

ADMISSION Autumn 2021

AI[○]OU

MA/MSc

1. MSc Mass Communication
2. MSc Administrative Sciences
3. MA TEFL
4. MSc Sustainable Environmental Design
5. MSc Public Nutrition



Allama Iqbal Open University, Islamabad
Directorate of International Collaboration & Exchange
www.aiou.edu.pk

PROSPECTUS FOR INTERNATIONAL/OVERSEAS STUDENTS

1. MSc Mass Communication
2. MSc Administrative Sciences
3. MA TEFL
4. MSc Sustainable Environmental Design
5. MSc Public Nutrition

FOR

SEMESTER: AUTUMN 2021



**Directorate of International Collaboration & Exchange
Allama Iqbal Open University, Islamabad**

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Vice-Chancellor's Message

Dear Student,

السلام عليكم

Allama Iqbal Open University (AIOU) is one of the mega universities of the world and it occupies a unique position in the education sector of Pakistan. Because of its affordability and high-quality distance and online academic programs. AIOU has now turned into the most favorite university of the country with high international 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. 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. AIOU offers many undergraduate and Post Graduate programs at rural and remote areas providing an unparalleled opportunity to all the poor and deprived sections of the society at an affordable cost. After assessing the success of many degree programs in Pakistan, AIOU is successfully offering multiple degree programs for International/overseas students. AIOU values the presence of International/Overseas students and recognizes the important role they play in the life of AIOU. In recent years we have established cross institutional cooperation's with many countries across the globe. The university has recently digitalized all its student-support services for facilitating its students on priority basis. This digitization of the system, it is hoped, will enable AIOU students to get all kinds of educational support online by using their Learning Management system (LMS) portal.



Committed for your bright future!

Prof. Dr. Zia-UI-Qayyum
Vice Chancellor, AIOU

IMPORTANT ACTIVITIES TO BE REMEMBERED

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

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

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

ADMISSION PROCEDURE

Fresh International/Overseas Students

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

STEP BY STEP GUIDE TO FILL UP ONLINE APPLICATION FORMS

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

- First open our website in any Browser WWW.AIOU.EDU.PK you will be at this page/window.

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

- Click Online Admission Forms under the ADMISSIONS Tab.

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

Allama Iqbal Open University
"Education for All"

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

Online Admission Form

For Semester Autumn 2021

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

Helpline: 051-111-112-468

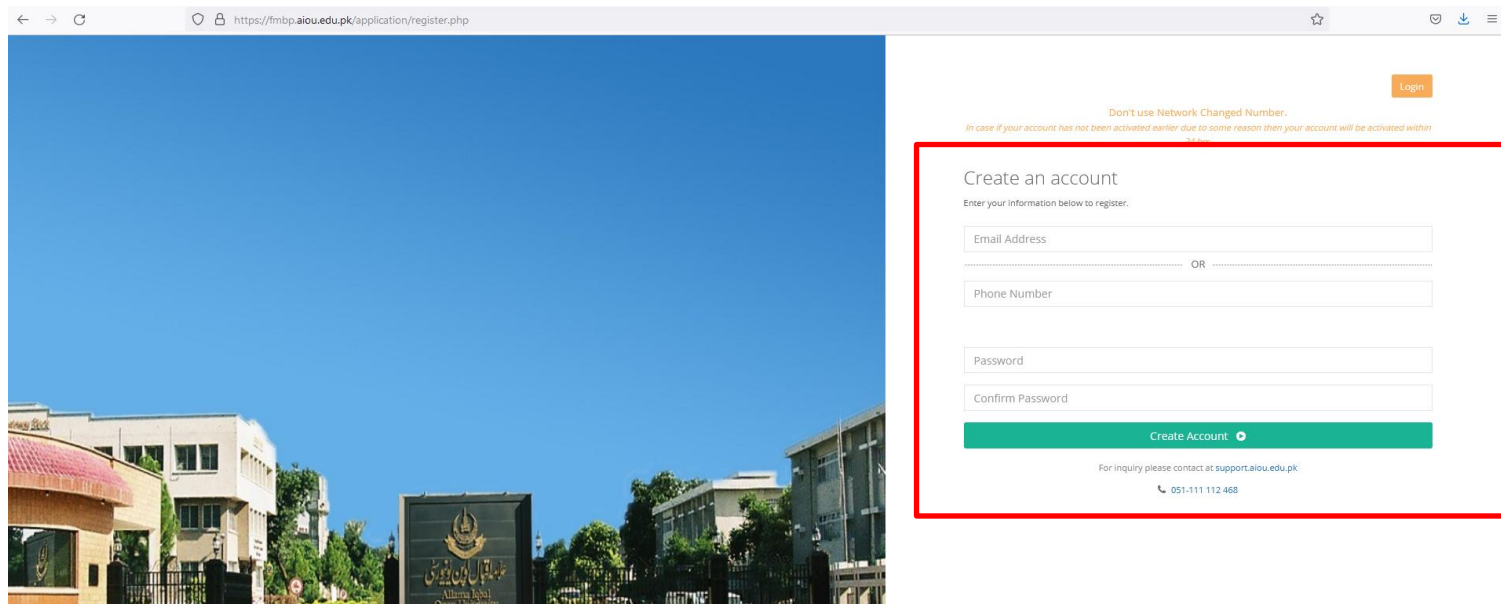
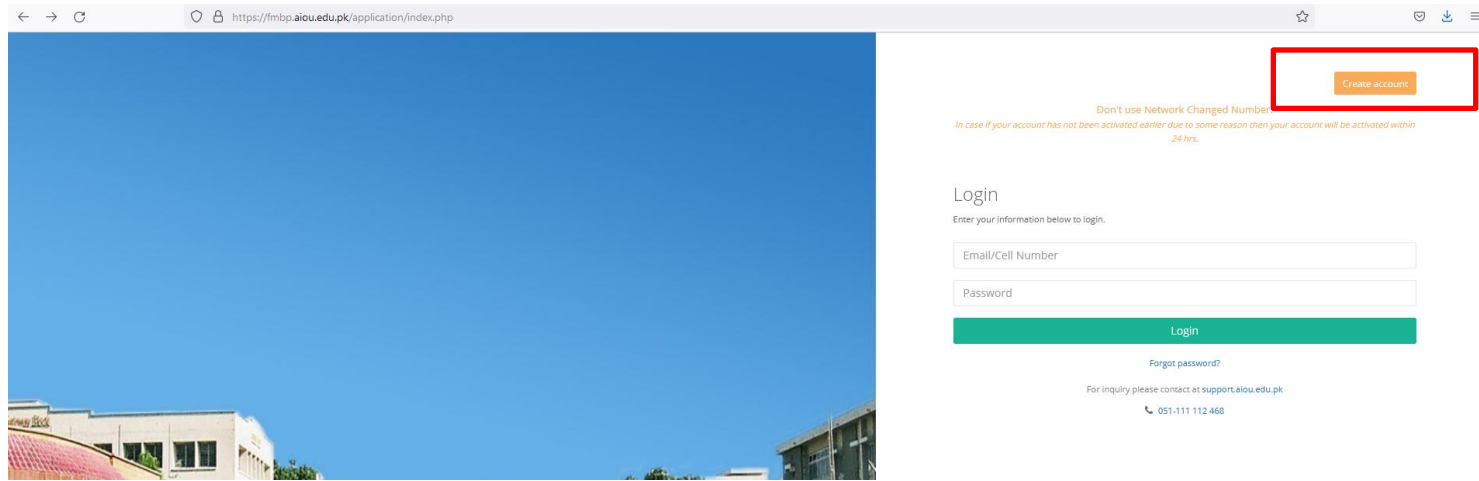
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- On next window you will find following **Four Options.**
 1. **Admissions for Fresh Students**
 2. Enrolment for Continuing Students (will start from 16 August 2021)
 3. Download Prospectus (For National Students)
 4. **Download Prospectus (For International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

