

AIOU

Admission Autumn 2024

Postgraduate Diploma

Prospectus

- Educational Leadership and Management
- Educational Planning and Management
- **Islamic Finance**
- Human Resource Management
- Supply Chain Management
- Entrepreneurship
- Criminology
- TEFL
- Population and Development
- Gender & Women Studies
- Sustainable Environmental Design
- Public Health and Nutrition
- Environment, Health & Safety
- Islamic Law and Jurisprudence
- International Financial Reporting Standards



Allama Iqbal Open University, Islamabad

www.aiou.edu.pk

FOR ONLINE ONLY

PROSPECTUS
OF
POSTGRADUATE DIPLOMA
PROGRAMMES

SEMESTER: AUTUMN, 2024



**Directorate of International
Collaboration & Exchange**

CONTENTS

	Page No.
Vice-Chancellor’s Message	ii
Complete Procedure to Enroll in AIOU Programmes & Submission of Form in AIOU	iii
Important Activities	iv
Revised Policy for Assessment	v
Minimum and Maximum Duration of Semester Wise-Programs	vi
Grading Scheme	vii
ALLAMA IQBAL OPEN UNIVERSITY	1
FACULTY OF SOCIAL SCIENCES & HUMANITIES	1
Department of Business Administration	2
Postgraduate Diploma in Human Resource Management (HRM).....	3
Postgraduate Diploma in Supply Chain Management (SCM)	5
Postgraduate Diploma in Entrepreneurship.....	7
Department of Sociology	10
Postgraduate Diploma in Criminology.....	10
Postgraduate Diploma in Population and Development	11
Postgraduate Diploma in Gender & Women Studies	13
Postgraduate Diploma in International Financial Reporting Standards (IFRS)	14
Department of English	16
Postgraduate Diploma in Teaching of English as a Foreign Language (TEFL).....	16
FACULTY OF EDUCATION	18
Department of the Faculty	18
Department of Educational Planning, Policy Studies and Leadership	18
Postgraduate Diploma in Educational Planning and Management (EPM)	20
Postgraduate Diploma in Educational Leadership & Management (ELM)	22
FACULTY OF SCIENCES	25
Department of Nutritional Sciences & Environmental Design	25
Postgraduate Diploma in Environment, Health & Safety	26
Postgraduate Diploma in Sustainable Environmental Design	28
Postgraduate Diploma in Public Health & Nutrition	31

FACULTY OF ARABIC & ISLAMIC STUDIES	34
Postgraduate Diploma in Islamic Finance	36
Postgraduate Diploma in Islamic Law & Jurisprudence	38
General Information.....	41
Availability of Learning Material and Procedure for Fee Payment	43
Procedure for Fee Payment.....	43
Regulation for Refund of Admission Fee	44
General Conditions for Refund	45
Important Telephone Numbers	45

Initially, the student will apply for admission online at OAS and will not deposit semester fee. After determining the merit by the academic department student will be informed to deposit semester fee.

The student will select at the end of each semester admission form with all the relevant attested documents including experience certificates will be sent to the EPPSL department, AIOU, Islamabad. After determination of the merit, selected candidates will be offered to submit their prescribed fee within stipulated period

Vice-Chancellor's Message

Dear Student,

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 favourite university of the country with high international 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 wide range of programs for the students in UAE, Saudi Arabia, Kuwait, Qatar, Bahrain, 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 many Undergraduate and Postgraduate 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 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. Nasir Mehmood
Vice Chancellor
AIOU

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 and PGD Level Programs for international students. Schedule of Admission is given below:

01st September 2024 to 15th October 2024

Address:

Directorate of International Collaboration and Exchange

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

Sector H-8, Islamabad, Pakistan

Telephone: 0092519250175, 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).

It is informed that the students of all Postgraduate programs are required to upload their assignments (in typed form) on “AAGHI LMS PORTAL” from Spring 2020 Semester onward for evaluation by tutors etc. Hand written 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	Quiz	Final Exam	Passing Marks
20%	30%	50%	50% (in aggregate), however 40% 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 clear/pass them too.

Minimum and Maximum Duration of Semester-Wise: Programs on ODL Mode

Sr. No.	Degree Level	Minimum Duration	Maximum Duration
1	SSC/HSSC	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

AIOU Grading Scheme *

Marks	Grade
80% and above	A+ Grade
70% to 79%	A Grade
60% to 69%	B Grade
50% to 59%	C Grade
Below 50%	Fail

* For those students who were enrolled under grading scheme.

AIOU GPA/CGPA Scheme **

Marks %	Grade Point Average	Marks %	Grade Point Average	Marks %	Grade Point Average	Marks %	Grade Point Average
50	2.00	58	2.54	66	3.07	74	3.61
51	2.07	59	2.60	67	3.14	75	3.68
52	2.13	60	2.67	68	3.21	76	3.74
53	2.20	61	2.74	69	3.27	77	3.81
54	2.27	62	2.80	70	3.34	78	3.88
55	2.34	63	2.87	71	3.41	79	3.94
56	2.40	64	2.94	72	3.47	80-100	4.00
57	2.47	65	3.01	73	3.54		

Marks Obtained	Grade	Grade Point Average (GPA)
80-100%	A	4
65-79%	B	3
50-64%	C	2
Below 50%	F	0

** For those students who were enrolled under GPA/CGPA Scheme.

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 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), 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.

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 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.

PGD-HUMAN RESOURCE MANAGEMENT (HRM)

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 proposed to be offered. Applications will be

invited through the daily newspapers/AIOU website as per AIOU policy.

Note: For online submission of admission see page (iii)

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:

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 is English Language for this program.

Methods of Instruction:

- i. The Post Graduate Diploma in Human Resource Management would be offered through ODL mode.
- ii. The course outlines along with the required reading materials and assignments will be provided to the students on AIOU website.
- iii. Online workshop will be conducted as per university policy.

Evaluation Scheme:**Assignments:**

The students will submit two assignments of each course to their tutors as per schedule.

Workshops and Presentations:

Online workshops will be conducted as per university policy.

Assessment/Weightage:

Assessment criteria as per revised rules and regulations of the university on page (v)

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 determined by university or Controller of Examinations Office.

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 5 Courses) = US\$ 500	US\$ 500
Total Fee for First Semester:	US\$ 600

For any assistance contact:**Directorate of International Collaboration & Exchange**

Phone: +92-51-9572495

E-mail: overseas@aiou.edu.pk

PGD-SUPPLY CHAIN MANAGEMENT (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:

- i. Admission in Post Graduate Diploma in Supply Chain Management is proposed to be offered. Applications will be invited through the daily newspapers/ AIOU website and other advertisements as per AIOU policy.
- ii. For guidance, visit university website for online admission.

