

**Autumn 2022**

# PROSPECTUS

## INTERNATIONAL & OVERSEAS

### **BS Programmes**

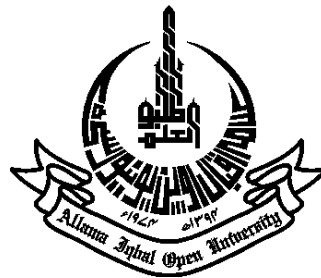
1. **BS** English
2. **BS** Gender & Women Studies
3. **BS** Library & Information Sciences
4. **BS** Urdu



Allama Iqbal Open University, Islamabad

**PROSPECTUS**  
**FOR**  
**INTERNATIONAL & OVERSEAS STUDENTS**  
**BS 4-Years Programmes**

**SEMESTER: AUTUMN, 2022**



**Directorate of International Collaboration & Exchange**

# CONTENTS

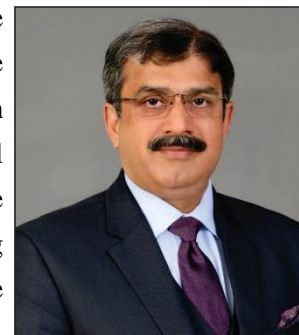
	<b>Page No.</b>
Vice-Chancellor's Message.....	iii
Important Activities.....	iv
Minimum & Maximum Duration / Semesters: Programs on ODL Mode.....	v
Revised Policy for Assessment / Reappear and Again Reapper .....	vi
Complete Procedure to Enroll in AIOU Programme & Submission of Form in AIOU.....	vii
Step by Step Guide to fill up online application Forms.....	viii
<b>ALLAMA IQBAL OPEN UNIVERSITY.....</b>	<b>1</b>
<b>Faculty of Social Sciences &amp; Humanities .....</b>	<b>1</b>
<b>Department of English.....</b>	<b>2</b>
BS English.....	2
<b>Department of Gender and Women Studies.....</b>	<b>5</b>
BS Gender & Women Studies.....	5
<b>Department of Library &amp; Information Sciences.....</b>	<b>7</b>
BS Library & Information Sciences.....	7
<b>Department of Urdu.....</b>	<b>11</b>
BS Urdu.....	11
General Information.....	16
Availability of Learning Material and Procedure for Fee Payment.....	17
Procedure for Fee Payment.....	17
Regulation for Refund of Admission Fee.....	17
General Conditions for Refund.....	18
Important Telephone Numbers.....	19

## 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. Handwritten 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.

## Revised Policy for Assessment

As per revised formula, securing passing marks in assignments/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.

### **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**

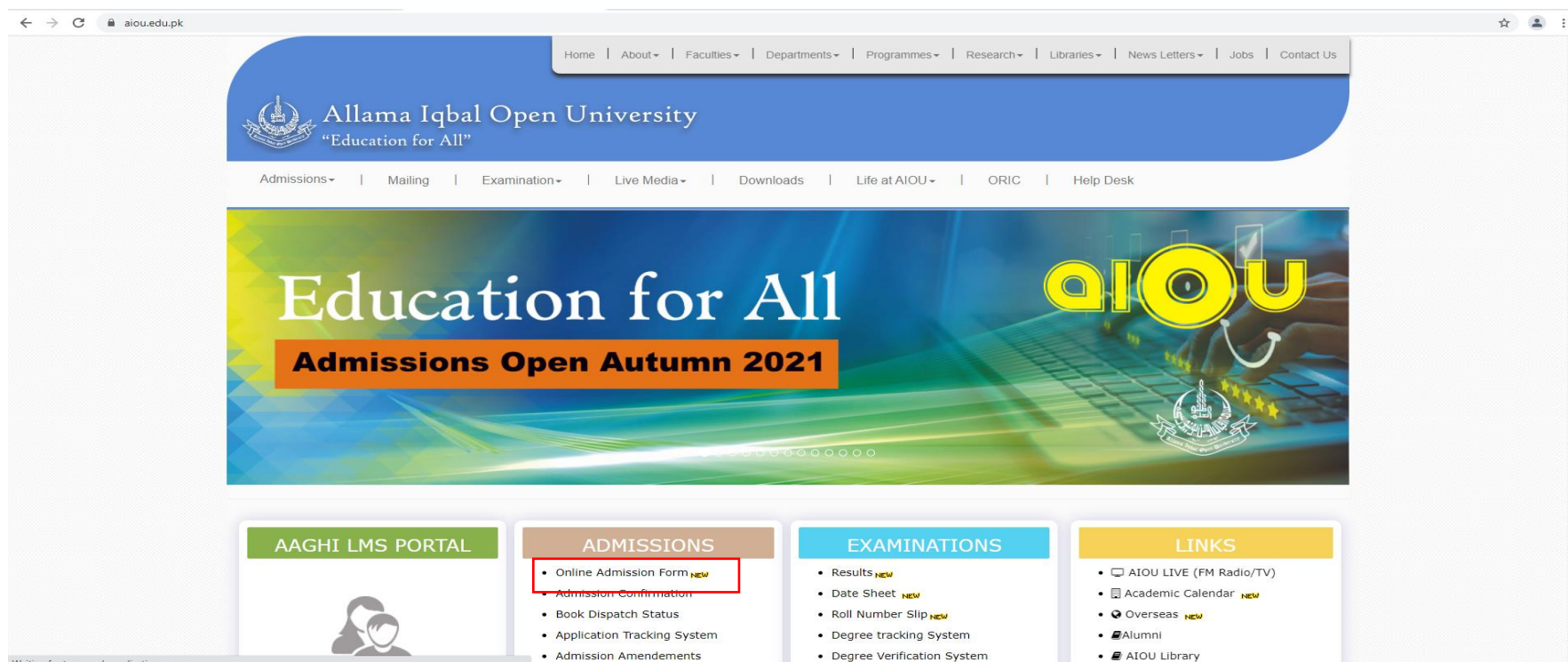
### **Fresh International/Overseas Students**

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](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" and "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" link, which is marked as "NEW".

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

Header: Allama Iqbal Open University  
"Education for All"

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

Main Banner: Education for All  
Admissions Open Autumn 2021

Section: AAGHI LMS PORTAL

Section: ADMISSIONS

- Online Admission Form **NEW**
- Admission Confirmation
- Book Dispatch Status
- Application Tracking System
- Admission Amendments

Section: EXAMINATIONS

- Results **NEW**
- Date Sheet **NEW**
- Roll Number Slip **NEW**
- Degree tracking System
- Degree Verification System

Section: LINKS

- AIOU LIVE (FM Radio/TV)
- Academic Calendar **NEW**
- Overseas **NEW**
- Alumni
- AIOU Library