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

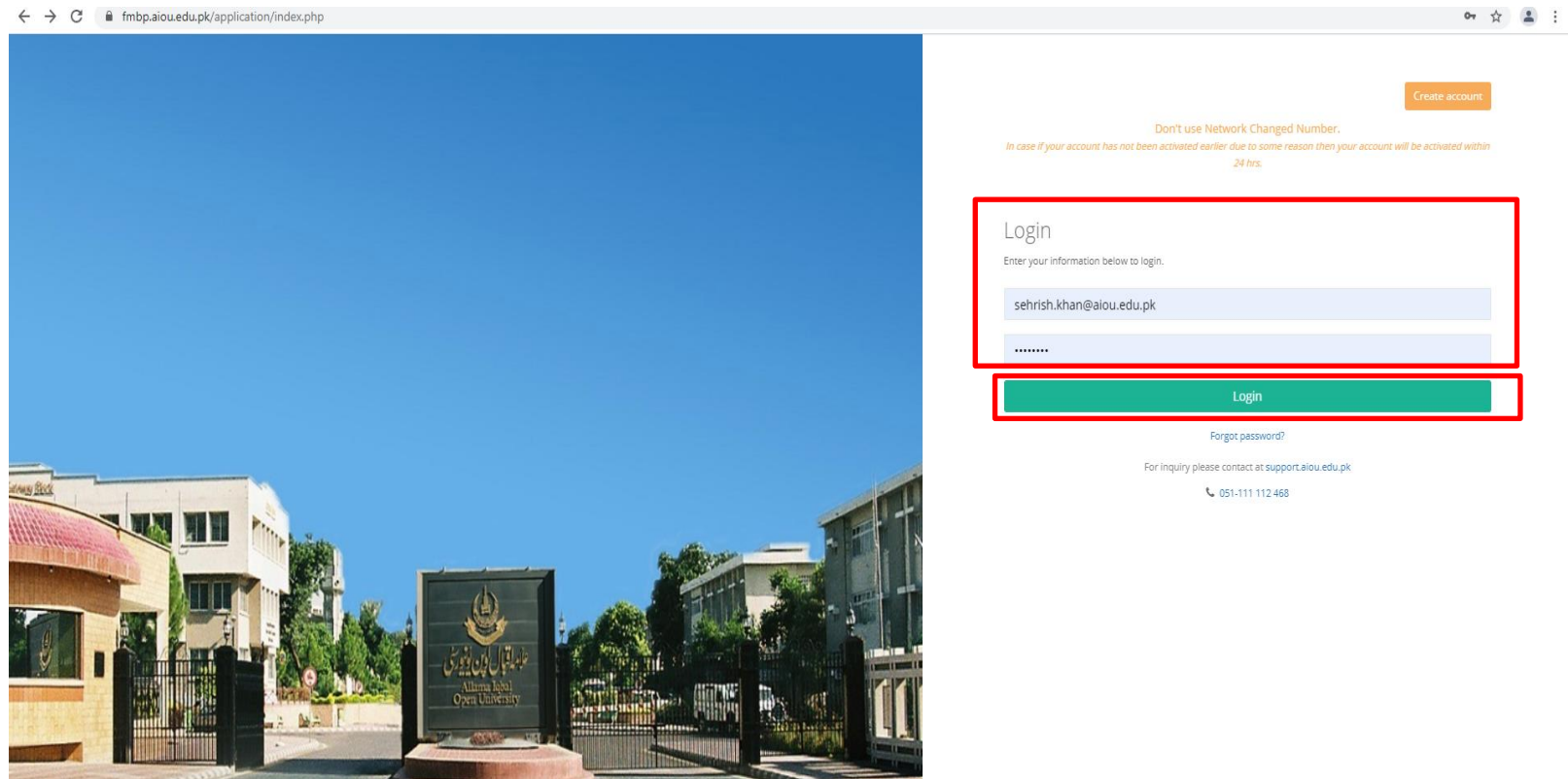
On clicking **Admission for Fresh Applicants**, you can view the window as shown in picture. Here you will have to create your account with your email (Phone number option is not available for international and overseas students).

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



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

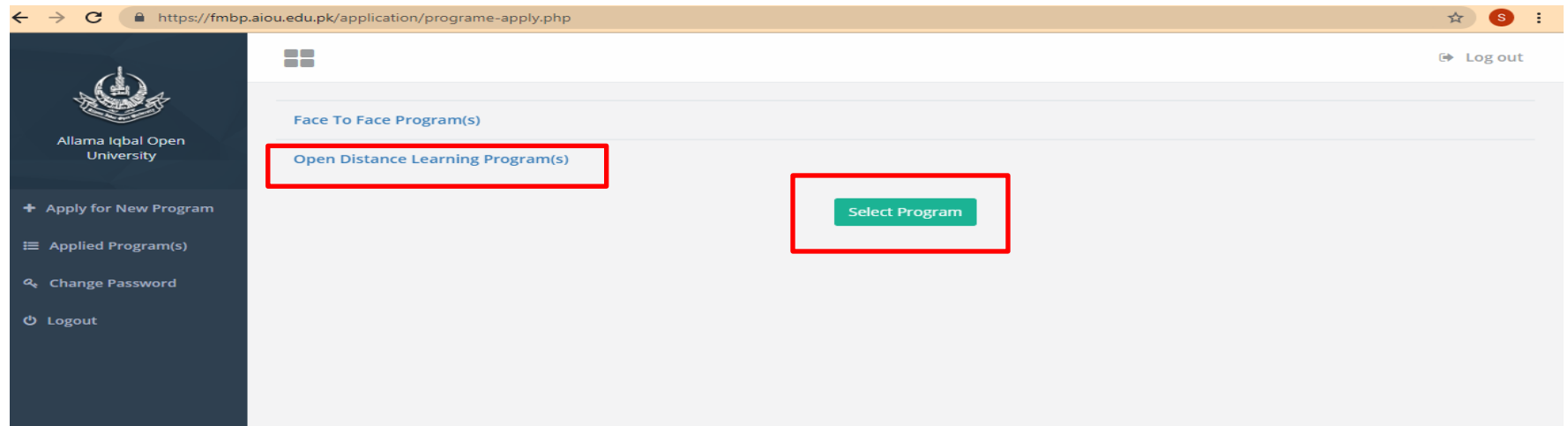
- On successful creation of your account with AIOU you will have to sign in with your [email and password](#) as per shown example:



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

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

- Click Open Distance Learning Program.