Medium of Instruction:

The medium of instruction and examination is English Language.

Scheme of Studies:

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

FIRST SEMESTER

S. #	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:

- i. The Post Graduate Diploma in Supply Chain Management would be offered through online mode.
- ii. The course outlines along with the required reading materials and assignments will be provided to the students via university website.
- iii. The schedule of classes will be chalked out by the Directorate of IC&E as per Credit Hours requirements provided by the department.
- iv. Online workshop will be conducted for each course as per university policy.

Evaluation Scheme:

As per AIOU policy.

Assignments:

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

Workshops and Presentations:

Workshop will be conducted online as per university policy.

Assessment/Weightage:

Assessment criteria as per revised rules and regulations of the university on page (v)

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 5 Courses) = US\$ 500	US\$ 500
Total Fee for First Semester:	US\$ 600

For any assistance contact:

Directorate of International Collaboration & Exchange

Phone: +92-51-9572495

E-mail: overseas@aiou.edu.pk

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.

PGD-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:

Minimum 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 is proposed to be offered once/twice a year as decided. Applications will be invited through the daily newspapers/ AIOU website and other advertisements as per AIOU policy.
- ii. For guidance, see page (iii) for online admission and depositing of fee.

Medium of Instruction:

The medium of instruction and examination would be English Language.

Methods of Instruction:

- i. The Post Graduate Diploma in Entrepreneurship will be offered through Open and Distance Learning Pedagogy- (online classes, workshops as well as tutorial support).
- ii. Students will be provided complete study material in soft form including assignments, course outlines and suggested readings.
- iii. Students will be provided tutorial support as per AIOU educational system.

Evaluation Scheme

As per AIOU policy.

Assignments:

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

Workshops and Presentation

At the end of each semester, workshops for the courses of this programme. Students would be required to deliver mandatory presentations of their 2nd assignments during workshop. No relaxation on any ground will be provided to the students in this regard.

Scheme of Studies:

The Post Graduate Diploma program would be offered with specialization in Entrepreneurship. The semester wise offering of courses is 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	9551	Introduction to Entrepreneurship	3
5	9505	Computer Applications for Business	3

SECOND SEMESTER

S. No.	Codes	Course Title	Credit Hours
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

Assessment/Weightage:

Assessment criteria as per revised rules and regulations of the university as on page (v).

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.

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 5 Courses) = US\$ 500	US\$ 500
Total Fee for First Semester:	US\$ 600

For any assistance contact:

Directorate of International Collaboration & Exchange

Phone: +92-51-9572495

E-mail: overseas@aiou.edu.pk

DEPARTMENT OF SOCIOLOGY

Introduction

The department of Sociology, Social work and Population studies is a part of Faculty of Social Sciences and Humanities. It was established in 1985. The department offers MSc Sociology, PGD-Criminology, BS Sociology and various graduate and undergraduate level courses of Sociology, Anthropology, Population Studies, Community and Rural Development.

Aims and Objectives of the Department

The major objectives are:

- To introduce the students with the recent and contemporary debates and frameworks for social analysis to enable them to understand, evaluate and compare arguments.
- To provide students an understanding of different social problems of society and highlight them for broader national interest.
- To prepare students for scholarly and applied research and for teaching in Sociology.

PGD-CRIMINOLOGY

In accordance with the vision of Allama Iqbal Open University and demand from the relevant stakeholders as well as current rising needs of the society, a new Postgraduate Diploma in Criminology is offered by the department of Sociology. The programme combines an emphasis on basic concepts and theoretical understanding of crime and criminal behavior as well as different approaches of criminal justice, crime detection and prevention.

Objectives

The major objectives of the programme are:

- To provide students historical and theoretical understanding of the discipline through the study of various approaches and criminological perspectives.
- To introduce students to recent and contemporary debates and frameworks for analysis to enable them to understand, evaluate and compare arguments.
- To provide students an understanding of criminal justice system and strategies of crime detection and prevention.

Duration

One year/A minimum of two semesters.

Eligibility

Bachelor's degree/14-years of Education with at least/ Minimum, second division (45% marks)

Scheme of Studies 1st Semester

S. No.	Course Code	Course Title	Credit Hours
1	8226	Introduction to Sociology: Culture and Society	3
2	8223	Sociology of Gender Issues: Theoretical Background	3
3	8230	Sociology of Child Rights and Child Development	3
4	9601	Conflict Resolution	3
5	9602	Social Problems	3
6	9603	Criminology	3

2nd Semester

S. No.	Course Code	Course Title	Credit Hours
1	9604	Criminal Justice System	3
2	9605	Theoretical Approaches on Crime and Criminal Behavior	3
3	9606	Crime Investigation	3
4	9607	Methods of Social Research	3
5	9608	Social Stratification and Inequality	3
6	9609	Social Psychology	3

PGD-POPULATION AND DEVELOPMENT

In accordance with the vision of Allama Iqbal Open University and demand from the relevant stakeholders as well as current rising needs of the society, a new Postgraduate Diploma in Population and Development is offered by the department of Sociology. The programme combines an emphasis on basic concepts and theoretical understanding of Demography as well as different approaches of population dynamics and its link with development of a society.

Objectives

The major objectives of the programme are:

- To provide students historical and theoretical understanding of the Discipline through the study of various approaches and theories of population.

- To introduce students to recent and contemporary debates and frameworks for analysis to enable them to understand, evaluate and compare arguments
- To provide students an understanding of the basic development concepts and their link with population dynamics.

Duration: One year / A minimum of two semesters.

Eligibility to Apply

Bachelor's degree/14-years of Education with at least/ Minimum, second division (45% marks)

1st Semester

S. No.	Course Code	Course Title	Credit Hours
1	8226	Introduction to Sociology: Culture and Society	3
2	8223	Sociology of Gender Issues: Theoretical Background	3
3	8228	Introduction to Sociology: Social Change and Social Institutions	3
4	8227	Population Studies	3
5	8229	Sociology of Development	3
6	9602	Social Problems	3

2nd Semester

S. No.	Course Code	Course Title	Credit Hours
1	9610	Dynamics of Population Change	3
2	9611	Community Development	3
3	9612	Population and Development	3
4	9607	Methods of Social Research	3
5	9613	Sociology of Health	3
6	9609	Social Psychology	3

Medium of Instruction for both the PGDs

Medium of instruction is English

Instructional Methodology for PGDs Assessment

For each course the registered student will be assessed as following:

Assignments

Assignments are those written evaluation criteria as on page (v) student are required to complete while being at homes or places of work after having studied their required material prescribed in the study guide/reader. They are designed in a way to motivate the students in studying the required readings and enabling them to relate their reading with their own objective. For each 3 credit hours course, you will receive two assignments.

