

Admission Autumn 2024

AIOU

PROSPECTUS

BS Instructional Design & Technology



Allama Iqbal Open University, Islamabad

www.aiou.edu.pk

PROSPECTUS
OF
BS Instructional Design & Technology
For
SEMESTER: Autumn, 2024



Directorate of International Collaboration & Exchange

CONTENTS

	Page No.
Vice-Chancellor’s Message	ii
Complete Procedure to Enroll in AIOU Programmes	iii
Important Activities	iv
Minimum & Maximum Duration of / Semesters	v
Evaluation / Assessment Criteria	vi
ALLAMA IQBAL OPEN UNIVERSITY.....	1
Faculty of Education	1
Secondary Teacher Education Department (STED)	2
BS Instructional Design & Technology	2
Scheme of Study	3
General Information.....	7
Availability of Learning Material	9
Procedure for Fee Payment.....	9
Regulation for Refund of Admission Fee	10
Refund of Other Fee.....	11
Important Telephone Numbers	11

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 repute. The university made a landmark progress by ensuring access to quality education for rural areas under-privileged students and the people of all ages particularly the females can now select and join the programs of their choice, while sitting at their residence and simultaneously with continuing their jobs. After assessing the success of many degree programs in Pakistan, AIOU is now going to offer a variety of range programs for the students residing worldwide. 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 postgraduate programs at rural and remote areas providing an unparalleled opportunity to all the poor and deprived segments 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 discipline of educational programmes using their Learning Management system (LMS) portal support online.



Committed to your bright future

Prof. Dr. Nasir Mahmood
Vice Chancellor

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

International & Overseas Students Shall Submit their Admission using Online System

Dear Applicant

Allama Iqbal Open University and Directorate of International collaboration & Exchange welcome and thanks you for showing your interest in our programs. For online admission, please watch video guidelines:

Fresh Enrollment: <https://www.youtube.com/watch?v=14IPtu4vnk>

Continuing Students: <https://www.youtube.com/watch?v=d52VGci6XNQ>

Fee Depositing Process: <https://www.youtube.com/watch?v=A33WSSY9pbA&t=9s>

THANKS AND LET US KNOW HOW WE CAN HELP OR GUIDE YOUR FURTHER

Admission Schedule for International student:

From semester Autumn 2021, the AIOU has started offering of Matric, FA, Certificate Courses, AD, BS, B.Ed, BBA, PGD and MBA/MPA (COL) Level Programs for international students. Schedule of Admission is given below:

15th July 2024 to 20th August 2024

Address:

Directorate of International Collaboration and Exchange

Room No. 102, Block No. 11, Allam Iqbal Open University

Sector H-8, Islamabad, Pakistan

Telephone: 0092519572495

Email: overseas@aiou.edu.pk

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.
Continuing Students are sent information for all activities by LMS/SMS.
Simultaneously information is placed on website (www.aiou.edu.pk).*

**MINIMUM AND MAXIMUM DURATION/SEMESTERS
FOR FACE TO FACE PROGRAMMES**

Sr. No.	Degree Level	Minimum Duration	Maximum Duration
1	Ph.D	3 years / 5 semesters	8 years *
2	MS/M.Phil/M.Sc (Hons)/MBA/COL MBA/MPA	2 years / 4 Semesters	4 Years **
3	M.A/M.Sc (2-Year)	2 Years / 4 Semesters	4 Years
4	BS (4-Year)	4 years / 8 Semesters	6 Years
5	Postgraduate Diploma (1-Year)	1 Year / 2 Semesters	2 Years
6	Certificate (6-Months)	6 Months / 1 Semester	1 Years
7	BS 2.5 years	2.5 Years/5 Semester	4 Years
8	BS 2 Years	2 years/ 8 Semester	4 Years

Evaluation/Assessment Criteria for all PGD/ADS/BS Face to Face Programmes

For Theory Courses:

S.No.	Components	Total Marks	Weightage	Passing Marks
1	Assignment	10	20%	50% (In aggregate)
2	Assignment 2	10		
3	Mid Term	30		
4	Attendance	100	Nil	70%
5	Final Exam	100	50%	50%

For Theory-Practical Courses:

S.No.	Components	Total Marks	Weightage	Passing Marks
1	Assignment	10	20%	50% (In aggregate)
2	Assignment 2	10		
3	Mid Term	30		
4	Practical	15	30%	
5	Attendance	100	Nil	70%
6	Final Exam	100	50%	50%

For Practical/FYP Courses:

S.No.	Components	Total Marks	Weightage	Passing Marks
1	Attendance	100	Nil	70%
2	Final Exam	100	100%	50%

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 educational journey through formal system of education. The University (AIOU) operates on semester system and admits students in Autumn and Spring semesters, Undergraduate admissions are being offered in both the semesters, whereas postgraduates are being 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 four faculties. The university has established study centres across the country where distance education students are provided necessary guidance by their respective tutors. 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 constructed, 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 the latest information available through open source databases.

FACULTY OF EDUCATION

courses in literacy and non-formal education.

Secondary Teacher Education

The Department of Teacher Education was established in 1985 and was bifurcated into Secondary and Elementary Teacher Education Departments in July 2003. Its programs aim at imparting academic and professional knowledge and training to in-services and pre service teachers and scholars.

The programs/courses of this department comprise MA, MEd BEd (4 years) and BS Instructional Design and Technology as

**BS Instructional Design and Technology Programme
Secondary Teacher Education Department (STED)
Introduction**

In increasingly technology-driven educational landscape, it is imperative that 21st century learners upgrade their skills and become proficient in the use of technology in every walk of life and to effectively facilitate the learning process. Educators and other professionals therefore must be able to design, deliver and manage learning environments both face-to-face and online. While embracing this paradigm shift of technology, Secondary Teacher Education Department (STED) has launching BS Education in Instructional Design and Technology Program. Overall this program focuses on instructional design process, learning theories, models, strategies, media, communication delivery models and interactive technologies, web designing and programming etc.

Therefore, using the principles and practices of adult education, this program concentrates on following three areas:

- Building a foundation and conceptual framework for educational and instructional design process.
- Developing instructional strategies and skills to facilitate adult learning.
- Using media, web and other ICTs to support learning.

Program Name	B.S Instructional Design and Technology
Programme Duration:	4 years (8 Semesters)
Admission Criteria	FA/F.Sc or equivalent
Semester Duration:	16-18 weeks
Total Programme Credit Hours	134 Credit Hours
Total Number of courses:	47 courses including Internship and Research Project
Medium of Instruction:	English
Delivery Mode:	Face to Face through Learning Management System (LMS).

Pass Marks: 50%

Semester-wise Break-up of BS Instructional Design and Technology Program

SEMESTER 1

Sr. No	Course Code	Courses	Nature of Course	Credit Hours (Theory + Practical)
1.	ENGL3505	Functional English	GE1	3+0
2.	PKST3502	Ideology and Constitution of Pakistan	GE 2	2+0
3.	MATH3508	Quantitative Reasoning-I	GE 3	3+0
4.	8247	Educational Psychology & Guidance	D 1	3+0
5.	8248	Technology and Learning	D 2	3+0
6.	CS3503	Application of Information and Communication Technologies	D 3	2+1

Total Credit Hours 16+01=17

SEMESTER 2

Sr. No	Course Code	Courses	Nature of Course	Credit Hours (Theory + Practical)
1.	8257	Introduction to Instructional Design	D 4	3+0
2.	8252	Learning Styles	D5	3+0

		and Learning Environment		
3.	8253	Curriculum and Instruction	D 6	3+0
4.	ENVS 4501	Basics of Environmental Sciences	GE4	2+1
5.	8254	Classroom Management	D7	3+0
6.	8334	Introduction to Web Based Instructions	D8	3+0
Total Credit Hours				17+1=18

SEMESTER 3

Sr. No	Course Code	Courses	Nature of Course	Credit Hours (Theory + Practical)
1.	6900	Computer Programming	D 9	3+1
2.	MATH4505	Quantitative Reasoning II	GE5	3+0
3.	8263	Instructional Strategies and Assessment Methods	D10	3+0
4.	ENGL3504	Expository Writing	GE6	3+0
5.	MGT3503	Entrepreneurship	GE7	2+0
6.	MGT3504	Introduction to Management	GE8	2+0
Total Credit Hours				16+01=17