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



On Next Window you will find an option to choose your degree program in which you want to get admission.

The screenshot shows the application portal for Allama Iqbal Open University. The left sidebar contains navigation options: 'Apply for New Program', 'Applied Program(s)', 'Change Password', and 'Logout'. The main content area displays 'Face To Face Program(s)' and 'Open Distance Learning Program(s)'. A table lists six ODL programs with their respective sessions and deadlines. The fourth row, 'ODL - BED1.5', is selected with a radio button and highlighted by a red rectangle. A 'Select Program' button is located at the bottom right of the table area.

	S.#	Program	Session	Deadline
<input type="radio"/>	1	ODL - SSC	Autumn 2021	Monday , September 06, 2021 23:59
<input type="radio"/>	2	ODL - HSSC	Autumn 2021	Monday , September 06, 2021 23:59
<input type="radio"/>	3	ODL - CERT after SSC	Autumn 2021	Monday , November 01, 2021 23:59
<input checked="" type="radio"/>	4	ODL - BED1.5	Autumn 2021	Monday , November 01, 2021 23:59
<input type="radio"/>	5	ODL - BA/BS/AD/BED4	Autumn 2021	Monday , November 01, 2021 23:59
<input type="radio"/>	6	ODL - PGD	Autumn 2021	Monday , November 01, 2021 23:59

Students wishful to apply for **B. ED (1.5-Year)** Program shall **select Option-4 ODL-BED1.5** as shown in the above picture. While all those students who are applying for other **2.5Years and 4-Years B.E.D** programs shall select **Option-5 ODL-BA/BS/AD/BED4** as shown in the picture below:

This screenshot is similar to the one above, but the fifth row, 'ODL - BA/BS/AD/BED4', is selected with a radio button and highlighted by a red rectangle. The 'Select Program' button remains at the bottom right.

	S.#	Program	Session	Deadline
<input type="radio"/>	1	ODL - SSC	Autumn 2021	Monday , September 06, 2021 23:59
<input type="radio"/>	2	ODL - HSSC	Autumn 2021	Monday , September 06, 2021 23:59
<input type="radio"/>	3	ODL - CERT after SSC	Autumn 2021	Monday , November 01, 2021 23:59
<input type="radio"/>	4	ODL - BED1.5	Autumn 2021	Monday , November 01, 2021 23:59
<input checked="" type="radio"/>	5	ODL - BA/BS/AD/BED4	Autumn 2021	Monday , November 01, 2021 23:59
<input type="radio"/>	6	ODL - PGD	Autumn 2021	Monday , November 01, 2021 23:59

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

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

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

Logout

Personal Information
Last Update:

Academic Record
Last Update:

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

Courses Information
Last Update:

Photograph and Documents
Last Update:

051-111 112 468

Quick Links
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[Advertisement](#)

Undertaking

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

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

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

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

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

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

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

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

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

Application cannot be updated after submission.

Accept All

Submit Application

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

The screenshot displays the 'Work Experience' section of an application form. The page header includes the Allama Iqbal Open University logo, tracking ID (02-2021-3-00136670), username (sehrish.khan@aiou.edu.pk), and program group (QDL - BAKS/ADY/BED4 Autumn 2021). A progress indicator shows 20% completion. The 'Work Experience' section contains a table with columns for S.#, Organization, Job Title, Date, and Actions. A red box highlights a link in the Organization column: 'If you donot have any working experience click here to complete this section'. Another red box highlights the 'Save & Complete Section' button at the bottom right of the form.

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

Application Form | Log out

Alama Iqbal Open University

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

Image Not Found

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

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

Current Address
 -

20%

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

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

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

S.#	Document	Status	Action
1	Father CNIC / Passport <input type="button" value="Choose File"/> No file chosen	Not Uploaded File Name: **	<input type="button" value="Upload"/>

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

Logout

Personal Information
Last Update:

Academic Record
Last Update:

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

Courses Information
Last Update:

Photograph and Documents
Last Update:

Quick Links
Prospectuses
Advertisement

051-111 112 468

Undertaking

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

Submit Application

ALLAMA IQBAL OPEN UNIVERSITY

Allama Iqbal Open University, a mega university was established in 1974 under an Act of Parliament. The main campus of the university is situated in sector H-8, Islamabad. It was the second open university of the world and the first of its kind in Asia and Africa. The aim of establishing AIOU was to provide affordable and accessible education through distance learning at the doorsteps to those people who could not continue their education journey through formal system of education. The University (AIOU) operates on semester system and admits students in Autumn and Spring semesters. Undergraduate admissions are offered in both the semesters where-as postgraduates are offered once a year. The university has established study centers across the country where distance education students are provided necessary guidance by their respective tutors. Moreover, the university has established full-time study centers 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 instructions, guidance, and counselling through face-to-face education.

Apart from curricular and extra-curricular activities during the academic year, the AIOU and its regional centers 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 hostels and the Central Library where computers have

been provided to enable students to access latest information available through open-source databases.

The Directorate of International Collaboration & Exchange is offering programmes from Secondary School Level to the Masters' Degree Programmes to International and Overseas Students in diverse disciplines comprised of four faculties i.e Social Sciences & Humanities, Education, Science, Arabic & Islamic Studies. AIOU aims to enhance the coverage of quality higher education by providing opportunities to those who cannot attend universities because of inflexible timings, cost, or cultural barriers. AIOU is delivering online classes to its International/overseas students. AIOU runs web-based students, Learning Management System (LMS) namely AAGHI portal, accessible anywhere anytime to deal with academic tasks of its International/overseas students besides the National level students. LMS supports a live collaborative platform which adds value to online learning/online examinations of our International/overseas students through interactive virtual classrooms and virtual examinations.

Directorate of international Collaboration & Exchange

Allama Iqbal Open University is one of the first few universities of the country that has a formal International Office setup to look after academic linkages and ties with International Universities.

Directorate of International Collaboration & Exchange is the first point of contact for International/overseas students which handles all international/overseas applications as well as provides support services for students at all AIOU regional campuses.

FACULTY OF SOCIAL SCIENCES AND HUMANITIES

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

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

In tune with the government's policy of promoting and strengthening a culture of higher education and research in the country, the AIOU's Faculty of Social Sciences and Humanities has shown a lot of dynamism over the past few years. It has launched MPhil/PhD programmes in Iqbaliat, Urdu and Mass

Communication and History while preparations are being made to launch MPhil Business Administration, Applied Linguistics.