- 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

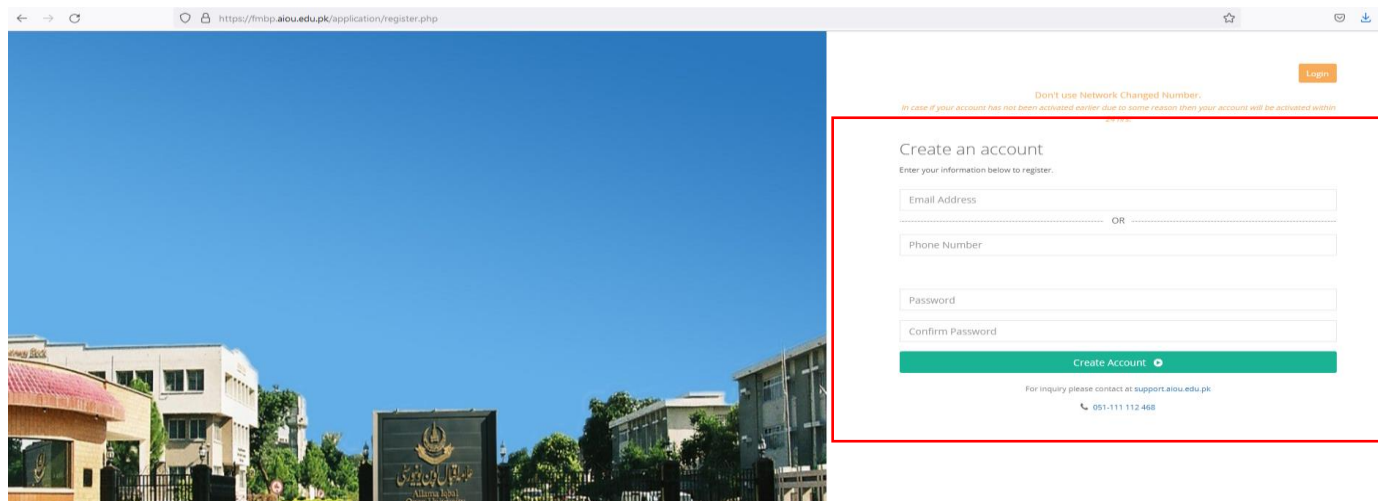
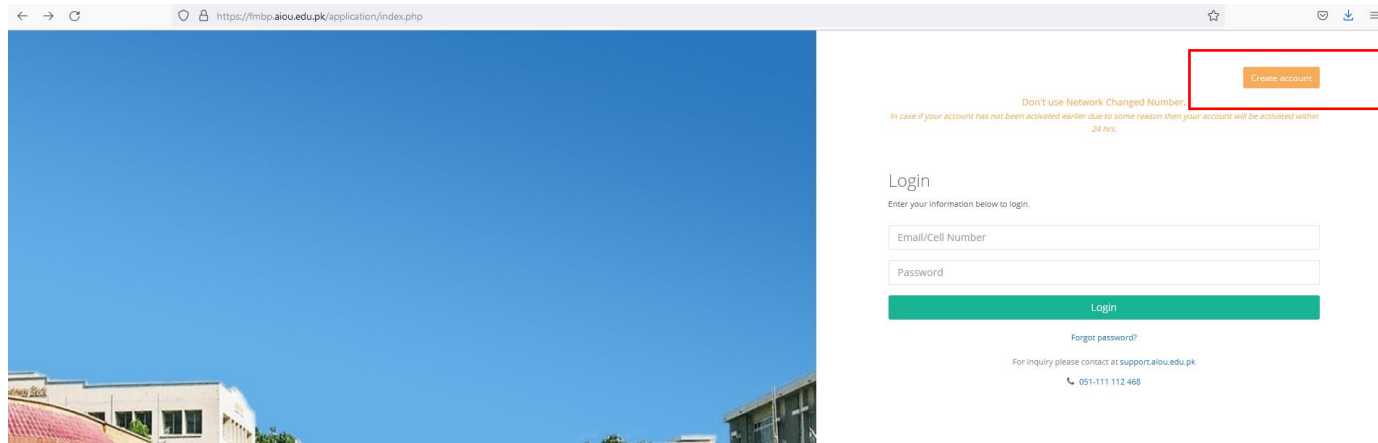
Copyright © 2020-21 @ AIOU Allama Iqbal Open University, Sector H-8, Islamabad- 44000, Pakistan AIOU Help Desk

- 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.

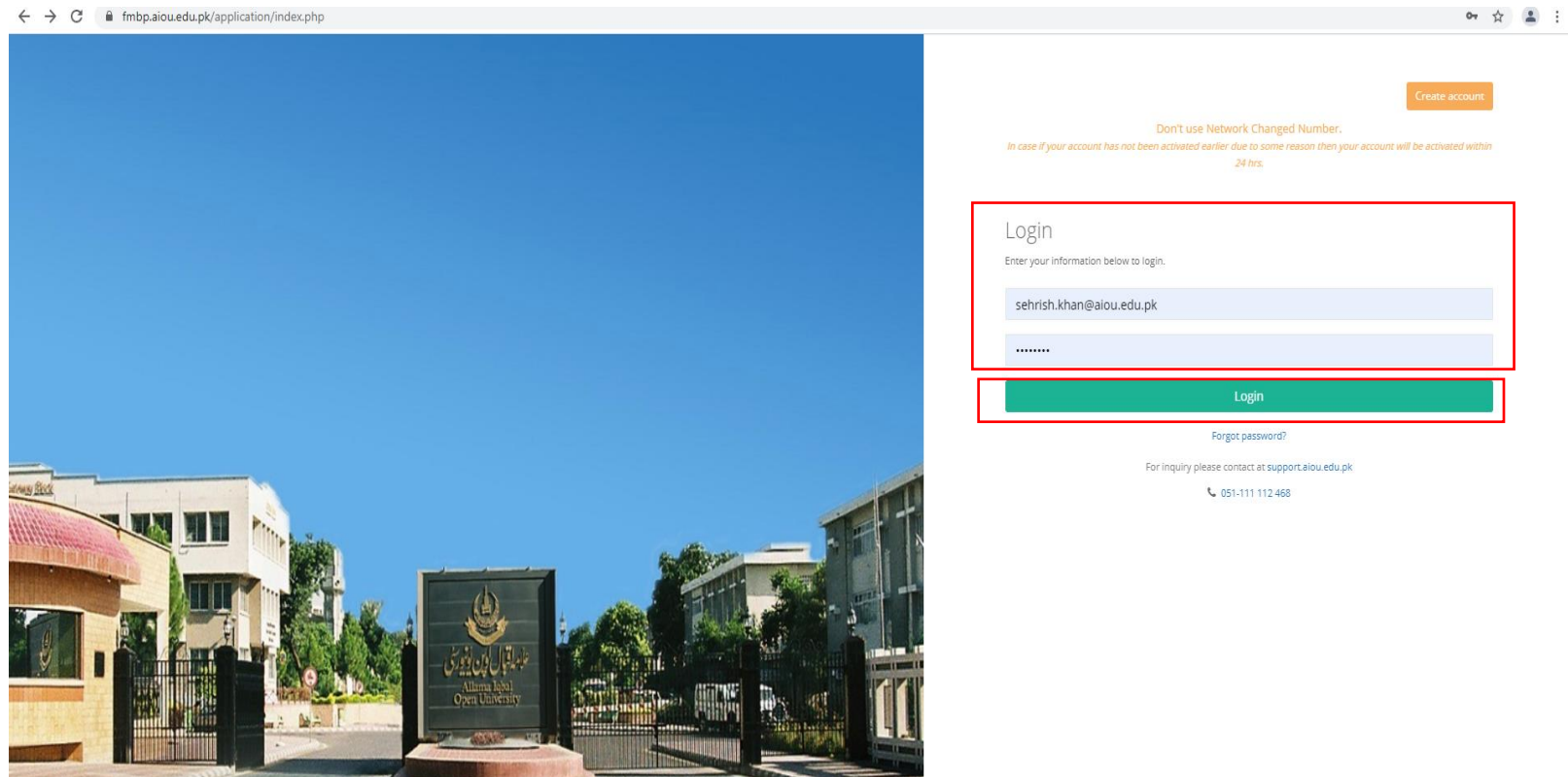
On clicking [Admission for Fresh Applicants](#), you can view the window as shown in picture. Here you will have to create your account with your email (Phone number option is not available for international and overseas students).

