods of Instruction:

- i. The Post Graduate Diploma in Entrepreneurship would be offered online.
- ii. The course outlines along with the required reading materials and assignments will be provided online to the students.

iii. Classes will also be conducted online for international / overseas students as per University policy.

Evaluation Scheme:

Assignments:

The students will submit two compulsory assignments (online) of each course to their tutors as per schedule, who will return the same after marking and providing necessary academic guidance (online).

Classes and Presentations:

During semester, classes for the courses of PGD-HRM would be held online. The duration of classes for each course would be 6-10 days.

Attendance and presentation of the students during classes in compulsory. The student will be declared fail if he/she fails to meet the 70% attendance in online classes.

Scheme of Studies

The Post Graduate Diploma program would be offered with the specialization in Entrepreneurship. The semester wise offering of courses are as under:

S. No.	Codes	Course title	Credit Hours
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FIRST SEMESTER

1	9501	Fundamentals of Business	3
2	9502	Professional Communication	3
3	9503	Management Theory and Practice	3
4	9551	Introduction to Entrepreneurship	3
5	9505	Computer Applications for Business	3

SECOND SEMESTER

1	9552	Innovation Management	3
2	9553	Entrepreneurial Finance	3
3	9554	Marketing for Entrepreneurs	3
4	9555	Entrepreneurial Supply Chain	3
5	9556	New Venture Planning & Launch	3

Evaluation Scheme:

Assignments:

Students will submit two compulsory assignments of each course to their tutors as per schedule, who will return the same after marking and providing necessary academic guidance.

Presentations:

Students would be required to deliver mandatory presentations of their 2nd assignments. No relaxation on any ground will be provided to the students in this regard.

Assessment/Weightage:

For successful completion of each course, the student will be required to qualify in each component. Assessment criteria as per rules and regulations of the university will be as under:

Assessment Component	Weightage in the aggregate results
Assignment No. 1	10%
Assignment No. 2	10%
Presentation	10%
Final Examination	70%

- i. It is mandatory for a student to pass in assignments and presentations for the courses studies to appear in the final examination, otherwise student would not be able to appear in final examination.
- ii. The conditions to qualify each component are given below:
 - a. A minimum of 50% marks in assignments (aggregate).
 - b. A minimum of 50% marks in Presentations (where applicable).
 - c. A minimum of 50% marks in the final written examination.

Fee Structure:

1	Registration Fee: (At the time of first admission)	US\$ 50
2	Admission Fee: (At the time of first admission)	US\$ 50
3	Course Fee: (per 3 credit hours: US\$100 x 5)	US\$ 500
4	Total Fee of First Semester:	US\$ 600/-

Requirements for Award of Post Graduate Diploma:

Following are the requirements for the award of Post Graduate Diploma:

- i. Successful completion of all courses
- ii. The students who intend to discontinue PGD after first semester may be offered a certificate of passed courses as to be determined by university.

FACULTY MEMBERS:

1. **Prof. Dr. Syed Hassan Raza**
Chairman
Ph: 051-9057722
Email: hassan_raza@aiou.edu.pk
2. **Dr. Muhammad Majid Mahmood Bagram**
Associate Professor
Ph: 051-9057406
Email: majid_mahmood@aiou.edu.pk
3. **Dr. Adnan Riaz**
Assistant Professor
Ph: 051-9057272
Email: adnan_riaz@aiou.edu.pk
4. **Dr. Salman Ali Qureshi**
Assistant Professor
Ph: 051-9057840
Email: Salman_qureshi@aiou.edu.pk
5. **Dr. Mubashar Hassan Zia**
Assistant Professor
051-9057855
Mubashar.hassan@aiou.edu.pk
6. **Mr. Mahmood-ul-Hassan**
Lecturer
Ph: 051-9057855
Email: mehmoood_ul_hassan@aiou.edu.pk
7. **Mr. Sadar Ayub Khan**
Lecturer
Ph: 051-9057416
Email: Sadar_ayub@aiou.edu.pk
8. **Mrs. Mobashira Hamid Alvi**
Lecturer
Ph: 051-9057186
Email: Mobashira.alvi@aiou.edu.pk
9. **Syeda Attiya Rahat**
Lecturer
Ph: 051-9057840
10. **Mr. Ahmed Hassan Jamal**
Lecturer
Ph: 051-9057379
11. **Mr. Ehsan Javaid**
Lecturer
Ph: 051-9057250
12. **Staff:**
Ph: 051-9057723

DEPARTMENT OF GENDER AND WOMEN STUDIES

Introduction:

The Department of Gender and Women Studies was established in 1997. The interdisciplinary programme acts as a catalyst to highlight women's role in all aspects of life in the national development. The aim of the programme is to encourage women's role in the academic disciplines that have been historically male dominated. Gender and Women Studies expands definition and perception of gender, which is a social construction of male and female roles in the society. The discipline encourages critical analysis of the interplay of gender, class, and race in society.