The Faculty of Social Sciences & Humanities also offers several bachelors' level programmes in such professional areas like bachelor's 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 MASS COMMUNICATION

Introduction

The Department of Mass Communication was established in 1986 for the educational needs of students at various levels ranging from bachelor programme to research-based, social science-focused, advanced-level PhD in Mass Communication studies.

The Department offered its specialized BA cluster programme in Mass Communication in 1988 for the first time in the country at graduate level. Students across the country are taking great interest in the programme. Admissions to master's Programme were announced in 1997. This programme is primarily focused on social science prong, involving courses on Advertising, Public Relations, Print Media-I, Print Media-II, Electronic Media-I, Electronic Media-II, Language Skills and Communicative Abilities, Development Support Communication, Mass Communication-I, Mass Communication- II, Media Ethics and Laws-I, Media Ethics and Laws-II, Theories of Mass Communication Part-I, Theories of Mass Communication Part-II, Research Methods in Mass Communication Part-I, Research Methods in Mass Communication Part-II, National & International Current Affairs Part-I, National & International Current Affairs Part-II, Basic Concept in Social Sciences Part-I,

Basic Concept in Social Sciences Part-II and research projects of students. Each year thousands of applicants apply for admissions in MSc Mass Communication. However, admission is granted on purely merit basis on a limited number of seats.

Keeping in view the fast-growing trend of students studying Mass Communication phenomenon, the Department launched advanced studies of MPhil in Mass Communication in its Autumn Semester 2000. MPhil in Mass Communication involves 24 credit hours of course work and 12 credit hours of thesis. The course work spans evolution and advances in mass communication theory and research, sociology of mass media, and methods of behavioral research in social sciences.

The Department has also offered PhD Programme in Mass Communication. The main objective of the programme is to enable students to understand and explain the dynamics of the social phenomenon of mass communication in Pakistani society, and especially to enable them to independently investigate the contents, uses and effects and sociology of mass media in the society.

The Department has also offered MSc in Television Production, which is a face-to-face mode and only being offered in Islamabad.

In addition to the above degree programmes, the department also offers three certificate level courses in Journalism, Advertising and Public Relations in the University's Short Term Educational Programmes (STEPS).

MSc MASS COMMUNICATION

Department of Mass Communication is offering MSc Mass Communication to all International/Overseas students from Autumn-2021 Semester.

The MSc Programme consists of 60 credit hour courses to be completed in a minimum period of two years. The programme provides a broad overview of mass communication theories and methods. Since the programme is being offered through distance education mode, the main emphasis is on text material. However, students are also required to attend fortnightly tutorials, participate in workshops which are mandatory for each course, and to do internship in an accredited media organization. Besides, research activity is also open for outstanding students to be carried out at the end of the course work on mass communication related issues.

Objectives

The MSc Mass Communication programme has been designed to achieve the following objectives:

- To cater the educational needs of those who due to one or another reason could not continue their education in the formal universities but are highly motivated to enhance their academic qualification for elevation to their jobs
- To prepare and guide interested students for pursuing higher studies and research in mass communication.

Duration

Duration of MSc Degree in Mass Communication is two years, comprising four semesters. A student shall have to successfully complete 60 credit hour courses and research work.

Eligibility for Admission

The minimum requirement for admission to MSc Mass Communication is at least second division bachelor's degree. An eligible candidate is required to submit the admission form along with attested photocopies of documents, certificates/degrees, and marks sheets, etc by visiting the website www.aiou.edu.pk (complete procedure for online application submission is given at the starting pages of this prospectus).

Only selected candidates will be informed by the Admission Department to deposit their fee online.

The Department grants admission to a limited number of students purely on merit basis, however some seats are

reserved for media professionals associated with leading national media organizations.

1st Semester

S. No.	Course Code	Course Title	Credit Hours
1	967	Advertising	3
2	968	Public Relations	3
3	5625	Print Media Part-I	3
4	5626	Print Media Part-II	3
5	5627	Electronic Media-I	3
6	5628	Electronic Media-II	3

2nd Semester

1	964	Language Skills & Communicative Abilities	3
2	965	Development Support Communication	3
3	5631	Mass Communication Part-I	3
4	5632	Mass Communication Part-II	3
5	6603	Media Ethics & Laws-I	3
6	6604	Media Ethics & Laws-II	3

3rd Semester

1	5629	Research Methods in Mass Communication- I	3
2	5630	Research Methods in Mass Communication- II	3
3	5635	Theories of Mass Communication -I	3
4	5636	Theories of Mass Communication -II	3

4th Semester

4th Semester (Option – 1)			
1	5633	National & International Current Affairs-I	3
2	5634	National & International Current Affairs-II	3
3	5637	Basic Concepts in Social Sciences-I	3
4	5638	Basic Concepts in Social Sciences-II	3
4th Semester (Option – 2)			
1	5639	Social Psychology Part-I	
2	5640	Social Psychology Part-II	
4th semester (Option – 3)			
1	970	Thesis	12

Note:

Students studying in fourth semester can opt only one option either option: 1 or option: 2

Thesis

The students will be required to perform research work of twelve credit hours under supervision of an advisor. There will be an intensive workshop for discussion of research proposal of the students in the beginning of 4th semester. After evaluation of the thesis by the external expert, the students will appear before a viva voce committee to defend his/her thesis.

Postgraduate Diploma (PGD)

If a student wants to discontinue his/her masters programme somewhere along the line, he/she may become eligible for the award of a Post Graduate Diploma in Mass Communication on successfully completing the following courses out of the above given master's scheme 5625, 5626, 5627, 5628 ,967, 968, 5631, 5632, 964, 965, and a two months internship. The diploma so achieved will have to be surrendered to the university, if the student wants to complete his/her master's programme.

Internship

A two month internship in a professionally relevant and accredited media organization; e.g. mass media organizations, advertising agencies, PR firms, news agencies etc. is a prerequisite for the award of degree. The student will be responsible for finding an internship for himself/herself and immediately reporting it to the department about the

commencement and expiry dates of the internship period. He/She will be required to submit an internship report detailing with proof, the work done during the two months internship period and duly signed by the competent authority of organization where the student is employed or working as an internee. The student's work as an internee shall be judged by the department based on report of the organization.

The full-time working journalists employed in some accredited media organization seeking exemption from internship and internship report shall have to conclusively satisfy the department of his/her job status etc. Upon satisfaction, department can allow exemption to the currently employed journalists and professionals.

Fee Tariff: (for MSc / PGD Mass Communication)

Registration Fee: (at 1 st Admission in University)	50 US\$
Admission Fee: (at 1 st Admission in University)	50US\$
Per 3 credit hours fee: 100US\$ (100×6) =600US\$/-	600US\$
Total Fee of 1 st Semester	700US\$

Fee Depositing Procedure

Only on receipt of admission offer, the candidate would pay dues in accordance with the fee tariff as directed by admission office.