- Please click on [Create Account](#).



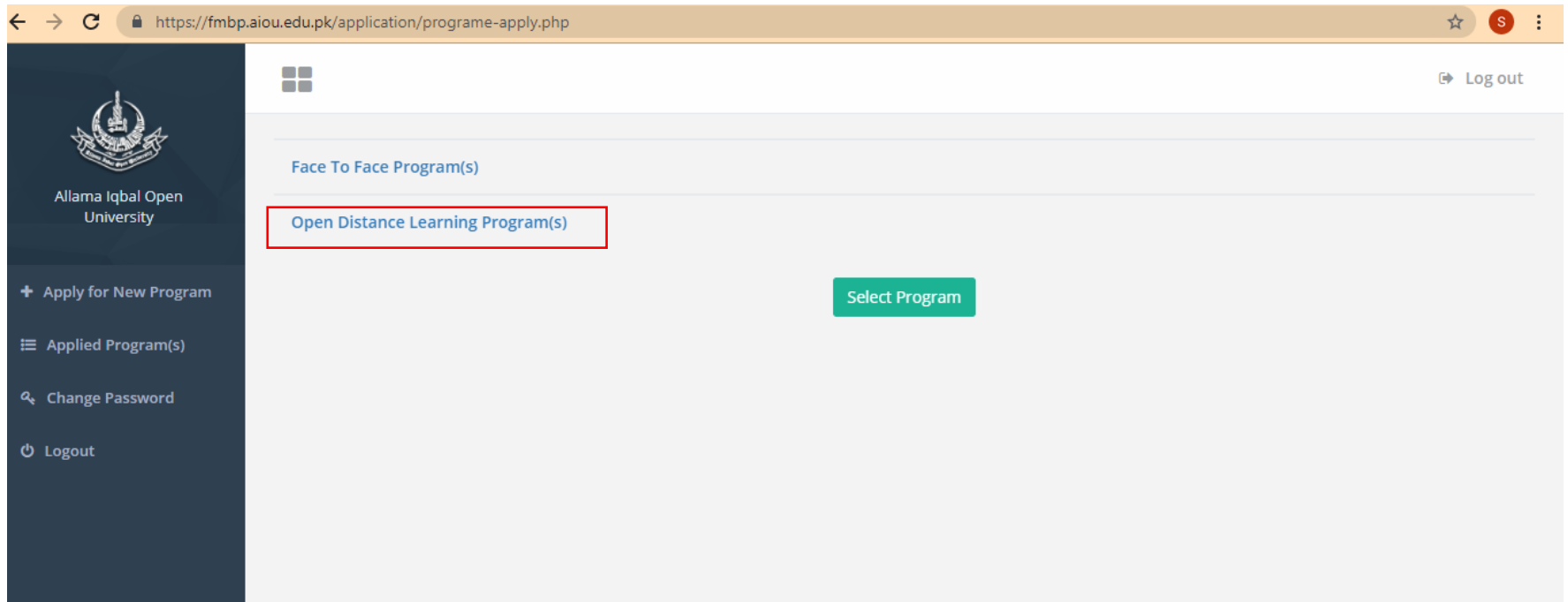
On creating account with email, you will receive a [CODE through your email](#). Write down that code at this page and proceed further.

- 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 into 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](#).



After Selecting Open Distance Learning Program **Select Option No 5** if you are wishful to apply for any BS-4Years Program (i.e. BBA 4-Years):

The screenshot shows the application portal for Allama Iqbal Open University. The page is titled 'Face To Face Program(s)' and 'Open Distance Learning Program(s)'. A table lists six programs, with the fifth one selected. The selected program is 'ODL - BA/BS/AD/BED4' with a deadline of 'Monday, November 01, 2021 | 23:59'. A green 'Select Program' button is visible at the bottom of the table.

	S.#	Program	Session	Deadline
<input type="radio"/>	1	ODL - SSC	Autumn   2021	Monday, September 20, 2021   23:59
<input type="radio"/>	2	ODL - HSSC	Autumn   2021	Monday, September 20, 2021   23:59
<input type="radio"/>	3	ODL - CERT after SSC	Autumn   2021	Monday, November 01, 2021   23:59
<input type="radio"/>	4	ODL - BED1.5	Autumn   2021	Monday, November 01, 2021   23:59
<input checked="" type="radio"/>	5	ODL - BA/BS/AD/BED4	Autumn   2021	Monday, November 01, 2021   23:59
<input type="radio"/>	6	ODL - PGD	Autumn   2021	Monday, November 01, 2021   23:59

- After selecting your desired degree program, you will be at the new window there you will have to fill up the required information.
- For BS Programmes 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.

https://fmbp.aiou.edu.pk/application/terminal-degree.php?\_\_ID=MTA=

Application Form Log out

Image Not Found

Tracking ID: 02-2021-3-00160387  
 Username: sehrish.khan@aiou.edu.pk  
 Phone: -

Program Group: ODL - BA/BS/AD/BED4  
 Autumn 2021

Current Address: -

Application Status: Not Submitted

0%

Degree Information ( Terminal/Last Academic Record )

* Degree Type	Degree
* Degree Level	12 Years
* Degree	F.Sc.
* Preference/Major	Pre-Medical
* Board/University	BISE Lahore

On Next Window you will find an option to choose your degree program in which you want to get admission. In Program Type all International and Overseas Students are required to choose **INTERNATIONAL** as shown in picture below:

Application Form | Log out

Image Not Found

Tracking ID: 02-2021-3-00136670  
Username: sehrish.khan@aiou.edu.pk  
Phone: -  
**Application Status: Not Submitted**

Program Group: ODL - BA/BS/AD/BED4 Autumn 2021

Current Address: -

20%

Select Program of Study

\* Program Type: INTERNTATIONAL

\* Program: BBA 4 YEARS

Add Program to List

Program(s)

S.#	Faculty	Program	Campus/Region	Action
-----	---------	---------	---------------	--------

- 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](#):

The screenshot shows a web browser window with the URL `fmbp.aiou.edu.pk/application/work-experience.php?_ID=Nw==`. The page header includes the university logo and name, a navigation menu, and user information. A progress indicator shows 20% completion. The main content area is titled "Work Experience" and contains a table with columns for S.#, Organization, Job Title, Date, and Actions. A red box highlights a message in the Organization column: "if you donot have any working experience click here to complete this section". Another red box highlights a "Save & Complete Section" button in the bottom right corner.