After completion, you will submit these assignments on LMS within a time schedule for assessment. The tutor is supposed to return the same (Through LMS) after marking and providing necessary academic guidance.

Workshops

Workshops for the PGD Courses will be held at LMS online as decided by the university from time to time.

Final Examination

As per AIOU policy.

Fee Tariff (for PGD)

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

PGD-GENDER AND WOMEN STUDIES

Introduction

The Department of Gender and Women Studies offers one one-year program/minimum of two semesters) Those students who successfully complete 30 credit hours will be awarded a Post Graduate Diploma in Gender and Women Studies.

Eligibility Criteria

Bachelor's degree / 14-years of Education with at least/ Minimum, second division (45% marks)

Duration: One Year (2 semesters)

AIOU Required Credit Hours: **30**

Medium of Instruction: English/ Urdu

Teaching Methodology:

The study guides are available on the AIOU website. Online workshops are held online for each course.

Assessment Criteria: As per AIOU policy on page (v)

Courses for PGD

First Semester:

S. No.	Course Title	Course Code	Credit Hours
1	Psychology of Gender	9151	3
2	Pakistani Khawateen Ka Sheri Adab Mein Kirdar	9153	3
3	Lifespan Development of Women: A Psychosocial Context	8308	3
4	Pakistani Khawateen Ka Nasri Adab Mein Kirdar	8309	3
Total Credit Hours:			12

Second Semester:

S. No.	Course Title	Course Code	Credit Hours
1	Research Methods in Gender Studies	9155	3
2	Applied Statistics in Gender Studies	9156	3
3	Feminist Debates on Gender Inequalities	9157	3
4	Feminism and Islam	8310	3
5	Sociological Theory I	9434	3
6	Sociology of Gender Issues: Theoretical Background	8223	6
Total Credit Hours:			

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 4 Courses) = US\$ 400	US\$ 400
Total Fee for First Semester:	US\$ 500

For any assistance contact:

Directorate of International Collaboration & Exchange

Phone: +92-51-9572495

E-mail: overseas@aiou.edu.pk

PGD-INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)

Introduction:

The field of accounting has undergone significant changes in the last two decades with the development of new standards and revision of existing financial reporting frameworks. The IFRSs are adopted by companies around the globe to make their financial statement comparable across various jurisdictions. The objective of this PGD in IFRS is to enable students to understand the requirements of International Accounting Standards/International Financial Reporting Standards for the preparation of financial statements and improve the quality of financial reporting in corporate sector.

Eligibility:

Minimum 14 years of education in commerce/business or management sciences (B.Com/Associate Degree/BBA or equivalent). Persons with higher education commerce and business subjects such as BS Accounting and Finance, B. Com Hons, BBA Hons., BS Business Studies, M.Sc Accounting and Finance, MPA, M. Com, M.Sc Public Administration, CMA, ACCA, PIPFA, CA MBA, MS Commerce, MS Management Sciences, etc. is also eligible for admissions.

Mode of Education:

ODL Mode of education will be adopted. Study material will be provided in the form of e-books and the workshop classes will be conducted in online mode through LMS.

Duration & Credit Hours:

One year comprising of 30 credit hours with 10 courses divided into two semesters.

Assessment:

As per AIOU criteria.

Course Offering:

First Semester:

S. No.	Course Title	Course Code	Credit Hours
1	Financial Management	5040	3
2	Advanced Financial Accounting	5059	3
3	Public Sector Accounting	5061	3
4	Financial Reporting-I	5062	3
5	Financial Reporting-II	5063	3
Total Credit Hours:			15

Second Semester:

S. No.	Course Title	Course Code	Credit Hours
1	Advanced Auditing	8533	3
2	Financial Statement Analysis	5589	3
3	IFRSs for SMEs	5590	3
4	Managerial Accounting	5031	3
5	Financial Reporting-III	5591	3
Total Credit Hours:			15

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 5 Courses) = US\$ 500	US\$ 500
Total Fee for First Semester:	US\$ 600

For any assistance contact:
Directorate of International Collaboration & Exchange
Phone: +92-51-9572495
E-mail: overseas@aiou.edu.pk

DEPARTMENT OF ENGLISH

Introduction

The Department of English was established with the inception of Allama Iqbal Open University in 1974, keeping in view the present dynamics of English language learning and teaching in Pakistan, the Department offers programmes with the following objectives:

Objectives

- To bring education to the students' doorsteps through online learning mechanisms combining with the print and multimedia support.
- To offer English language courses at SSC, HSSC and Bachelor's levels.
- To offer teacher training programmes for in-service and aspiring school, college and university teachers who wish to enhance their professional competence and skills through Diploma and Master's level.
- To develop understanding of the teachers about theoretical and practical implications of English language teaching.
- To facilitate research in English language teaching.
- To create awareness among the prospective teachers about the latest pedagogical trends, methodologies and techniques of English language teaching.

PGD-TEACHING OF ENGLISH AS A FOREIGN LANGUAGE (TEFL)

The Diploma in Teaching of English as a Foreign Language (Dip TEFL) is the first stage towards the MA TEFL degree which aims at creating awareness about approaches, methods and techniques of learning and teaching of English in the classroom. The Dip TEFL offers a range of courses which cover different aspects of English language teaching.

Eligibility

Candidates with the following qualification are eligible for admission:

MA/BS (16 years' education/degree in English Language/Linguistics/Literature)

Admissions are awarded on merit which is determined by the Department.

Medium of Instruction: English

Credit Hours Required: It is a 30 credit hour study programme.

Duration: One year (two semesters) including workshop (compulsory) having 6 credit hours.

COURSES OFFERED

First Semester

S.#	Code	Course Title	Cr. Hrs
1	5655	Psycholinguistics and Language Teaching Methodology	3
2	5656	Sociolinguistics	3
3	5657	Grammar	3
4	5658	Phonology	3

Second Semester

S.#	Code	Course Title	Cr. Hrs
1	5659	The Language Skills–I	3
2	5660	The Language Skills–II	3
3	5661	EFL in the Classroom–I	3
4	5662	EFL in the Classroom –II	3
5	5078	Workshop	6(0+6)

In Diploma TEFL, during the second semester, the students are required to attend the workshop. The workshop spans over two weeks. During a 1st week, resource persons deliver lectures on different aspects of ELT. During the second week, the students are required to prepare three lesson plans based on ELT and present any two of these plans in the classroom.

Admission Procedure for Dip/MA TEFL Programme

Only the selected candidates will be informed online, and all the processes will also be completed online by the Department of Admission of the University, about their selection for admission to the programme.