Note:

- No fee is required at the time of submission of the online admission form.
- **Course ‘Language skills and communicative abilities’ Code No. 964 can only be attempted in English language.**

Admission Procedure

Ho to Apply for Online Admission

Applicants are required to create account online for admission and apply online through university portal. Step by Step guide to fill online application forms and pay fee is given on starting pages of the prospectus.

www.aiou.edu.pk

For clarification about academic matters please contact on the following address:

Department of Mass Communication

AIOU, Sector H-8, Islamabad

Email: masscom@aiou.edu.pk

1. Incomplete admission forms will not be accepted.
2. A candidate passing bachelor’s from AIOU is required to submit a copy of the transcript instead of semester result cards.

Faculty Members

S.No.	Name & Designation	Contact No.
1	Dr. Saqib Riaz Chairman/Associate Professor	051-9057828
2	Dr. Bakht Rawan Associate Professor	051-9057263
3	Dr. Saadia Anwar Pasha Assistant Professor	051-9057283
4	Dr. Shahid Hussain Assistant Professor	051-9057245
5	Dr. Babar Hussain Shah Assistant Professor	051-9057687
6	Dr. Asad Munir Lecturer	051-9057172
7	Staff/Officer	051-9057823-24 051-9250076

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 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 the 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.

MSc ADMINISTRATIVE SCIENCES

Programme Code:

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Introduction

Department of Administrative Sciences is offering MSc Administrative Sciences to all International/Overseas students from Autumn-2021 Semester.

MSc Administrative Sciences is a two years' (level-6) equivalent to 16 years of education program comprising of 60 credit hours to meet the career development needs of learners working in administrative and professional positions in the government and private sectors and not-for-profit organizations. Its primary

purpose is to enhance the administrative and leadership skills of graduates.

Learning Outcomes

- a) The development of administrative skills and a mature sense of leadership.
- b) A high level of personal and professional ethics.
- c) An understanding and mature appreciation of major elements of the social and political environment.

Entry Requirements

The admission entry requirement for MSc Administrative Sciences Program is at least 2nd Division (45% marks) in bachelor 14 years of education or equivalent degree from any HEC/Internationally recognized university/institution.

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

For any further clarification about academic matters, you may contact:

Department of Business Administration
Allama Iqbal Open University
Sector H-8, Islamabad.
Office Phone: 051-9057406
Email: majidbagram@aiou.edu.pk

Program Duration

MSc Administrative Sciences Program consists of 60 credit hours. The students are required to qualify 54 credit hours' coursework and 6 credit hours' term paper, and the minimum period required for its completion is two years, maximum up to 4 years.

Medium of Instruction and Examination

The medium of instruction and examination is English language.

Teaching Mode and Assignments

Online mode of study for all International/Overseas Students.

Workshop & Presentation

Before final examination, online workshops for the courses of MSc Administrative Sciences Program would be held. The duration of workshop for each course would be three days. Online attendance and presentation of students in this

assessment component is compulsory. The presentation of study report and participation in workshop activities would be duly evaluated and graded. If a student fails to obtain 50% marks in workshop, he/she will be declared fail and will get fresh admission in that course(s).

Workshops activities may include the following:

1. Lectures of Resource Persons
2. Simulation and role-playing activities
3. Presentation of the students

Evaluation Scheme

Assessment Component	Marks	Weightage in the Aggregate Result
Assignment No. 1	100	10%
Assignment No. 2	100	10%
Workshop Presentation	100	10%
Final Examination	100	70%

Scheme of Studies

Semester-I

S#	Code	Course Title	Credit Hours
1.	5001	Economic Analysis	03
2.	5002	Business Communications	03
3.	5003	Management Theory & Practice	03
4.	5004	Financial Accounting	03
5.	5005	Marketing Theory & Practice	03

Semester-II

S#	Code	Course Title	Credit Hours
1.	5006	Training & Development	03
2.	5007	Organizational Behavior & Culture	03
3.	5008	Human Resource Change Management	03
4.	5009	Business Research Methods	03
5.	5010	Knowledge Management	03

Semester-III

S#	Code	Course Title	Credit Hours
1.	5011	Total Quality Management	03
2.	5012	Social Marketing	03
3.	5013	Strategic Management of Public Sector	03
4.	5014	Technology Policy and Administration	03
5.	5015	Business Policy & Strategy	03

Semester-IV

S#	Code	Course Title	Credit Hours
1.	5016	Business Process Reengineering	03
2.	5017	Corporate Governance	03
3.	5018	International Relations	03
4.	5000	Term Paper	06

Degree Requirements

Following are the requirements for the award of MSc Administrative Sciences degree:

- i. Successful completion of all required courses.
- ii. Successful completion of Term Paper & Viva Voce Exam.

Term Paper

The student will be required to complete Term Paper of 06 Credit Hours as per AIOU rules and regulations and submit it to the department for evaluation as per guidelines given by the department. Supervisors will be appointed by the Department. Guidelines regarding the Term Paper will be provided by the Department and according to AIOU rules and regulations.

Viva Voce Examination

On successful completion of Term Paper, viva voce examination of students shall be held according to AIOU rules and regulations. The Viva Voce will be arranged by the department.

Fee Structure

Registration Fee: (at 1 st Admission in University)	50 US\$
Admission Fee: (at 1 st Admission in University)	50US\$
Per 3 credit hours fee: 100US\$ (100×5) =500US\$/-	500US\$
Total Fee of 1st Semester	600US\$

Fee Deposit Procedure

Students qualifying admission criteria of MSc Administrative Sciences Program are required to deposit fee online as per guided method.

Rules and Regulations

Rules and regulations in line with the HEC guidelines and applicable in the AIOU, as amended from time to time will be applicable in the program. AIOU reserve the right for amending rules as and when required.

Faculty Members

1. **Prof. Dr. Syed Hassan Raza**
Chairman
Ph: 051-9057722
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2. **Dr. Muhammad Majid Mahmood Bagram**
Associate Professor/Program Coordinator
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3. **Dr. Adnan Riaz**
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4. **Dr. Salman Ali Qureshi**
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9. **Syeda Attiya Rahat**
Lecturer
Ph: 051-9057840
10. **Mr. Ahmed Hassan Jamal**
Lecturer
Ph: 051-9057379
11. **Mr. Ehsan Javaid**
Lecturer
Ph: 051-9057250
12. **Staff:**
Ph: 051-9057723

DEPARTMENT OF ENGLISH LANGUAGE AND APPLIED LINGUISTICS

Introduction

The Department of English Language & Applied Linguistics was established with the inception of Allama Iqbal Open University in 1974. 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 distance learning mechanisms combining the print and multimedia support.
- To offer English compulsory 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 further enhance their professional competence and skills at Diploma and Master's levels.
- To develop understanding of the teachers about the 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.

MA IN TEACHING OF ENGLISH AS FOREIGN LANGUAGE (TEFL)

Department of English Language and Applied Linguistics is offering MA TEFEL to all International/Overseas students from Autumn-2021 Semester.