Altama Iqbal Open University

Apply for New Program  
Applied Program(s)  
Change Password  
Logout

Image Not Found  
Tracking ID: 02-2021-3-00136670  
Username: schron.khan@aiou.edu.pk  
Phone: --  
Application Status: Not Submitted

Program Group  
OOL - BA/BS/AD/BED4  
Autumn 2021

Current Address  
--

Application Form Log out

20%

Add Record

Work Experience

S.#	Organization	Job Title	Date	Actions
if you donot have any working experience click here to complete this section				

Application Form Save & Complete Section

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

Application Form | Log out

Image Not Found

Tracking ID: 02-2021-3-00136670  
 Username: sehriish.khan@aiou.edu.pk  
 Phone: ...

Program Group  
 ODL - BA/BS/AD/BED4  
 Autumn 2021

Current Address  
 -

20%

Applicant (For multiple documents, Please create and upload one PDF document containing all documents.)

S.#	Document	Status	Action
1	*Recent Photograph <input type="button" value="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 <input type="button" value="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 <input type="button" value="Choose File"/> No file chosen Max File Size (0.5 MB) File Format: jpeg,jpg,png,pdf	Not Uploaded File Name: **	Upload

Guardian (For multiple documents, Please create and upload one PDF document containing all documents.)

S.#	Document	Status	Action
1	Father CNIC / Passport <input type="button" value="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:

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

## 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 doorsteps 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. Undergraduate admissions are offered in both semesters where-as postgraduates 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 alongwith 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), BS (CS), MSc/BS Chemistry, MSc/BS Microbiology etc. are being provided instruction, guidance, and counseling 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.

### 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, Commerce, Economics, Mass Communication, Sociology, Urdu, Library & Information Sciences, History, Pakistan Studies, English, Gender and Women Studies. 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 and English while preparations are being made to launch MPhil Business Administration.

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

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

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

Directorate of International Collaboration & Exchange is offering admissions to International and Overseas Students in BS-Pakistan Studies, BS-Accounting & Finance, BS-English and BS-Gender & Women Studies from Autumn-2021 Semester.

## DEPARTMENT OF ENGLISH

### Introduction

Department of English, AIOU aspires to lead in academic and research fields in the critically vital streams of English literature and linguistics. The academic tradition and practices of AIOU stand unique among all institutions as it provides phenomenal facilities online to its international and overseas students at all levels.

### BS English Program (Programme Code: 0465)

BS English Program, be in autumn 2019 offered for the first time, aims to provide basic education and training to young learners in English language literature and linguistics. With an objective to equip them with mandatory research skills, BS English will enable learners address issues related to Pakistani society in general and ELT practices. Moreover, our BS-English program has been designed to cater the needs of overseas and international students as well. By keeping in view, the International Market need the Directorate of International Collaboration and Exchange has started offering the BS-English Programme to international and overseas students from Autumn-2021 semester. It's a great opportunity for all such overseas and international students to join our BS-English Programme online and upgrade their qualification without any hindrance in their work-life.

### Objectives

The program has the following objectives:

- to provide basic language, education, and training to young learners of English literature and linguistics.
- to equip the learners with mandatory research skills required to accomplish higher education goals.
- to develop critical thinking and analytical skills of the learners.
- to establish, strengthen and promote research culture in the country.

### Eligibility Criteria and Admission Procedure

An applicant having intermediate/higher secondary school pass certificate or equivalent in second division (at least 45% marks) in any discipline from any recognized institution is eligible for admission.

All those students having intermediate/higher secondary school/12-years degree from any other country shall get their degree verified by the IBCC. In case of any confusion in this regard students may contact the Directorate of International Collaboration & Exchange AIOU.

### Duration

The duration of this program is minimum 4 years. Extension in studies may be granted as per existing AIOU and HEC rules.

### Research Thesis/ Project

A two-week research orientation workshop will be organized online in the seventh semester. Innovative, and interdisciplinary research topics leading to strengthening research culture in English language and literature will be emphasized. All matters related to the selection of the supervisor, approval of the topic, extension, submission, assessment/evaluation, grading and award of degree will be treated as per AIOU rules and guidelines.

### Courses

BS English is a 135-credit hour program. A student is required to complete 43 courses of 3 credit hour each. All courses carry 100 marks. In addition to these courses, a student is also required to complete a research thesis/project of 6 credit hour of 200 marks successfully to be awarded a BS English Degree.

### Scheme of Studies

Semester-wise detail of the courses is as under:

#### 1<sup>st</sup> Semester

Sr #	Course	Code	CrHrs
1	English – I	9407	3
2	Pak Studies	9374	3
3	Islamic Studies OR Ethics (For Non-Muslim Students)	9401/ 5437	3
4	Basics of ICT	5403	3
5	Introduction to Sociology: Culture & Society	9410	3
6	English Literature	9416	3

**2<sup>nd</sup> Semester**

1	English – II	9408	3
2	Pre-Calculus	4431	3
3	Perspectives on Gender Studies	9162	3
4	Bunyadi Urdu	9001	3
5	Introduction to Linguistics	9051	3
6	History of English Language	9052	3

**3<sup>rd</sup> Semester**

1	English – III	9409	3
2	Introduction to Statistics	4485	3
3	Public Relations	9263	3
4	History of English Literature	9053	3
5	Classical Poetry	9054	3
6	Psycholinguistics	9055	3

**4<sup>th</sup> Semester**

1	Phonetics & Phonology	9056	3
2	Classical Drama	9057	3
3	Classical Novel	9058	3
4	Language & Culture	9059	3
5	ELT Methodologies	9060	3
6	Sociolinguistics	9061	3

**5<sup>th</sup> Semester**

1	Stylistics	9062	3
2	Romantic Poetry	9063	3
3	Prose	9064	3
4	Semantics	9065	3
5	Syntax	9066	3
6	Discourse Analysis	9067	3

**6<sup>th</sup> Semester**

1	Modern Poetry	9068	3
2	Modern Novel	9069	3
3	Modern Drama	9070	3
4	Pragmatics	9071	3
5	Educational Psychology	9072	3
6	English for Specific Purposes (ESP)	9073	3

**7<sup>th</sup> Semester**

1	Criticism	9074	3
2	Postcolonial Literature	9075	3
3	Pakistani Literature in English	9076	3
4	Morphology	9077	3
5	Research Methodology	9078	3

**8<sup>th</sup> Semester**

1	American Literature	9079	3
2	Testing & Evaluation	9080	3
3	Thesis/Project	9081	6

*Note: The Department reserves the right to change the sequence of the courses offered as approved by AIOU statutory bodies.*

**Mode of Study**

BS (4-year) in English will be offered online to all international and overseas students.

**Medium of Study**

English language is the medium of instruction.

**Assessment/Evaluation Criteria**

The following criteria will be used to assess students' performance in the coursework.