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 4 Courses) = US\$ 400	US\$ 400
Total Fee for First Semester:	US\$ 500

For any assistance contact:

Directorate of International Collaboration & Exchange
Phone: +92-51-9572495
E-mail: overseas@aiou.edu.pk

Applicants are advised not to pay/send fee until they are informed by the admission section about their final selection for admission.

Candidates are required to submit online complete admission forms along with the attested copies of certificates/degrees, domicile certificates (may be needed), detailed mark sheets and other documents/testimonials as required for the admission. The selected candidates will be able to generate fee proforma online to deposit fee.

FACULTY OF EDUCATION

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

DEPARTMENTS OF THE FACULTY

Faculty of Education comprises of the following six departments:

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

Programmes of Faculty of Education

The Faculty has developed and launched more than 275 courses in various disciplines from SSC to PhD level programmes. It is now fully recognized by both the government of Pakistan and International agencies as the prime national provider of professional education and training at all levels.

The faculty is offering the following academic programmes:

- PhD (Education) (MPhil Based) Elementary Teacher Education
- PhD Education (MPhil Based) Distance, Non-Formal and Education Specialization
- PhD Education (MPhil Based) Educational Planning and Management Specialization
- PhD Education (MPhil Based) Teacher Education Specialization
- PhD Education (MPhil Based) Special Education Specialization
- PhD Education (MPhil Based) Science Education
- MPhil (Education) Distance & Non Formal Education
- MPhil (Education) Educational Planning & Management
- MPhil (Education) Elementary Teacher Education
- MPhil (Education) Teacher Education
- MPhil (Education) Special Education
- MPhil (Education) Science Education
- MEd (Distance and Non-Formal Education)

- MEd (Science Education)
- MEd (Special Education)
- MEd (one year) Elementary Education
- MEd (Teacher Education)
- MA (Distance and Non-Formal Education)
- MA (Educational Planning and Management)
- MA (Elementary Teacher Education)
- MA (Teacher Education)
- MA (Special Education)
- BEd (Bachelor of Education) 1.5 year
- BEd (Bachelor of Education) 2.5 year
- BEd (Bachelor of Education) 4 year
- PG (Diploma Educational Planning & Management)
- PG (Diploma in Special Education)
- Associate Degree in Education (2 year)
- SSC Level Courses Related to the Faculty
- HSSC Level Courses Related to the Faculty
- BA Level Courses Related to the Faculty
- Non Credit Research Courses

Dr Muhammad Sami Ullah

Assistant Professor, Ph: 051-9057851

Dr Syed Nasir Hussain Shah

Assistant Professor

Phone: 051-9057275

Dr Jahan Ara Shams

Assistant Professor

Phone: 051-9057278

Dr Rukhsana Durrani

Lecturer/Programme Coordinator

Phone: 051-9057412

Email: rukhsana.durrani@aiou.edu.pk

Dr Mubeshera Tufail

Lecturer, Ph: 051-9057716

Mr Salman Khalil

Lecturer, Ph: 051-9057718

Email: salman.khalil@aiou.edu.pk

DEPARTMENT OF EDUCATIONAL PLANNING, POLICY STUDIES AND LEADERSHIP (EPPSL)

The department was established in 1976 was renamed as EPPSL in 2008. It offers programmes in educational planning and management. These programmes are aimed at producing a cadre of professionals for the educational institutions and organizations in the country. Programmes of EPPSL include Postgraduate Diploma (EPM) (ELM), MA (EPM), MPhil and PhD in Education. The courses of these programmes are attained to the field requirements of target personnel in the areas of educational planning and management.

PGD-EDUCATIONAL PLANNING AND MANAGEMENT (EPM)

The programme of Educational Planning and Management (EPM) is the first Master's degree venture of the Allama Iqbal Open University. The early courses of the EPM were launched in 1976 under the Institute of Education. In 1984, when the status of the Institute of Education was raised to the Faculty of Education the Department of Educational Planning and Management was created within the Faculty of Education to organize the EPM programmes. The Department of EPM offers courses of study in the professional areas of Educational Planning and Management which are aimed at producing a cadre of professionals for educational institutions and

organizations of the country for all levels of planning and management jobs.

1) Objectives of Program

To produce a cadre of professionals for educational institutions and other organizations of the country for all levels of managerial and administrative jobs by equipping them with the knowledge and skills of educational planning and management.

2) Duration of Program

PGD-Educational Planning & Management comprises 30 credit hours with one-year duration.

3) Admission criteria/eligibility

A graduate with second division is eligible to apply for admission to PGD in Educational Planning and Management.

4) Semester-wise scheme of study with credit hours

First Semester: (Compulsory Courses)

Sr. No.	Course title	Course Code	Cr. Hrs
1	Basic Concepts of Educational Planning-I	8238	3
2	Basic Concepts of Educational Planning-II	8239	3
3	Plan Implementation and Management-I	8240	3
4	Plan Implementation and Management-II	8241	3

2nd Semester (Compulsory Courses)

Sr. No.	Course title	Course Code	Cr. Hrs
1	Processes of Educational Planning-I	8233	3
2	Processes of Educational Planning-II	8231	3
3	Curriculum Planning and Evaluation-I	8235	3
4	Curriculum Planning and Evaluation-II	8232	3

Elective Courses:

Any 6 credit hours of title from the following courses:

1	Development Education-I	8236	3
2	Development Education-II	8237	3
3	Project Implementation, Monitoring & Evaluation -I	8242	3
4	Project Implementation, Monitoring & Evaluation -II	8243	3
5	Population Education-I	8244	3
6	Population Education-II	8245	3
Total Credit Hours:			30

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 4 Courses) = US\$ 400	US\$ 400
Total Fee for First Semester:	US\$ 500

For any assistance contact:

Directorate of International Collaboration & Exchange

Phone: +92-51-9572495

E-mail: overseas@aiou.edu.pk

Note:

1. Students can take course work equivalent to 18 credit hours in a semester (Except 1st Semester)
2. A student must opt courses in pair (I & II) **Award of degree** Post graduate diploma in Educational Planning and Management can be awarded only when the students have completed 30 credit hours.

3. Method of Instructions:

Medium of instructions for PGD (EPM) is English.

Online Mode: Online Learning Management System and typed assignments shall be included.

4. Evaluation Scheme:

i. Assignments

Two assignments for each course (100+100 marks)

ii. Workshops

Workshops for the PGD Courses will be held at LMS online as decided by the university from time to time.

iii. Presentation

Nil

iv. Final/Mid-Term Examination

One 100 marks final written paper of each course

1) Fee structure

PGD (EPM) candidates may not submit the fee. They should submit only the admission form with all the relevant attested documents including experience certificates to the EPPSL department, AIOU, Islamabad. After determination of the merit, selected candidates will be offered to submit their fee within stipulated period.