MA TEFL is a one year programme. it spreads over two semesters. It deals with different subjects in the field of English language teaching.

Eligibility

- i) Diploma in TEFL with 30 credit hours from AIOU or equivalent qualification.
- ii) Candidates with 24 credit hours Diploma TEFL from AIOU or equivalent qualification will be offered admission with the condition to complete a 6-credit hours workshop component as a makeup course. All such candidates must enclose a copy of their transcript with the online admission form.

Medium of Instruction: English

Teaching Methodology

Students must attend the required number of classes. They have to write two assignments for each of the courses they study. The 2nd assignment of each course is based on practical work as a project on which they have to give presentations. In

the beginning of the second semester, students have to attend the thesis workshop online in which they are given intensive training for writing research proposals and thesis on the selected topics. At the end of each semester, students have to appear in the final examination for each course. After submission of the thesis, they have to appear in the viva voce examination based on their research work/thesis.

Credit Hours Required

Students must complete 30 credit hours.

Duration: One year (two semesters)

COURSES OFFERED

1st Semester (12/18 Credit Hours)

S.#	Code	Course Title	Cr. Hrs
1	5664	Educational Psychology and the Management of Learning	3
2	5665	Language Variation & Stylistics	3
3	5666	Semantics & Discourse Analysis	3
4	5669	Research Methodology	3
5	5663	Workshop (make up course: to be offered to the candidates with 24 credit hours Diploma TEFL or equivalent qualification only. The course will be offered only if a sizable group is available.)	3+2+1=6

2nd Semester: (18 Credit Hours)

1	5667	English for Specific Purposes	3
2	5668	Modern Grammatical Theory	3
3	5670	Thesis	12

Note: Students have to attend at least 7 out of 10 classes in each course except Phonology in which they have to attend at least 13 out of 18 classes. Students failing to attend the compulsory number of classes are declared fail even if they have fulfilled all other requirements. It will be the responsibility of the students to make sure that they have attended the required number of classes before appearing in the examination. Also, presentation of the 2nd assignment of each course is compulsory. Students have to pass both the written report and the presentations failing which they will be declared fail. The university will arrange classes in the cities where there is a sizeable group of students.

The University also reserves the right to make any change in the scheme of studies and/or in implementing it at any stage without any prior notice.

Fee Tariff (Diploma / MA TEFL)

Registration Fee: (at 1 st Admission in University)	50 US\$
Admission Fee: (at 1 st Admission in University)	50US\$
Per 3 credit hours fee: 100US\$ (100×6) =600US\$/-	600US\$
Total Fee of 1st Semester	700US\$

Admission Procedure for Dip/MA TEFL Programme

Only the selected candidates will be informed by the Admission Section of the University about their selection for admission to the programme. A proforma will be provided with the admission intimation letter to all International/Overseas candidates via email. They will pay the required fee after submitting that proforma (duly filled in) to the University as directed by the Directorate of International Collaboration & Exchange.

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

An eligible candidate is required to submit the admission form along with attested photocopies of documents, certificates/degrees and marks sheets, etc. by visiting the website www.aiou.edu.pk (complete procedure for online application submission is given at the starting pages of this prospectus).

Faculty Members

1. **Dr. Malik Ajmal Gulzar (Associate Professor)**
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2. **Dr. Shamim Ali (Assistant Professor)**
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FACULTY OF SCIENCES

Faculty of Sciences forms an important and integral part of the university. Since its establishment in 1982 with five teaching departments, it has undergone major development changes. It now comprises nine teaching and research departments which are offering courses at the undergraduate and postgraduate levels to more than ten thousand students. The faculty operates under the basic guidelines of the University Act and on “Education for All as Convenient” basis so that maximum students get benefit from its academic programmes and educational facilities. This principle has necessitated some structural changes in the non- formal mode, particularly at the postgraduate level, in the offering of theory courses and practical lab work. This conceptual adjustment has been quite successful and many of its in-service students are benefiting from the postgraduate study programmes. Improvement in qualifications for a better life is a right of everyone and the faculty’s programmes meet this challenge by offering opportunities to all. A significant number of beneficiaries are those who cannot afford education in formal institutions due to a variety of reasons.

Realizing the importance of science education and growing needs of the Faculty of Sciences, the University has completed a building, the Research Complex, at a cost of Rs 35 million. The Research Complex now accommodates departments of Agricultural Sciences, Biology, Chemistry, Environmental

Sciences, Home & Health Sciences, Mathematics, Statistics and Physics. These departments are running a variety of postgraduate technical, scientific, and professional programmes successfully. The Research Complex also has a Computer Lab with Internet and On-line Library Facility for literature survey, Seminar Room, Lecture Hall, and Library. In addition, there are many labs for practical work, teaching and research, and instrumentation labs for analysis. The University is developing these labs through its own resources. The Faculty of Sciences is fortunate to have Prof. Dr. Zia Ul-Qayyum as the University’s Vice-chancellor, who has given personal attention to the development of the Faculty of Sciences by providing generous amount of funds and valuable guidance.

Two Model labs have been developed in the Research Complex with the assistance of the Higher Education Commission to meet the training needs of science teachers. This development is significant for training of teachers since under the new educational policy four-year BS programme has started in undergraduate educational institutions.

More than fifty highly qualified full-time faculty members are on the role of the Faculty of Sciences. Their role in the planning, designing and development of courses to meet student’s needs is vital. Faculty members also engage in imparting and supervising of instructions so that high standards are maintained. In addition, highly qualified and

experienced professors are also engaged on contractual basis or as part time instructors for postgraduate study programmes. The faculty is also offering academic positions under the tenure-track system to attract the best minds in scientific and technological fields.

Research is an integral part of the postgraduate study programmes leading to MSc, MPhil and PhD degrees in Agricultural Sciences, Chemistry, Computer Sciences, Home and Health Sciences, Physics, Mathematics and Statistics. Rules and regulations governing the postgraduate study programmes are those approved by the Higher Education Commission (HEC).

The faculty has launched BS programme in Chemistry and Microbiology from semester Spring 2009. The four-year BS programme is structured according to the recent policies of the Higher Education Commission for the improvement of the standard of education to bring it at par with the international standards.

DEPARTMENT OF ENVIRONMENTAL DESIGN, HEALTH AND NUTRITIONAL SCIENCES

Introduction

Pakistan is a developing country, and it is need of the hour to improve standard of education in all the disciplines especially in Science, and Technology in order to face the challenges of the 21st century. The Department was established in 1981. During

last few years the Department has developed a range of professional programmes in Environmental Design, Health, Nutrition and Home Economics. The teaching/research laboratories for the Environmental Design and Food and Nutrition programmes are now operational to provide a comprehensive environment for imparting practical training at the main campus.