Sr#	Criterion	Total	Pass Marks	Cumulative Score
1	Written Exam (online)	100	50	70%
2	Assignment(s) & Presentation(s)	100	50	30%

**Fee Tariff**

Item	Fee
<b>Registration Fee</b> (once, if not already registered with AIOU)	US\$50
<b>Admission Fee</b>	US\$50
<b>Tuition fee per 3 Credit Hours</b> Course = US\$100× 6 = 600	US\$600
<b>Total US\$:</b>	<b>US\$700</b>

Fee for subsequent semesters will be communicated later to the continuing students.

*Note: AIOU reserves the right to make any change(s) anytime in the program partially or fully without any prior intimation.*

## **Faculty Members**

### **Dr. Malik Ajmal Gulzar**

Chairman / Associate Professor

Ph: 0519250068

### **Dr. Shamim Ali**

Assistant Professor

### **Dr. Saira Maqbool**

Assistant Professor

### **Dr. Muhammad Kamal Khan**

Assistant Professor

### **Dr. Rashida Imran**

Assistant Professor

### **Dr. Lubna Umar**

Lecturer

For any further query, please contact

### **Dr. Rashida Imran**

BS English

Programme Coordinator

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## DEPARTMENT OF GENDER AND WOMEN STUDIES

### Introduction

Gender and women Studies Department was established in 1997. Besides, BS program currently, the department is offering post graduate diploma and M.Sc. program in Gender and Women Studies. The department caters to the needs of both public and private sector clientele. The aim is to highlight the gender roles, historically taught with only male perspectives. Through our curriculum, we offer the alternative, the woman perspective to the students for having a balanced point of view. The courses are designed to encourage research and analysis on gender with perspective of Pakistan. Considering the demand, the department is offering BS in Gender and Women Studies to national and international students along with overseas Pakistanis.

### BS GENDER & WOMEN STUDIES PROGRAMME CODE: 0464

#### Objectives

- The program is designed for cutting edge theorizing in gender and women studies discipline.
- The program will provide insight in the multi-disciplinary perspectives in gender studies from basic level to high level. The program emphasizes both theoretical knowledge and research skills.
- To strengthen research on gender related indigenous and contemporary issues.

#### Admission / Entry Requirement (s)

- The entry requirements for admission to BS program is 12 years of schooling with at least 2<sup>nd</sup> division from a Recognized college/university.
- All those students having intermediate/higher secondary school/12-years degree from any other country shall get their degree verified by the IBCC. In case of any confusion in this regard students may contact the Directorate of International Collaboration & Exchange AIOU.
- Admission in BS program will be made once in a year, autumn semester.

- Applications on prescribed online admission form will be submitted online to Admission Department and admission will be notified by the Director Admissions after the receipt of 1<sup>st</sup> semester dues.

#### Duration:

The minimum duration of BS degree is eight semester (four years).

#### Mode of Study: Online

#### Medium of Study (Instruction/Exam/Assignments):

- The medium of instruction shall be English except Islamiyat and specific language course(s) which are written in Urdu language.

#### Study material / package:

- Study guides will be provided online to all international and overseas students. In addition, the students are advised to consult other books (as mentioned in study guides) from the list of recommended books for further reading.

#### Assessment criteria of students' course work:

As per AIOU practice

- 30% weightage for continuous assessment (assignments/ research projects/ internship) (pass marks 50%)
- 70% weightage for final examination. (Pass Marks are 50%)
- Thesis equal to 02 courses of 03 credit hours of 200 marks, if opted and two courses (3+3) credit hours along thesis.

#### Details of Coursework BS Gender & Women Studies

##### 1<sup>st</sup> Semester

S. #	Course Title	Credit hours	Course Code
1.	Perspective on Gender Studies	3	9162
2.	Introduction to Environment	3	5443
3.	English-I	3	9407
4.	Pakistan Studies	3	9374
5.	Basics of ICT	3	5403
6.	Islamic Studies/Ethics (Only for Non-Muslim Students)	3	9401/ 5437

### **Fee Tariff:**

<b>Item</b>	<b>Fee</b>
<b>Registration Fee</b> (once, if not already registered with AIOU)	US\$50
<b>Admission Fee</b>	US\$50
<b>Tuition fee</b> per 3 Credit Hours Course = US\$100× 6 = 600	US\$600
<b>Total US\$:</b>	<b>US\$700</b>

### **Faculty Members**

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## **DEPARTMENT OF LIBRARY AND INFORMATION SCIENCES**

### **Introduction**

Postgraduate library education in Pakistan started in 1956 by the University of Karachi. In the mid-eighties there were six library science departments all over the country. But they were not producing the required number of trained professional graduates as per demand. Moreover, the rate of technological change created by television, computer and other mass media was so stunning that many librarians had been unable to clearly assess its far-reaching effects on the sphere of their services and operation. Thus, keeping in view, the demand of professional staff and mission of AIOU, the Department of Library and Information Sciences was established in 1985 within the Faculty of Social Sciences and Humanities to cope with this shortage and change. It contributes to meeting the professional requirements of the existing libraries and training skilled manpower scattered all over the country in accordance with the emerging need and trend. Moreover, by keeping in view the interest of international and overseas students in our online educational programs, admissions in BS- Library & Information Sciences have been offered to the international and overseas students from Autumn-2021 semester.

### **BS (Library and Information Sciences) Program**

#### **Objectives**

This is a new 4-year program. This scheme of study focuses to give students an understanding of the general subjects and theories, principles and methodologies that form the foundation of LIS. This program intends to enhance student's abilities in planning and controlling library functions. The new scheme of study will produce

highly skilled professional human resource to serve the libraries, resource centers, documentation centers, archives, museums, information centers, and LIS schools. This gives students a proficiency in the skills of management, research, ICT, advocacy, problem-solving, and decision making relevant to information work in a rapidly changing environment along with integrity and social responsibility.

#### **Eligibility Criteria and Procedure of Admission**

### **Eligibility Criteria and Procedure of Admission**

- An applicant having intermediate (12 years of education)/higher secondary school pass certificate or equivalent in second division (at least 45% marks) with any subject(s) from any recognized institution is eligible for admission.
- All those students having intermediate/higher secondary school/12-years degree from any other country shall get their degree verified by the IBCC. In case of any confusion in this regard students may contact the Directorate of International Collaboration & Exchange AIOU.
- There is no merit and age determination. All students who fulfill above criteria will be given admission.
- Interested candidates are advised to follow the online admission procedure as mentioned in the prospectus.

### **Pre-requisites from BS (LIS) Students**

A BS (LIS) student must have a computer with internet connection to successfully complete this program. Download study guides from AIOU or LIS Department website. All updates are available at AIOU website <<https://aiou.edu.pk>> such as matters relating to admission, exam and result, tutorials, assignments, and so on. A student should willingly be hard-working enough to get information and knowledge. We are providing timely guidance to all international and overseas students via LIS website <<https://lis.aiou.edu.pk/>> and our Facebook page <LIS@AIOU official>; hence join our Facebook page as well. Also keep in touch with your AIOU region concerned.

### **Scheme of Studies (BS-LIS)**

#### **Duration**

The Duration of BS (LIS) program is eight semesters, i.e. four years. However, AIOU reserves the right to make any change(s) anytime in this program partly or wholly without prior notice.