Research Work/Thesis Project (if Applicable)

Not Applicable

Concluding Remarks

Applicants are advised not to pay/send fee until they are informed by the admission section about their final selection for admission.

Candidates are required to submit online complete admission forms along with the attested copies of certificates/degrees, domicile certificates (may be needed), detailed mark sheets and other documents/testimonials as required for the admission. The selected candidates will be able to generate fee proforma online to deposit fee.

PGD-EDUCATIONAL LEADERSHIP AND MANAGEMENT (ELM)

1. Introduction:

The diploma in Educational Leadership and Management is a one-year program. The aim of this program is to inculcate leadership and managerial skills in prospective in-service school principals. This innovative program is designed to prepare individuals for leadership role improving prepare individuals for leadership role improving teaching and learning through improving management and administration of school. This program will prepare exemplary leaders with strong commitment to educational change.

The aim of Educational Leadership and Management program is to serve current and future educational leaders in Pakistan by offering advance learning opportunities in educational leadership and engaging in scholarly activities to advance knowledge and practice in the field of educational leadership.

2. Objectives of the Programme:

- (i) To produce a cadre of professional for educational institutions and other organizations of the country for all level of managerial and administrative job by equipping them with the knowledge and skills of educational leadership and management.
- (ii) To prepare and guide interested students for pursuing higher studies and research in (EPM)

3. Duration:

- Duration of PDG ELM programme is one year comprising 2 Semester. A student will have to successfully complete 30 credit hour course including research project.
- Mode of study will be English

4. Eligibility for Admission:

- i. Applicant having 14 years of Education from HEC recognized institution with at least 2nd division (45%) marks or equivalent CGPA are eligible to apply.
- ii. PGD (ELM) candidates will not submit the fee they should submit only the admission form with all the relevant attested documents including experience certificates to the concerned department Chairman AIOU Islamabad.
- iii. After determination of the merit, selected candidates will be offered to submit their fee within stipulated time period.

5. Semester Course Detail:

First Semester:

Course Code	Course Titles	Credit Hours
1645	Educational Leadership	03
1647	Instructional Supervision	03
1646	Organizational Leadership	03
1648	Institutional Development	03
1649	Educational Research	03

Second Semester:

Course Code	Course Titles	Credit Hours
1690	School Administration & Supervision	03
1691	School Community Relations	03
1692	Comparative Perspective of ELM	03
1693	Educational Resource Management	03
1694	Research / Project	03

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 5 Courses) = US\$ 500	US\$ 500
Total Fee for First Semester:	US\$ 600

For any assistance contact:

Directorate of International Collaboration & Exchange

Phone: +92-51-9572495

E-mail: overseas@aiou.edu.pk

Note: PGD degree in ELM can be awarded only when the student has completed 30 credit hours.

There are two modes:

i) Correspondence mode

In which printed learning material and hand written assignments are included. Study material will be available on AIOU website only.

ii) Online Mode

Online Learning Management System (LMS) and typed assignments shall be included.

Evaluation Scheme

As per AIOU policy.

Assignments

Two assignments for each course (100+100 marks)

Workshops

Online workshop for each course will be held at the end of each semester. Participation in the workshop is mandatory.

Final/Mid-Term Examination

100 marks final written paper of each course will be taken.

Fee

The student will select at the end of each semester admission form with all the relevant attested documents including experience certificates will be sent to the EPPSL department, AIOU, Islamabad. After determination of the merit, selected candidates will be offered to submit their prescribed fee within stipulated period.

Research Work/Thesis Project (Applicable)

The research project is the part of academic programme so students will conduct research and submit its report; viva voce will be taken as well.

Note: Apply for admission online only.

For any assistance contact:

Directorate of International Collaboration & Exchange

Phone: +92-51-9572495

E-mail: overseas@aiou.edu.pk

FACULTY OF SCIENCES

The Faculty of Sciences at AIOU was first established in 1982 only with five departments and limited number of undergraduate and basic functional courses. Over last three to four years, five new departments and a range of higher degree programmes have been added to the portfolio of faculty of sciences. Most of the departments, in the faculty, are now engaged in the offering highly technical, scientific and professional courses.

DEPARTMENT OF NUTRITIONAL SCIENCES & ENVIRONMENTAL DESIGN

Introduction

Pakistan is a developing country, and it is the need of the hour to improve standard of education in all disciplines especially in science and technology in order to better cope with the challenges of 21st century. The Department was first established in 1981. During last few decades the Department has developed a range of professional programs in Health and Nutrition, Environmental Design and Home Economics. Multipurpose teaching/ research labs for Food and Nutrition and Environmental Design programs has been set up in order to provide a comprehensive environment for imparting practical training and research at the main campus.

Aims & Objectives

1. To upgrade and update the skills & knowledge of professionals in various fields of applied sciences.
2. To prepare learners for the career related disciplines considering the professional interests of individuals in the areas

of Health, Food Science, Nutrition, Dietetics, Environmental Design and Home Economics.

3. To prepare the individuals/professionals for the development and up gradation of community & sustainable environment.
4. To enable the individuals to integrate and apply knowledge and skills of Basic Sciences, Home Economics & Applied Sciences for their professional development.

The Department has produced scientific/value added and professional programs/courses in the areas of Health, Food & Nutrition, Home Economics and Environmental Design. The courses are now being offered under basic functional to post-graduate, MPhil and PhD level programs. Many of these courses are supported with audio-visual programs.

Currently the Department is offering the following programs:

1. Ph. D Food and Nutrition
2. MS Community Health & Nutrition
3. MS Environmental Design
4. M.Sc Public Nutrition
5. M.Sc Sustainable Environmental Design
6. Postgraduate Diploma in Environment, Health and Safety
7. Undergraduate level Home Economics and Health courses

PGD-ENVIRONMENT, HEALTH & SAFETY

Introduction

The Department is offering PGD in Environment, Health & Safety (EHS) which provides the benefits to professionals who work for the federal, state or local government as well as for industries, factories and mines etc. EHS aims to prevent and reduce accidents, emergencies, and health issues at workplace, along with any other environmental damage that could result from work practices. The novelty of EHS program is that it will train the specialists as master trainers who can protect the well-being of public and also ensure the environmental regulations that meet the employees and workplace safety standards.

1. Objectives

- i. To develop a strong understanding of Environment and Occupational Health & Safety (EHS) amongst the professionals.
- ii. To develop the skill set for planning, execution and analysis for EHS.
- iii. To be able to evaluate the existing work practices and how they can be improved to enhance the safety and wellness of the users and employees.
- iv. To train professionals to be able to get certified in international standard EHS certifications.