Aims and Objectives

- i. To prepare learners for the career related disciplines considering the professional interests of individuals in the areas of Environmental Design, Health, Home Economics, Nutrition, and Dietetics etc.
- ii. To prepare the individuals/professionals for the development and up gradation of community & environment.
- iii. To enable the individual to integrate and apply knowledge and skills of Environmental Design. Food and Nutrition & Home Economics, for future studies.

Currently the department is offering following programmes (for new + continue students)

- i. MS Environmental Design (for Built Environment Professionals) for continue students
- ii. MSc Sustainable Environmental Design
- iii. PGD Environmental Design (**for continuing students**)
- iv. PhD Food & Nutrition (**for continuing students**)

- v. MS Community Health & Nutrition (for continue Students)
- vi. MSc Public Nutrition
- vii. PGD Dietetics/Nutrition (**for continuing students**)
- viii. HSSC courses in Home Economics
- ix. SSC courses in Health/Home Economics

MSc SUSTAINABLE ENVIRONMENTAL DESIGN

(Minimum 2 years)

Department of Environmental Design, Health and Nutritional Sciences is offering MSc Sustainable Environmental design to all International/Overseas students from Autumn-2021 Session.

Introduction

The emergence of environmental movement has brought forward the interconnection between ecological conditions and built environment. The failure of many buildings on account of performance, functionality, and environmental quality (for example poor thermal comfort, heavy reliance on artificial lighting, inadequate noise control and deficient indoor air quality causing redness in eyes, headache and sore throat) has now motivated an increasing number of designers, developers and building users to pursue more environmentally sustainable design and construction strategies.

As part of wide-spread movement for the sustainable

development and realization for the significant impact of building design and construction on the overall environment AIOU initiated the continuing education programme for the built environment professionals in 2003. After running this programme for last fifteen years as MSc and MS Environmental Design.

Department is offering Master's Degree with course work under Professional Track in the form of MSc Sustainable Environmental Design.

Objectives

1. Understand the application of ecological principles in the design of sustainable cities.
2. Understand sustainable urban technologies and design strategies.
3. Comprehend issues of equity and social justice as they relate to sustainable cities and regions.
4. Evaluate and monitor the present state and future potential of built environments in terms of sustainability.

Salient features

Development of MSc/MS Environmental Design programme is facilitated by British Council under the DFID Higher Education Link Scheme. Experts from a foreign university (Roland Ashcroft, Prof. Jeanette Paul, University of Dundee) and local Engineering Universities/Colleges (UET, Lahore,

NED University, UET Taxila, MUET, Jamshoro, NCA, Lahore) have participated in curriculum designing. The programme is designed to address local environment issues for better design and construction practices.

c) Eligibility

At least sixteen years of education at least with 2nd class in the following disciplines eligible for admission in this programme:

- Architects/Interior Designers
- BS Urban Planners
- BS Home Economics
- BS Geology
- BS/BSc Environmental Sciences
- BS Town Planner
- BS Environmental Planning and Management
- B Tech (hons)
- BE (Civil, Mechanical, Electrical)

Duration of the programme

Course work duration will be as per AIOU rules.

Course Work Evaluation

The distribution of the marks of each 3 credit hours course work of MSc shall be as follows:

- a) Continuous Assessment **30%**
- b) Final examination **70% Total: 100%**
(Pass percentage in each component will be 40%)
- c) Applying for Admission Fresh Candidates:

University offers admission twice a year i.e. Autumn and Spring.

- ii. A student will be generally allowed to register for a maximum of 18 credit hour courses to be offered in each semester. (See semester wise course offering for MSc Sustainable Environmental Design.
- iii. International/Overseas students will have to submit their admission forms online only as per prescribed method.
- iv. Incomplete admission forms will not be entertained in any case. Selection of candidates in the programme will be made strictly on basis of merit against a limited number of seats.
- v. Candidates are required fill complete online admission forms along with attested copies of all academic certificates, testimonials..
- vi. Only those candidates who qualify admission criteria will be informed about their selection.
- vii. On receipt of admission offer a candidate is allowed to pay dues (as detailed in fee section) within due date as per procedure mentioned for online fee payment.
- viii. The study material inclusive of textbooks, assignments, tutorial schedule and reference material is mailed to the students.
- ix. For clarification about academic matters please contact on the following address:

Programme Coordinator

Department of EDH&N Sciences

Block No. 06, AIOU, Sector H-8 Islamabad
051-9057744,051-9250063,051-9057746,9057743

Email: nazia.iftakhar@aiou.edu.pk

omer.shujat@aiou.edu.pk

rabeea.zafar@aiou.edu.pk, farooq.mushtaq@aiou.edu.pk

For Continuing Students of Sustainable Environmental Design

The admission for the semester Spring and Autumn are offered in the months of February and August respectively. Continue admission form is available on university's website (www.aiou.edu.pk). The rest of the prevalent terms and conditions are applicable to all fresh and continuing students.

d) Scheme of Studies & Course Contents

Duration: Minimum 4 Semesters (2year)

Credit Hours Requirement: 60 Credit Hours

After the completion of course work, the students will be allowed to undertake research work. Minimum duration for submission of research project is one Semester (six months).

PROPOSED SCHEME OF STUDY

1st Semester

S. No.	Code	Course Title	Credit Hours
1.	3671	Environmental Planning & Practice	4(3+1)
2.	3672	Climate Responsive Design	4(3+1)
3.	3673	Ecological Building Design & Materials	4(3+1)
4.	3674	Environmental Aesthetics	4(3+1)

2nd Semester

1.	3675	Sustainable Communities	4(3+1)
2.	3676	Environmental Pollution (air, water, noise, visual)	4(3+1)
3.	3677	Water Conservation & Management	4(3+1)
4.	3678	Ethics in Built Environment	4(3+1)

3rd Semester

1.	3680	Ecology & Ethics in Design and Architecture	4(3+1)
2.	3681	Environmental Control Systems (Heating, Cooling and Lighting)	4(3+1)
3.	3682	Waste Management	4(3+1)
4.	3684	Research Methods	3(2+1)

4thSemester

1.	3683	Culture and Building Design	4(3+1)
2.	3685	Basic Statistics	3(2+1)
3.	3686	Project	6
Total Credits			60

Note:

Student failing to opt any course in any particular semester amongst the courses offered in that semester will have to wait for at least one semester in order to get admission in that particular course since all the courses are being offered on alternate basis.

g) Instructional Methodology

Allama Iqbal Open University employs online mode of learning as methodology of instruction for its International/Overseas students in which study material in the form of practical books/notes/study manuals is supported with non-broadcast audio-visual programmes and lecture sessions (video conference/LMS Technology etc.).

Course Books: The University provides especially written/compiled/reprinted course books and allied materials depending on the needs of the students.

(Lecture Sessions/ Course Workshops)

Three days online workshops are conducted for each course towards the end of each semester before the commencement of final examinations. Workshops comprise lectures from eminent professionals.

(Course workshops)

Workshops at MSc level will be conducted online for International/Overseas students through LMS. There will be one workshop of interactive teaching/ research work of three days for each course in each semester. Attendance in these workshops is compulsory.