## Courses

A student will have to complete 43 courses (42 in case of Research Project/Project, code 9227) comprising 129 credit hours. All courses are of 100 marks each except Research Project/Project (Code 9227) which comprises 200 marks. The semester-wise break-up of these courses is as under.

### 1<sup>st</sup> Semester

Sr#	Code	Course	CrHrs
1	9407	English-I	3
2	9374	Pakistan Studies	3
3	5403	Basics of Information and Communication Technology	3
4	8413	Introduction to Logic	3
5	9201	Soft Skills (Personality Development)	3

### 2<sup>nd</sup> Semester

Sr#	Code	Course	CrHrs
1	9408	English-II	3
2	9401 OR 5437	Islamiyat (اسلاميات) OR Ethics (اخلاقيات) (for non-Muslims)	3
3	9266	Language Skills and Communicative Abilities	3
4	8411	Introduction to Psychology	3
5	9202	Introduction to Library and Information Professions	3

### 3<sup>rd</sup> Semester

Sr#	Code	Course	CrHrs
1	9409	English-III	3
2	4431	Pre-Calculus	3
3	6404	General Science	3
4	9410	Introduction to Sociology, Culture & Society	3
5	8432	Economy of Pakistan	3
6	9204	Information Literacy	3

### 4<sup>th</sup> Semester

Sr#	Code	Course	CrHrs
1	9416	English-IV	3
2	4485	Introduction to Statistics	3
3	9205	Planning Library Building, Space and Services	3
4	9206	Collection Development and Management	3
5	9208	Classification and Subject Headings	3
6	9209	Cataloguing and RDA	3

### 5<sup>th</sup> Semester

Sr#	Code	Course	CrHrs
1	9203	Information Architecture	3
2	9207	Information Science in Transition	3
3	9210	Integrated Library Automation Systems	3
4	9211	Library Public Services	3
5	9212	Library and Web Technology	3
6	9213	Library and Database Technology	3

### 6<sup>th</sup> Semester

Sr#	Code	Course	CrHrs
1	9214	Modern Information Retrieval Systems	3
2	9215	Communication Skills for Information Professionals	3
3	9216	Developing Digital Library	3
4	9217	Emerging Trends in Library and Information Services	3
5	9218	Management Basics for Information Professionals	3
6	9219	Library Analytics and Big Data	3

### 7<sup>th</sup> Semester

Sr#	Code	Course	CrHrs
1	9220	Library Security and Safety	3
2	9221	Marketing of Library and Information Services	3
3	9222	Archives, Records, and Information Management	3
4	9223	Knowledge Management	3
5	9224	Auditing Information Systems	3
6	9225	Development of Library and Information Professionals	3

### 8<sup>th</sup> Semester

Sr#	Code	Course	CrHrs
1	9226	Research Methodology in Library and Information Sciences	3
OR	9227	Research Project/Project (in lieu of 9228 and 9229)	6
2	9228	Evaluation of Library and Information Services	3
3	9229	Project Management in Libraries, Archives and Museums	3

#### Mode of Study

This BS (4-year) in LIS will be offered in Online to all International and Overseas students using AAGHI LMS Portal.

#### Medium of Study

English language only will be the medium of study for any of the components of this program. However, Urdu and/or English language can be opted for a course on Islamiyat OR Ethics only.

#### Revised Assessment Formula for Associate Degree (ADC, ADE, ADB)/BS/BBA/B.Ed/PGD Programs (ODL)

Securing passing marks in assignment/practical/any other component is not compulsory from semester 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 said course (s) are offered in any of the subsequent semester (s).

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

#### Fee Tariff

Item	Fee
<b>Registration Fee</b> (once, if not already registered with AIOU)	US\$50
<b>Admission Fee</b>	US\$50
<b>Tuition fee</b> per 3 Credit Hours Course = US\$100× 5 = 500	US\$500
<b>Total US\$:</b>	<b>US\$600</b>

Fee for subsequent semesters will be informed at the time of their admission.

Note: The AIOU reserves the right to make any change(s) anytime in this program partly or wholly without prior notice.

#### Faculty Members

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## علامہ اقبال اوپن یونیورسٹی کا مختصر تعارف

(کیمسٹری)، بی ایس (مائیکرو بیا لوجی) اور کئی پوسٹ گریجویٹ پروگراموں میں طلبہ کو بالمشافہ رہنمائی مہیا کی جاتی ہے۔ علامہ اقبال اوپن یونیورسٹی چار سالہ انڈر گریجویٹ ڈگری پروگرام پیش کر رہی ہے۔

علاوہ ازیں علامہ اقبال اوپن یونیورسٹی اور اس کے جملہ علاقائی دفاتر تعلیمی سال کے دوران میں نصابی اور تعلیمی سرگرمیوں کے ساتھ ساتھ ہم نصابی سرگرمیوں میں بھی بڑھ چڑھ کر حصہ لیتے ہیں اور مختلف نوعیت کی علمی، ادبی اور قومی تقریبات کے انعقاد کا اہتمام کیا جاتا ہے۔ جن میں ہمارے طلبہ اساتذہ کے ساتھ ساتھ علاقے کے معزز و سرکردہ اراکین اور صاحبان علم و دانش شرکت کرتے ہیں۔ سائنس کے طلبہ کے لیے ”یونیورسٹی سائنس کمپلیکس“ کا قیام عمل میں لایا گیا ہے۔ جس میں سائنس کے تمام شعبہ جات کے ریسرچ اسکالرز کے لیے بین الاقوامی معیار کی حامل جدید سائنسی تجربہ گاہوں کی سہولیات فراہم کی گئی ہیں۔ موجودہ دور کے تقاضوں کو پورا کرنے کے لیے یونیورسٹی مرکزی لائبریری اور سٹوڈنٹس ہاسٹل میں انٹرنیٹ لیب کی سہولت بھی فراہم کی گئی ہے جہاں اس مقصد کے حصول کے لیے کمپیوٹرز مہیا کر دیے گئے ہیں تاکہ یونیورسٹی کے اساتذہ و طلبہ اپنی علمی و تحقیقی کاوشوں کو جدید عصری تقاضوں سے ہم آہنگ کر سکیں۔

خزاں 2021ء سمسٹر سے Directorate of International Collaboration & Exchange اور Overseas طلباء کے لیے بی ایس اردو میں داخلے شروع کر دیئے ہیں۔

علامہ اقبال اوپن یونیورسٹی، ایک میگا یونیورسٹی ہے، جو 1974ء میں پارلیمنٹ کے ایکٹ کے تحت قائم ہوئی۔ اس یونیورسٹی کا مرکزی کیمپس اسلام آباد کے سیکٹر H-8 میں واقع ہے۔ اپنے قیام کے وقت یہ دنیا کی دوسری اوپن یونیورسٹی اور ایشیا اور افریقہ میں اپنی نوعیت کی پہلی یونیورسٹی تھی۔ علامہ اقبال اوپن یونیورسٹی کے قیام کا بنیادی مقصد فاصلاتی نظام تعلیم کے ذریعے ان لوگوں کو جو جوہر علمی سے استفادہ نہیں کر سکے یا جن کا سلسلہ تعلیم منقطع ہو گیا ہے، ان کے گھروں کی دہلیز پر تعلیمی سہولیات مہیا کرنا ہے۔ اوپن یونیورسٹی سمسٹر سسٹم کے مطابق کام کر رہی ہے۔ انڈر گریجویٹ طلبہ کے لیے دونوں سمسٹر میں داخلے ہوتے ہیں جبکہ پوسٹ گریجویٹ سطح پر داخلہ سال میں ایک بار ہوتا ہے۔ طلبہ کو یونیورسٹی کی اپنی تیار کردہ کتابیں بھجوائی جاتی ہیں جبکہ پوسٹ گریجویٹ کی سطح کے کورسز کے لیے غیر ملکی کتابوں کی دوبارہ چھپائی، تقویاتی مواد اور یونیورسٹی کی تیار کردہ سٹڈی گائیڈز طلبہ کی مہارت میں مزید اضافہ کرتے ہیں۔