- v. To increase the human resource with EHS expertise which in turn would help increase country's compliance to various EHS regulations.

2. Eligibility Criteria

Students having minimum of 14 years of formal education with at least 2nd division as per university rules in any field from accredited Colleges, Universities, in Pakistan or abroad are eligible to apply for admission.

3. Scheme of Studies

1st Semester

Sr. No	Title of the Course	Course Code	Credit Hours
1.	Foundation in Occupational Health & Safety	7439	4(4+0)
2.	Health and Safety Management System – I (Organizing, Planning & Implementation)	7440	4(3+1)
3.	Health and Safety Management System – II (Monitoring and Auditing)	7441	4(3+1)
4.	Electrical and Fire Hazards	7442	3(2+1)

2nd Semester

1.	Physical and Psychological Hazards	7443	4(3+1)
2.	Equipment and Machine Related Musculoskeletal Hazards	7444	4(3+1)
3.	Chemical and Biological Health Hazards	7445	4(3+1)
4.	Waste Management (Environmental, Health & Safety Issues)	7446	3(3+0)

4. Teaching Methodology

AIOU employs ODL mode of learning (online teaching, assignments, practical activities and final exam) as methodology of instruction.

5. Attendance

Attendance in teaching sessions is compulsory.

6. Assessment

As per AIOU assessment criteria mentioned on page (v).

7. Attainment of Diploma

On successful completion of the diploma, the student will have to apply to the Controller of Examination for the issuance of Diploma.

Note: Fee, scheme of studies or courses can be changed or upgraded as per AIOU policy from time to time.

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 4 Courses) = US\$ 400	US\$ 400
Total Fee for First Semester:	US\$ 500

For any assistance contact:

Directorate of International Collaboration & Exchange

Phone: +92-51-9572495

E-mail: overseas@aiou.edu.pk

PGD-SUSTAINABLE ENVIRONMENTAL DESIGN (SED)

Introduction

PGD Sustainable Environmental Design is an initiative which embodies a holistic perspective, intertwining elements of architecture, urban planning, engineering, and environmental studies. It embraces the principles of resource efficiency, biodiversity conservation, and resilience, striving to create spaces and structures that not only meet human needs but also foster ecological balance and vitality. After enrolling in this program, students will be equipped with the knowledge, skills, and passion to address pressing environmental challenges and create a more sustainable and equitable world.

Objectives

- i. Understand the application of ecological principles and design of sustainable buildings and cities.
- ii. Understand sustainable urban technologies and design strategies.
- iii. Evaluate and monitor the present state and future potential of built environments in terms of sustainability.
- iv. Enable individuals to integrate and apply knowledge and skills of Sustainable Environmental Design in future studies.

Eligibility Criteria

Students from Pakistan and abroad having a minimum of 14 years of formal education with at least 2nd division in any field from accredited Colleges, Universities, in Pakistan or abroad are eligible to apply for admission.

Scheme of Studies

S. No.	Course Title	Course Code	Credit Hours
1st Semester			
1	Environmental Planning & Practice	EDHN6001	3 (3+0)
2	Climate Responsive Design	EDHN6002	3 (3+0)
3	Ecology & Ethics in Design & Architecture	EDHN6003	3 (3+0)
4	Environmental Aesthetics	EDHN6004	3 (3+0)
5	Culture & Building Design	EDHN6005	3 (3+0)
2nd Semester			
1	Sustainable Communities	EDHN6006	3 (3+0)
2	Environmental Pollution (Air, Water, noise, Visual)	EDHN6007	3 (3+0)
3	Water Conservation & Management	EDHN6008	3 (3+0)
4	Ecological Building Design & Materials	EDHN6009	3 (3+0)
5	Environmental Control System	EDHN6010	3 (3+0)
Total Credit Hours:			30

Teaching Methodology

AIOU employs ODL mode of learning (online teaching, quiz, assignments, practical activities and final exams) as methodology of instruction.

Attendance

Attendance in teaching sessions is compulsory.

Assessment

As per AIOU assessment Criteria on page (v).

FEE STRUCTURE (As per AIOU policy)

Item	Fee
Registration fee: (once, if not already registered)	US\$ 50
Admission fee:	US\$ 50
Per 3 Credit Hour Fee = US\$ 100 (100 x 5 Courses) = US\$ 500	US\$ 500
Total Fee for First Semester:	US\$ 600

For any assistance contact:
Directorate of International Collaboration & Exchange
Phone: +92-51-9572495
E-mail: overseas@aiou.edu.pk

Attainment of Diploma

On successful completion of the diploma, the student will have to apply to the Controller of Examination for the issuance of Diploma.

Note: Fee, scheme of studies or courses can be changed or upgraded as per AIOU policy from time to time.

DEPARTMENT OF NUTRITIONAL SCIENCES & ENVIRONMENTAL DESIGN

Introduction

The Department of Nutritional Sciences and Environmental Design was first established in 1981. It is one of the pioneer departments of the university, which has progressed with the university by developing a range of professional courses/ programs in collaboration with King's College London, UK, British Council Pakistan, and University of Dundee, UK with a multidisciplinary approach in the field of Preventive and Allied Health, Nutrition, and Environmental Design. Multipurpose teaching/ research labs for Food, Nutrition, and Environmental Design programs have been set up to provide a comprehensive environment for imparting practical training and research at the main campus.

The department has successfully completed numerous projects in the fields of Preventive and Allied Health, Nutrition, and Environmental Design. The faculty is actively involved in organizing seminars and conferences at both national and international levels to disseminate the latest trends and advancements, foster collaboration with various stakeholders, and provide policy-level recommendations.

By addressing critical issues within these fields, the department focused on Sustainable Development Goals (SDGs) 2, 3, 4, 6, 11, 12, and 13. The teaching and research initiatives are particularly aligned with these SDGs, guiding

towards achieving COP28 targets and promoting climate-resilient and sustainable development within our country.

Aims & Objectives

1. To upgrade and update the skills & knowledge of professionals in various fields of applied sciences.
2. To prepare learners for the career related disciplines considering the professional interests of individuals in the areas of Health, Food Science, Nutrition, Dietetics, Environmental Design and Home Economics.
3. To prepare the individuals/professionals for the development and up gradation of community & sustainable environment.
4. To enable the individuals to integrate and apply knowledge and skills of Basic Sciences, Home Economics & Applied Sciences for their professional development.

The Department has produced scientific/value added and professional programs/courses in the areas of Health, Food & Nutrition, Home Economics and Environmental Design. The courses are now being offered under basic functional to post-graduate, MPhil and PhD level programs. Many of these courses are supported with audio-visual programs.