Furthermore, it offers the holistic approach to knowledge by infusing it with a new perspective to shape a better future for all the people. Thus the courses are designed to encourage further research and analysis on women's status in Pakistani society.

The specialization in this subject is equally in demand, in public and private sector. It will prove beneficial in many careers, especially in-service people such as, journalists, educationists, community workers, administrators, and human resource managers etc.

Objectives:

1. Introduction to Gender and Women Studies as an academic discipline through distance learning system.
2. Development of courses and programmes in the discipline of Gender and Women Studies.

3. Conducting research, which is closely related to the contemporary gender issues.
4. Creating awareness and sensitization of gender issues at community level through seminars/conferences and workshops.

PGD GENDER AND WOMEN STUDIES

This is one year programme (minimum two semesters). Those students who would successfully complete 30 credit hours of the courses will be awarded Post Graduate Diploma in Gender and Women Studies.

Basic Eligibility Criteria for Admission

A candidate having BA/BSc degree in second division from a recognized university is eligible for admission in PGD. An eligible candidate is required to submit the Admission form along with attested photocopies of documents, certificates/ degrees and marks sheets, etc. by visiting the website www.aiou.edu.pk (complete procedure for online application submission and online fee payment is given at the starting pages of this prospectus). After submission of the application form students are required to pay their fees online. If student faces any difficulty in filling up online application form, he/she may contact the Directorate of International Collaboration & Exchange: ice@aiou.edu.pk

Medium of Instruction

Medium of instruction and examination is preferably English but Urdu is also acceptable.

Scheme of Studies

1st Semester:

Sr#	Course	Code	CrHrs
1	Psychology of Gender	4641	3
2	Lifespan Development of Women: A Psychosocial Context	4642	3
3	Pakistani Khawateen Ka Sheiri Adab Main Kirdar	4643	3
4	Pakistani Khawateen Ka Nasri Adab Mein Kirdar	4644	3
Total Credit:			12

2nd Semester:

Sr#	Course	Code	CrHrs
1	Research Methods in Gender Studies	4645	3
2	Applied Statistics in Gender Studies	4646	3
3	Feminist Debates on Gender Inequalities	4647	3
4	Feminism in Islam	4648	3
5	Sociology of Gender Issues: Theoretical Background	4685	3
6	Sociological Theory – I	4682	3
Total Credit:			18

Assessment System

Under Continuous Assessment (Assignments) system, the students must submit two assignments for each 3-credit hours course on LMS only. Final examination will be at the end of the semester for each course. The summary of assessment system is given below:

Assessment Component	Total Marks	Passing Marks	Weightage
Assignment – 1	100	40	30%
Assignment – 2	100	40	
Final examination	100	40	70%
Aggregate Marks			100
Aggregate Passing Marks			40
IN EACH COURSE WORKSHOP ATTENDANCE IS COMPULSORY			

Note: Once in a semester, courses workshop is a compulsory component and students are required to attend as per AIU schedule and policy.

Fee Tariff:

Registration Fee: (at 1 st Admission in University)	50 US\$
Admission Fee: (at 1 st Admission in University)	50US\$
Per 3 credit hours fee: 100US\$ (100×4) =400US\$/-	400US\$
Total Fee of 1 st Semester	500US\$

FACULTY MEMBERS:

1. Mrs. Atifa Nasir
Assistant Professor / Incharge
Phone: 051-9250079, 051-9057856

2. Mrs. Maria Mustafa
Assistant Professor
Phone: 051-9057248

3. Mrs. Aqleem Fatima
Lecturer
Phone: 051-9057842

4. Ms. Mahreen Qaisar
Lecturer
Phone: 051-9057247

5. Ms. Mehmoonah Ambreen
Lecturer

6. Staff
Phone: 051-9057848

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
- 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
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, through cross cheques.
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.
2. 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

Sr. #	Name	Telephone Nos.
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
Directorate of International Collaboration & Exchange		
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