اس وقت علامہ اقبال اوپن یونیورسٹی میٹرک سے پی ایچ ڈی کی سطح تک کے پروگرام پیش کر رہی ہے، جو چار کلیات پر مشتمل ہے۔ یونیورسٹی نے ملک بھر میں مطالعاتی مراکز قائم کیے ہیں جہاں فاصلاتی نظام تعلیم کے طلبہ اپنے مقرر کردہ ٹیوٹرز سے ضروری رہنمائی حاصل کرتے ہیں۔ علاوہ ازیں یونیورسٹی نے کل وقتی مطالعاتی مراکز بھی قائم کیے ہیں جہاں پرائیم بی اے (آئی ٹی)، بینکنگ اور فنانس، بی ایس (سی ایس)، بی ایس

## شعبہ اُردو

### تعارف

شعبہ اُردو کا قیام 1974ء میں علامہ اقبال اوپن یونیورسٹی کے قیام کے ساتھ ہی عمل میں آیا۔ یہ شعبہ اب تک اُردو زبان و ادب کے حوالے سے مختلف امور کی انجام دہی خصوصاً، قومی زبان کو بطور لازمی مضمون متعارف کروانے میں فعال رہا ہے۔ اس وقت شعبہ اُردو کی طرف سے میٹرک، انٹرمیڈیٹ اور بی اے کے علاوہ بی ایس، ایم اے، ایم فل اور پی ایچ ڈی (اُردو) کے پروگرام پیش کیے جا رہے ہیں۔

### بی ایس اُردو پروگرام (تعارف اور جانچ)

### تعارف (Introduction)

شعبہ اُردو کا قیام 1974ء میں علامہ اقبال اوپن یونیورسٹی کے قیام کے ساتھ ہی عمل میں آیا۔ یہ شعبہ اب تک اُردو زبان کے حوالے سے مختلف امور کی انجام دہی خصوصاً قومی زبان کو بطور لازمی مضمون متعارف کرانے میں فعال رہا ہے۔ اس وقت شعبہ اُردو کی طرف سے میٹرک، انٹرمیڈیٹ اور بی اے کے علاوہ ایم اے، ایم فل اور پی ایچ ڈی کے پروگرام پیش کیے جا رہے ہیں۔ بی ایس اُردو پروگرام چار سالہ پروگرام ہے جو ہائر ایجوکیشن کمیشن کی ہدایات کے مطابق بی اے اور ایم اے اُردو کی جگہ لے گا۔

### مقاصد (Objectives)

- 1- فاصلاتی نظام تعلیم کے تقاضوں کے مطابق طلبہ کو اُردو زبان و ادب کی تعلیم دینا۔
- 2- اُردو زبان و ادب کے ساتھ دیگر سماجی علوم سے متعارف کرانا۔
- 3- اُردو زبان و ادب میں سولہ سالہ تعلیم کے برابر مہارت بہم پہنچانا جس کی بنیاد پر طلبہ عملی زندگی میں اپنا کردار ادا کرنے کے قابل ہو سکیں اور اس ڈگری کی بنیاد پر اعلیٰ تعلیم بھی حاصل کر سکیں۔

### دورانیہ (Duration)

اس کورس کا دورانیہ چار سال ہے جس میں ہائر ایجوکیشن کمیشن کی ہدایات کے مطابق طلبہ کی ہمہ جہت تعلیمی ضروریات کے پیش نظر نولازمی (compulsory)، آٹھ عمومی (General)، نو بنیادی (Foundation)، تیرہ تخصیصی (Maor)، چار تخصیصی اختیاری (Elective within the major) پر چھ شامل ہیں۔

### شرائط داخلہ (Admission Requirements)

- 1- کم از کم تعلیمی قابلیت انٹرمیڈیٹ سیکنڈ ڈویژن (۴۵ فیصد)
- 2- امیدواروں سے درخواست ہے کہ داخلہ فارم آن لائن پر کر کے جمع کروائیں۔
- 3- اہل امیدوار فارم مع فیس پراسپیکٹس میں دیے گئے طریقہ کار کے مطابق آن لائن جمع کرائیں۔
- 4- تمام International اور Overseas طلبہ کی رہنمائی کے لیے پراسپیکٹس کے شروع میں آن لائن داخلہ فارم پر کرنے کا مکمل طریقہ کار موجود ہے۔

## ذریعہ تعلیم (Medium of Instruction)

تدریس کی زبان اردو اور انگلش ہوگی۔

## تدریس کا طریقہ کار (Methods of Instruction)

یہ پروگرام فصلاتی تعلیم کے ذریعے (Online Learning

Mode) پر تمام Oversease اور International کو پیش کیا جائے گا۔  
ٹیوٹوریل میٹنگ اور ورکشاپ تدریس کا لازمی عنصر ہوگا۔ ہر کورس کے لیے آن لائن  
ٹیوٹوریل کلاسز ہوں گی اور تین دن پانچ گھنٹے روزانہ کی بنیاد پر آن لائن ورکشاپ ہوگی۔  
ورکشاپ میں ۷۰ فیصد حاضری لازمی ہے۔

نوٹ: انگریزی کے تین پرچوں کے علاوہ دوسرے شعبہ جات کے کورسز کا اگر اردو ورژن  
(Urdu Version) دستیاب ہو تو اسے اختیار کیا جائے گا۔

## شرح فیس

1.	رجسٹریشن فیس (صرف پہلی مرتبہ داخلہ کے وقت)	50 ڈالرز
2.	داخلہ فیس (پروگرام کے پہلے سمسٹر میں داخلہ کے وقت)	50 ڈالرز
3.	فی تھری کریڈٹ آرز کورسز فیس	100 ڈالرز
4.	چھ کورسوں کی مکمل فیس (فی کورس 6x100 ڈالرز)	600 ڈالرز
5.	پہلے سمسٹر کی مکمل فیس	700 ڈالرز

## کورس کے اجزا

- 1- مطالعاتی رہنما (Study Guide) تدریسی مواد پر مشتمل ہے۔
- 2- مطالعاتی رہنما کی بنیاد پر ہر کورس کی دو دو امتحانی مشقیں گھر پر حل کر کے متعلقہ  
ٹیوٹورل کو مقرر تاریخوں تک آن لائن بھجوانا ہوں گی۔ مشقوں میں کامیابی کے نمبر  
50 فیصد ہوں گے۔ مشقوں اور امتحان کے نمبر بالترتیب 30 اور 70 فیصد ہوں  
گے۔ حتمی کامیابی کے لیے اوسطاً 50 فیصد نمبر حاصل کرنا ہوں گے۔