Currently the Department is offering the following programs:

1. PhD Food and Nutrition
2. MS Community Health & Nutrition
3. MS Environmental Design
4. M.Sc. Public Nutrition (continuing students only)
5. M.Sc. Sustainable Environmental Design (continuing students only)
6. BS in Human Nutrition and Dietetics
7. PGD Public Health and Nutrition
8. PGD Sustainable Environmental Design
9. PGD in Environment, Health and Safety
10. PGD Clinical Nutrition
11. Undergraduate-level Home Economics, Health and Nutrition courses

PGD-PUBLIC HEALTH AND NUTRITION

1. Introduction

The Postgraduate Diploma (PGD) in Public Health and Nutrition (PHN) is a specialized program designed to provide advanced knowledge and skills in the field of public health and nutrition. This program is typically aimed at professionals

and graduates who are looking to enhance their understanding of health issues in relation to nutritional science. The PGD PHN is an interdisciplinary program designed to prepare professionals to address complex health and nutritional challenges. Through a combination of theoretical knowledge and practical experience, graduates are equipped to contribute effectively to the field of public health and nutrition, improving health outcomes at individual and community levels.

2. Objectives:

The objectives of this program are:

1. To deepen knowledge of the principles and concepts of nutrition, including macronutrients, micronutrients, and their role in health and disease during different stages of the lifespan.
2. To focus on maternal and child nutrition, addressing the unique nutritional needs during pregnancy, lactation, and early childhood.
3. To address issues related to food safety and security, including the prevention of foodborne illnesses and ensuring access to safe and nutritious food.
4. To equip students with skills in nutritional epidemiology, enabling them to analyze and interpret data related to nutrition and health outcomes.
5. To develop skills in designing and implementing effective nutrition education programs to promote health.

Sr. No.	Course Codes	Course Title	Credit Hours
1st Semester			
1	EDHN6011	Macronutrients	3(3-0)
2	EDHN6012	Micronutrients	3(3-0)
3	EDHN6013	Nutrition Education	3(3-0)
4	EDHN6014	Introduction to Food Science	3(3-0)
5	EDHN6015	Nutrition-A Lifespan Approach	3(3-0)
2nd Semester			
1	EDHN6016	Nutrition for Fitness	3(3-0)
2	EDHN6017	Nutritional Status Assessment	3(3-0)
3	EDHN6018	Maternal & Child Health	3(3-0)
4	EDHN6019	Epidemiology	3(3-0)
5	EDHN6020	Food Microbiology	3(3-0)
Total Credit Hours			30

3. Eligibility Criteria

Students from Pakistan or Overseas having minimum of 14 years of formal education with at least 2nd division as per university rules in any field from accredited Colleges, Universities, in Pakistan or abroad are eligible to apply for admission.

4. Scheme of Studies

5. Teaching Methodology

AIOU employs blended mode of learning (online teaching, quiz, assignments, practical activities and final exams) as methodology of instruction.

6. Mode of Instruction

English/Urdu as per convenience of the students

7. Attendance

Attendance in teaching sessions is compulsory and has 10% weightage in assessment.

8. Assessment

The distribution of the marks of each course work of PGD shall be as follows:

a) Attendance	10%
b) Quiz	20%
c) Continuous Assessment	20%
d) Final Examination	50%
Total:	100%

(Pass percentage in each component will be 50%)

Fee Structure (as per AIOU policy)

Item	Fee
Registration fee: (once, if not already registered)	US\$ 50
Admission fee:	US\$ 50
Per 3 Credit Hour Fee = US\$ 100 (100 x 5 Courses) = US\$ 500	US\$ 500
Total Fee for First Semester:	US\$ 600

For any assistance contact:
Directorate of International Collaboration & Exchange
Phone: +92-51-9572495
E-mail: overseas@aiou.edu.pk

Note: Fee, scheme of studies or courses can be changed or upgraded as per AIOU policy from time to time.

10. Completion of Diploma

On successful completion of the diploma, the student will have to apply to the Controller of Examination for the issuance of Diploma.

FACULTY OF ARABIC AND ISLAMIC STUDIES

INTRODUCTION:

The Faculty of Arabic & Islamic Studies was provided in the University Act, 1974. It started functioning as an institute of Arabic & Islamic studies comprising of the departments of Arabic and Islamic studies. The Institute of Arabic and Islamic Studies was upgraded as a full-fledged faculty in 1998. The Faculty of Arabic and Islamic consists of the following departments:

1. Quran and Tafseer
2. Hadith & Hadith Sciences
3. Shariah
4. Islamic Thought, History & Culture
5. Arabic Language & Literature
6. Seerah Studies
7. Interfaith Studies
8. Islamic Economics

OBJECTIVES OF THE FACULTY

1. To teach Islamic Studies and Arabic Language from Matric to PhD levels as per contemporary requirements.
2. To conduct advance research on the different aspects of Islamic Studies, Islamic Culture, Arabic Language, Literature and Civilization.
3. To protect Islamic Heritage with the help of modern research tools and techniques.
4. To play leading role in the interpretation of Islamic Teachings, according to the needs of contemporary Pakistani society.
5. To reconstruct Islamic Thought and defending Islam and Islamic identity of Pakistan at national & international forums.
6. To prepare Scholars of Islamic Studies who have the grasp on the different issues of the Islamic Studies in general and command over the different areas of specialization such as Quran, Tafseer, Hadith, Shariah & Law, Islamic thought, History, Culture, Civilization and Muslim languages particularly Arabic language.
7. To establish a cadre of specialists and professionals experts in different fields of Islamic Studies who can provide effective leadership in guiding and conducting quality research in the various disciplines of Islamic and Arabic Studies.
8. To provide opportunity of professional growth and development to the scholars of Islamic studies in general and in service personals in particular.
9. To develop linkage between different highly reputed institutions of Islamic learning in general and institutions of Muslim world in particular.
10. To create interfaith harmony and environment of dialogue between Islamic and other civilizations.