SEMESTER 4				
Sr. No	Course Code	Courses	Nature of Course	Credit Hours (Theory + Practical)
1.	ITHC/HADH3501	Islamic Studies/Ethics	GE9	2+0
2.	6902	Object Oriented Programming	D11	3+1
3.	8251	Introduction to Open Educational Resources	D12	3+0
4.	6944	Expository Writing	GE10	3+0
5.	SOC3503	Civics & Community Engagement	GE 11	2+0
6.	8269	Learning Management Systems and Organizations	D13	3+0
7.	URD3503	Pakistani Adab -I	GE12	2+0
Total Credit Hours				18+1=19

SEMESTER 5

Sr. No	Course Code	Courses	Nature of Course	Credit Hours (Theory + Practical)
---------------	--------------------	----------------	-------------------------	--

1.	8261	Educational Research and Statistics	D14	3+0
2.	8262	Education in Pakistan	D15	3+0
3.	5908	Web Design-I (website design & development)	D16	3+1
4.	3499	Mobile Application Development	ID1	2+1
5.	8270	Developing Instructional Media	D17	3+0
6.	TFSR3501	Fahm-e-Quran (Tajwid, Translation and Tafsir)		0+3
Total Credit Hours				14+ 02=16
SEMESTER 6				
Sr. No	Course Code	Courses	Nature of Course	Credit Hours (Theory + Practical)
1.	5914	Web Design-II (Advanced design & development skills)	D18	3+1
2.	8335	Trends and Issues in Instructional Design	D19	3+0
3.	8330	Visual and Verbal Communication in	D20	3+0

		Instructional Design		
4.	8264	Ethical use of Instructional Material (proper usage of resources)	D21	3+0
5.	8265	Internship (Institution)	D22	0+3
6.	SERT3501	Seerat-e-Tayyaba	-	0+3
Total Credit Hours				12+04=16
SEMESTER 7				
Sr. No	Course Code	Courses	Nature of Course	Credit Hours (Theory + Practical)
1.	8266	Instructional Designs: Theories and Models	D23	3+0
2.	8331	Systems Approach to Designing Instructional Materials	D24	3+0
3.	8259	Educational Measurement and Evaluation	D25	3+0
4.	8255	Organizational Behavior	ID26	3+0
5.	8332	Multi-media Applications in Education	D27	3+1
6.	5915	Internship	D28	0+3

		(Software house)		
Total Credit Hours				15+04=19
SEMESTER 8				
Sr. No	Course Code	Courses	Nature of Course	Credit Hours (Theory + Practical)
1.	8267	Higher Education	D29	3+0
2.	8268	Future Challenges in Education	D30	3+0
3.	8333	Capstone Project	D31	0+3
4.	8258	Foundations in Education	D32	3+0
Total Credit Hours				9+3=12

Note: Department has right to change the offering of courses as per requirement.

GE= General Education D=Major Courses from Discipline
ID=Inter disciplinary

Assessment Criteria See page vi

For Theory Courses

S.No.	Components	Total Marks	Weightage	Passing Marks
1	Assignment	10	20%	

2	Assignment 2	10		50% (In aggregate)
3	Mid Term	30	30%	
4	Attendance	100	Nil	70%
5	Final Exam	100	50%	50%

For Theory-Practical Courses

S.No.	Components	Total Marks	Weightage	Passing Marks
1	Assignment	10	20%	50% (In aggregate)
2	Assignment 2	10		
3	Mid Term	15	30%	
4	Practical	15		
5	Attendance	100	Nil	70%
6	Final Exam	100	50%	50%

For Practical/FYP Courses

S.No.	Components	Total Marks	Weight age	Passing Marks
1	Attendance	100	Nil	70%
2	Final Exam	100	100%	50%

Fee Tariff

Item	Fee
Registration fee: (once, if not already registered)	US\$ 50
Admission fee:	US\$ 50
Per 3 Credit Hour Fee = US\$ 100 (100 x 6 Courses) = US\$ 600	US\$ 600
Total Fee for First Semester:	US\$ 700

For any assistance contact:

Directorate of International Collaboration & Exchange

Phone: +92-51-9572495

E-mail: overseas@aiou.edu.pk

GENERAL INFORMATION

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A candidate is required to apply for admission online only.
- iii. If an applicant does not receive any information regarding admission within three months from submission of application, he/she should presume no admission.
- iv. A course taken by any student cannot be change during the semester. However, in real hardship cases, the change in courses will be allowed only before the start of study period after deposit of prescribed fee. The study period schedule is available on AIOU website.
- v. The address of a student will not be changed during the semester.
- vi. On payment of the registration fee, each student will be issued a student ID. This number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.
- vii. Study material shall be available at the LMS and on the AIOU website.
- viii. After confirmation of admission students are usually intimated about the part time tutors for each course. If you do not found information about tutors, you are required to contact the Directorate of International Collaboration & Exchange immediately without any delay.
- ix. Rules and regulations framed, enhanced and changed from time to time by the authorities, bodies of the university will be effective as deemed necessary. The student will have to abide by all such rules and regulations from the date of their implementation.
- x. 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.
- xi. It is the responsibility of the student to remain in touch with the department regarding the selected programme.
- xii. 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.
- xiii. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.

- xiv. The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.
- xv. The student must inform the Directorate of IC & E in writing about admission mistakes within the period of 15 days, which is not according to the admission form/ check list or mistake in name and address. No request for any change will be entertained after the stipulated period.
- xvi. Admission cannot be granted if the fee deposited after due.
- xvii. 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.
- xviii. 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.
- xix. The degree/diploma/certificate of the student will be quashed:
 - i) If any mistake found in compilation or declaration of result at any stage.
 - ii) If any candidate found ineligible for a degree/ diploma/certificate during the cross verification process of result and documents at any stage.

- iii) If found that candidate submitted forged/fake/ illegal document(s) in the University at any stage.

Note: Beware that University has not authorized any person or private institute to collect payment/forms. All the students are instructed to deposit fee by themselves. In case of any discrepancy in admission fee/ admission form the University will not be responsible and the student will have to face the consequences.

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

- (i) The Applicant/candidate/student who have submitted his/her fee for Admissions but do not wish to continue and applied for refund of fee before the start of his/her study period as per Academic Calendar available on the AIOU website corresponding to his/her respective semester i.e Autumn or Spring, the fees will be refunded after the deduction @ 10% of the total fee.
- (ii) The Applicant/Candidate who was not eligible but deposited the fee for admission and applied for refund within one year from the date of fee deposit, the fee shall be refunded after deduction @15% of total fee.
- (iii) The student who has deposited his/her fee in excess of due fee that total excess amount shall be refunded or adjusted as the case may be.
- (iv) The Treasurer Department shall verify the fee of students and shall send the case to the Audit Department for pre-audit.
- (v) The cheque will be issued to the candidate by the Campus Payment Section (CPS), Treasurer's Department.
- (vi) In the case of death, the full fee will be refunded through crossed cheque in favour of the Blood Relative of deceased student, after fulfilling all the codal formalities. The refund case must be submitted within one year of fee deposit.
- (vii) In case the students who are not allowed/granted admission to a program offered by the University due to less enrollment/non formation of viable group/non offering of courses, full fee will be refunded to them.
- (viii) If the admission of an Applicant/Candidate is not matured due to any reason beyond the control of the University or due to unforeseen issues, the whole paid fee, without any deductions shall be refunded to the respective applicant/candidate. The refund case must be submitted within one year of fee deposit.

Note: Beware that University has not authorized any person or private institute to collect payment All the students are instructed to deposit fee by themselves. In case of any discrepancy in admission fee/ admission form the University will not be responsible and the student will have to face the consequences.

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.
3. 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	+92-51-9250043 +92-51-9571501
2.	Controller of Examinations	+92-51-9250012 +92-51-9250013 (Fax)
3.	Director Students Affairs	+92-51-9572400 +92-51-9572401
Directorate of International Collaboration & Exchange		
1.	Dr. Zahid Majeed Director Zahid_majeed@aiou.edu.pk	+92-51-9572450
2.	Sehrish Khan Assistant Director sehrish.khan@aiou.edu.pk	+92-51-9572471
3.	Mr. Muhammad Ajab Superintendent overseas@aiou.edu.pk	+92-51-9572495