## فیکلٹی شعبہ اردو

- 1- ڈاکٹر عبدالعزیز ساحر  
پروفیسر (صدر شعبہ اردو)  
فون نمبر: 051-9250069
- 2- ڈاکٹر نورینہ تحریم باہر  
(ایسوسی ایٹ پروفیسر)  
فون نمبر: 051-9057771
- 3- ڈاکٹر ارشد محمود ناشاد  
(ایسوسی ایٹ پروفیسر)

مجوزہ نصاب:  
بی ایس اردو (چار سالہ)  
پہلا سمسٹر:

کریڈٹ آورز	نوعیت	کورس کوڈ	کورس ٹائٹل
3	لازمی	9407	انگلش-I (Communication Skills)
3	لازمی	5438	مطالعہ پاکستان
3	لازمی	4431	ریاضی (Pre-Calculus)
3	(عمومی)	5415	عمرانیات
3	(عمومی)	9335	معاشیات
3	(بنیادی)	9002	اردو زبان: تشکیل و ارتقا
<b>18</b>	<b>کل کریڈٹ آورز</b>		

دوسرا سمسٹر:

کریڈٹ آورز	نوعیت	کورس کوڈ	کورس ٹائٹل
3	لازمی	9408	انگلش-II (Academic Reading & Writing)
3	لازمی	5436/5437	اسلامیات/اخلاقیات (غیر مسلم طلبہ کے لیے)
3	لازمی	4485	شماریات (Introduction to Statistics)
3	(عمومی)	1903	تاریخ اسلام

فون نمبر: 051-9057767

-4 ڈاکٹر محمد صفدر رشید  
(اسٹنٹ پروفیسر)

فون نمبر: 051-9057724

-5 ڈاکٹر محمد قاسم  
اسٹنٹ پروفیسر

فون نمبر: 051-9057900

-6 ڈاکٹر عبدالستار ملک  
(پیکچرار)

فون نمبر: 051-9057348

-7 ڈاکٹر محمد قاسم یعقوب  
(پیکچرار)

فون نمبر: 051-9057770

3	بنیادی	9007	نثری اصناف: تعارف و تفہیم (حصہ اول)
3	بنیادی	9008	تحریر و انشا (عملی تربیت)
<b>15</b>	<b>کل کریڈٹس آوز</b>		

### پانچواں سمسٹر:

کریڈٹس آوز	نوعیت	کورس کوڈ	کورس نام
3	بنیادی	9009	نثری اصناف: تعارف و تفہیم (حصہ دوم)
3	بنیادی	9010	اردو زبان: قواعد و املا
3	تخصیصی	9011	اردو داستان اور ناول: فکری و فنی مباحث
3	تخصیصی	9012	اردو نثر کا فکری و فنی مطالعہ
3	تخصیصی	9013	تاریخ ادب اردو اور ادبی تحریکیں
<b>15</b>	<b>کل کریڈٹس آوز</b>		

### چھٹا سمسٹر:

کریڈٹس آوز	نوعیت	کورس کوڈ	کورس نام
3	بنیادی	9014	بیان و بدیع و عروض
3	بنیادی	9015	ادبی اصطلاحات
3	تخصیصی	9016	اردو افسانہ اور ڈرامہ
3	تخصیصی	9017	اردو ناول کا ارتقا: بیسویں صدی تا حال

3	(عمومی)	9443	علم التعلیم
3	(بنیادی)	9003	شعری اصناف: تعارف و تفہیم (اول)
<b>18</b>	<b>کل کریڈٹس آوز</b>		

### تیسرا سمسٹر:

کریڈٹس آوز	نوعیت	کورس کوڈ	کورس نام
3	لازمی	9409	انگلش-III (Basics of Technial English)
3	لازمی	5403	کمپیوٹر کا علم (Basics of ICT)
3	عمومی	9004	فارسی زبان و ادب
3	عمومی	9441	بشریات
3	بنیادی	9005	شعری اصناف: تعارف و تفہیم (حصہ دوم)
<b>15</b>	<b>کل کریڈٹس آوز</b>		

### چوتھا سمسٹر:

کریڈٹس آوز	نوعیت	کورس کوڈ	کورس نام
3	لازمی	9442	کمپیوٹر کا علم II (Office Automation)
3	عمومی	9006	پاکستانی زبانوں کا ادب
3	عمومی	5443	ماحولیات (Introduction to Environment)

3	تخصیصی	9027	اقبال کا خصوصی مطالعہ
3	تخصیصی	9028	اردو تنقید
3	تخصیصی اختیاری	9029	ادب اور بلاغیات
3	تخصیصی اختیاری	9030	فروع اردو کے کام ادارے
3	تخصیصی اختیاری	9031	سرسید کی فکری جہات
3	تخصیصی اختیاری	9032	معاصر نثری ادب
<b>15</b>	<b>کل کریڈٹس آور</b>		
نوٹ: مندرجہ بالا دو تخصیصی اختیاری کورسز کا انتخاب کرنا ہوگا۔			
<b>BS پروگرام کل کریڈٹس آور: 129</b>			

3	ی	9018	اردو نظم: فکری و فنی مطالعہ
3	ی	9019	اردو نثر کے سالیب
<b>18</b>	<b>کل کریڈٹس آور</b>		

ساتواں سمسٹر:

کورس نمبر	نوعیت	کورس کوڈ	کورس نام
3	تخصیصی	9020	لسانیات
3	تخصیصی	9021	اصول تحقیق و تدوین
3	تخصیصی	9022/9033	ریسرچ ورک یا میر کا خصوصی مطالعہ
3	تخصیصی اختیاری	9023	عالمی کلاسیک
3	تخصیصی اختیاری	9024	لغت نویسی کا فن اور اردو میں لغت نویسی کی روایت
3	تخصیصی اختیاری	9025	غالب کی تخلیقی و فکری جہات
3	تخصیصی اختیاری	9026	معاصر شعری ادب
<b>15</b>	<b>کل کریڈٹس آور</b>		
نوٹ: مندرجہ بالا دو تخصیصی اختیاری کورسز کا انتخاب کرنا ہوگا۔			

آٹھواں سمسٹر:

کورس نمبر	نوعیت	کورس کوڈ	کورس نام
3	تخصیصی	9403/9033	ریسرچ ورک یا پاکستانی ادب

## **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

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
<b>Directorate of International Collaboration &amp; Exchange</b>		
1.	Dr. Zahid Majeed Director <a href="mailto:Zahid_majeed@aiou.edu.pk">Zahid_majeed@aiou.edu.pk</a>	+92-51-9057294
2.	Sehrish Khan Assistant Director <a href="mailto:sehrish.khan@aiou.edu.pk">sehrish.khan@aiou.edu.pk</a>	+92-51-9057811
3.	Mr. Muhammad Ajab Superintendent <a href="mailto:overseas@aiou.edu.pk">overseas@aiou.edu.pk</a>	+92-51-9057165 +92-51-9250175