PROGRAMMES OFFERED BY THE FACULTY

1. Postdoctoral Fellowship
2. Ph.D Islamic Studies (General)
3. Ph.D Islamic Studies (with specialization in Quran & Tafseer)
4. Ph.D Islamic Studies (with specialization in Seerat Studies)
5. Ph.D Islamic Studies (with specialization in Interfaith Studies)
6. Ph.D Shariah
7. Ph.D Arabic
8. M.Phil Islamic Studies (General)
9. M.Phil Islamic Studies (with specialization in Quran & Tafseer)
10. M.Phil Islamic Studies (with specialization in Seerat Studies)
11. M.Phil Islamic Studies (with specialization in Interfaith Studies)
12. M.Phil Islamic Studies (with specialization in Hadith and Hadith Sciences)
13. M.Phil (Arabic Language and Literature)
14. M.S Shariah
15. Post Graduate Diploma "IFTAA"
16. Diploma "Islamic Finance"
17. BS Arabic
18. BS Islamic Finance
19. BS Islamic Studies (International)
20. BS Islamic Studies (General)
21. BS Islamic Studies (Specialization in Quran & Tafseer)
22. BS Islamic Studies (Specialization in Hadith)
23. BS Islamic Studies (Specialization in Seerat Studies)
24. BS Islamic Studies (Specialization in Sharia)
25. BS Islamic Studies (Specialization in Dars-e-Nizami)
26. BS Islamic Studies (Specialization in Interfaith Studies)
27. Certificate Course "IFTAA"
28. Certificate Course "Imam and Khateeb"
29. Arabic Teachers Training Course (ATTC)
30. Al- Lisan-ul-Arabi
31. Darse-e-Nizami Program (Matric to BA)
 - Al Shahada al-Sanavia al-Aama
 - Al Shahada al-Sanavia al-Khasa
 - Al Shahada al-Aliya

JOURNALS/INDEX OF THE FACULTY:

1. Maaraf-e-Islami (from 2002)
2. Seerat Studies (from 2016)
3. Al-Bahs-ul-Arabi (from 2018)
4. Islamic Research Index.IRI (from 2014)

FUTURE PLANE:

1. Shifting of Programs to Online Mode
2. Strengthening of Dars-e-Nizami Program
3. Launching of Associate Degrees to address Professional Needs
4. Faculty Development/Training for designing research Projects/ language Proficiency
5. Development of newly approved courses at various levels
6. Launching of new Research Journals.

Details of the Program

DIPLOMA ISLAMIC FINANCE PROGRAM

Introduction of the Program:

The Diploma in Islamic Finance program offered by the Department of Islamic Thought, History, and Culture, Faculty of Arabic and Islamic Studies, Allama Iqbal Open University (AIOU), Islamabad. This program is meticulously designed to provide students with a foundational understanding of Islamic finance principles and practices, emphasizing Shariah compliance.

The Diploma in Islamic Finance program at AIOU is developed to offer students a fundamental grasp of the principles governing Islamic finance. This program is structured to equip learners with essential knowledge and skills required to comprehend and engage with the dynamic landscape of Islamic finance while upholding the principles of Islam.

Objectives of the Program:

1. To Gain a thorough understanding of Islamic finance principles, practices, and Shariah rulings.
2. To Develop a solid foundation in core subjects such as Islamic banking, finance, and Shariah principles.
3. To Acquire practical skills essential for entry-level roles in the Islamic finance industry.
To Explore Islamic business and finance within the context of Islamic economics, providing a well-rounded perspective.

Eligibility for Admission:

14 Years education (BBA/BA/B.COM /Associate Degree)

4. DETAIL OF COURSES:

1st Semester:

Sr. #	Course Title	Code	Cr.Hrs
1.	Islamic Economic System	1913	03
2.	Islamic law of Business Contracts	3971	03
3.	Fundamental of Money and Banking	8593	03
4.	Fundamentals of Islamic Capital and Money markets	3977	03
5.	Introduction to Business Finance	8594	03

2nd Semester:

Sr. #	Course Title	Code	Cr.Hrs
1.	AAOIFI'S Shariah Standards	2642	03
2.	Product Development in Islamic Banks	3980	03
3.	Shariah Governance in Islamic Financial institution	3976	03
4.	Insurance and Takaful Management	3979	03
5.	Risk Management for Islamic Banks	3978	03

For any assistance contact:

Directorate of International Collaboration & Exchange

Phone: +92-51-9572495

E-mail: overseas@aiou.edu.pk

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 5 Courses) = US\$ 500	US\$ 500
Total Fee for First Semester:	US\$ 600

The University reserves the right to change the fee tariff in the coming semesters. This can be done without any prior notice as deemed fit for the expected expenditure which is to be incurred on the semester based academic and operational activities of the program.

**SCHEME OF STUDY DIPLOMA
(ISLAMIC LAW AND JURISPRUDENCE)**

Sr.No.	Subject	Description		
1	Name of Program	Diploma (Islamic law and jurisprudence)		
2	Study Mode	ODL (Non Merit Based Program)		
3	Date of Approval	Committee of Courses: 29-05-2024 Facility Board on: 24-07-2024		
4	Duration of Program	01 Year (02 Semesters)		
5	Eligibility for Admission	F.A / FSC or equivalence		
6	Components	Sr. No.	Components	
		1	Course Work/ Quizzes	
		2	Workshop	
		3	Final Examination	
7	Workshop	As per AIOU Rules		
8	Medium of Instruction	Urdu / English / Arabic		
9	Course work Evaluation	Sr. No.	Components	Weightage
		1	Assignment	As per AIOU Policy for BS (Islamic law and jurisprudence)
		2	Workshop Attendance/Quizzes	
		3	Final Examination	
		4	Passing Marks	
10	Offering department	Department of Shariah, Faculty of Arabic and Islamic Studies, AIOU, Islamabad.		

پہلا سمسٹر

گریدٹ آورز	نام کورس	کورس کوڈ	نمبر شمار
03	منتخب آیات الاحکام اور احادیث الاحکام کا مطالعہ - I (طہارت، نماز، روزہ، زکوٰۃ و عشر اور حج) (Study of Selected Ayaat and Ahadith related to Ahkam)	2952	1
03	تعارف فقہ (Introduction of Fiqh)	2951	2
03	تاریخ و تعارف اصول فقہ (History and introduction to Usool e Fiqh)		3
03	اسلام کا قانون زکوٰۃ و عشر (Islamic Law of Zakat and Ushr)	2968	4
03	ملکیت اراضی (Land Ownership)	2967	5

دوسرا سمسٹر

گریدٹ آورز	نام کورس	کورس کوڈ	نمبر شمار
03	اصول فقہ (Islamic Jurisrudence)	2953	1
03	فقہ الجنايات (Criminal Law of Islam)	2957	2
03	نظریات فقہیہ اور قواعد فقہیہ کا تعارف (Introduction to Theories and Legal maxims of Islamic Law)	2969	3
03	فقہ المعاملات - I (Figh-ul-Muamlat-I)	2962	4
03	اسلام کا قانون وراثت و وصیت (Islamic Law of Inheritance and will)	2961	5

Fee Structure:

Item	Rate
Registration Fee: (At the time of first admission)	US\$ 50
Admission Fee: (At the time of first admission)	US\$ 50
Per 3 Credit Hour Fee = US\$ 100 (100 X 5 Courses) = US\$ 500	US\$ 500
Total Fee of First Semester:	US\$ 600

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