A student failing to attend any workshop is generally declared fail in final result. However, any student who could not manage to attend the workshop may appear in the final examination and may cover the missed workshop component in the later semesters. The students will have two chances in total to complete the workshop component, but they will have to deposit the workshop fee at the start of the semester in which it is offered (in case they avail another chance).

Practical Work

1. Applied field-based activities will be offered with 04credit hour courses in each semester.
2. Field visits will be conducted during the workshops to boost the practical knowledge of the students.

Research Project

During the fourth semester a student is required to carry out research project under the supervision of a research supervisor. The research could be design based, experimental or survey. The department according to the respective field of interest of the student will assign the research supervisor. Both the research work and writing of research report will be done under the close supervision of an advisor/supervisor. On completion of research and writing of research report, the student is required to submit two copies of the research project online on the given format duly signed by the advisor/supervisor to the department.

Viva Voce

After evaluation of the research report by evaluator, the student has to appear for Viva-Voce examination. (Rules and regulations as approved by AIOU statutory bodies are to be followed for procedural details). In case the research report submitted by the student is found to be a plagiarized version of another document, research work/text, etc. published or unpublished, his/her candidature for MSc shall be cancelled and the student shall be debarred for ever for admission to any programme of the University.

h) Assessment System

During the semester the students are required to submit two assignments for each 03 credit hour course and these assignments not only help the students to go through the course contents completely but also are a preparation for the final examination.

- i. Assignment 1 is the theoretical assignment based on units 1– 7 of your courses.
- ii. Assignment 2 is applied and includes a research activity followed by the submission of a research report OR an observational visit/ survey followed by the submission of a report. This assignment is designed to judge the understanding of the students in the specific areas and to assess its application.
- iii. Final Examination (A three hour written examination will take place at the end of the semester for each course) and compulsory workshops for each course.
- iv. For working out the final course grade the marks of continuous assessment and final examination are calculated in the ratio of 30:70 for both the programmes.
- v. Student failing in the continuous assessment (assignments, practical and field project) will not be eligible to sit in the final examination.

- vi. Only those students will be allowed to take final examinations that have passed the assignments. The student failing in the continuous assessment (Assignments, practical and field project) will not be eligible to sit in the final examination. The minimum qualifying marks for each component are as follow:
- i) A minimum of 40% in continuous assessment.
 - ii) A minimum of 40% in the final examination.
 - iii) As aggregate of 50% in the two components i.e. continuous assessment (practical and theory assignments) and final examination.

Fee Tariff

1stSemester

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

Attainment of Certificate/Degree

On successful completion of the programme the student will have to apply to the Controller of Examination for the issuance of Degree.

MSc PUBLIC NUTRITION (Minimum 2 Years)

Programme Code (4701)

1. INTRODUCTION

Health care in the whole world has changed substantially in this century. New disciplines have emerged, and role of traditional health disciplines has broadened to keep pace with the changing emphasis from curative to preventive health care. The discipline of nutrition has been remarkably grown over the years. A variety of sister disciplines such as Dietetics, Biochemistry, Microbiology, Food Science, Agriculture and Home Sciences have contributed to its advancements and discoveries. Achieving the optimal nutritional status of the public is the prime objective of using the knowledge of nutrition.

The department offers MSc Public Nutrition with course work and a research project. The context for the programme is also provided by department's drive to play its role in resolving persisting nutritional issues of the society.

This programme will help to develop a comprehensive understanding of the role of diet and nutrients in the etiology, prevention, treatment, and management of diseases by offering a variety of subjects like basic to applied Food and Nutrition courses, Nutrition Education, Nutrition for Fitness, Clinical Nutrition, Nutritional Assessment, Epidemiology and Biostatistics.

2. OBJECTIVES

The objectives of the programme are given as under:

- To provide guidance/educational opportunities to in-service nutritionists and other allied health professionals to improve their qualification and skills, who could not continue their education through formal system.
- To support the careers of aspiring public health professionals and to encourage them for further study at MS level.

3. ELIGIBILITY

At least 14 years of schooling or 2 years of education after HSSC/F.Sc/Grade 12 equivalent to Bachelor of Science in the relevant discipline (enlisted below) with minimum second division is the basic eligibility criteria.

- BSc/ BS Nursing
- BS Physiotherapy
- BS Medical Technology
- Bachelors of Homeopathic Medical Sciences (BHMS)
- MD Alternative Medicine
- Bachelor of Eastern Medicine
- BS in Medical Emergency & Intensive Care Technology
- B.Sc./BS Vision Sciences
- BS/B.Sc. Home Economics
- BS Nutrition
- BS Medical Sciences

- BS/B.Sc. Biotechnology
- B.Sc. (Hons.) in Agriculture with specialization in Nutrition/Food technology
- BS/B.Sc. Biochemistry
- BS/B.Sc. Microbiology
- BS/B.Sc. Biology with combination of courses at least chemistry and zoology.

4. ADMISSION/REGISTRATION PROCEDURE

The University offers admission twice a year.

- a. A student will be generally allowed to register for a maximum of 18 credit hour courses to be offered in each semester. See Section No.6 for semester wise course offering for MSc Public Nutrition.
- b. Admission procedure details are available on starting pages of the prospectus (Merit Based)
- c. Selection of candidates in the programme will be made strictly on basis of merit against a limited number of seats.
- d. Only those candidates who qualify admission criteria will be informed about their selection.
- e. On receipt of admission offer letter, candidate is allowed to pay dues (online only) within due date as per procedure mentioned in the intimation letter.
- f. Students will have to submit fee within one-week time to ensure their admission confirmation.

- g. The study material inclusive of text books, assignments, tutorial schedule and reference material is mailed to the students.
- h. For submission of admission form and clarification about academic matters please contact on the following address:

Note: Only online admission is available.

Dr. Mahpara Safdar
(Programme Coordinator)

Department of Environmental Design,
Health & Nutritional Sciences
Block No. 6, AIOU, Sector H-8, Islamabad.
Email: mahpara.jadoon@aiou.edu.pk
Ph: No.051-9057748, 051-9057265,
051-9057741, 051-9057742

5. SCHEME OF STUDIES

Duration : Minimum four semesters
(2 years)

Credit hours requirement : 60 credit hours

Course/Practical Work : 54 credit hours

Research Project : 06 credit hours

After the completion of course work, the students will be allowed to undertake research project in the community or in

laboratories. International/Overseas Students Labs or Food Science & Nutrition Laboratory of local teaching institutions or other scientific institutions available within their destinations. Minimum duration for submission of project is one semester (6 months).

6. SEMESTER-WISE OFFERING OF COURSES

1st Semester

Sr.#	Codes	Title of Course	Credit Hours
1	3641	Macro Nutrients	4(3+1)
2	3642	Micro Nutrients	4(3+1)
3	3643	Nutrition Education	4(3+1)
4	3644	Basics of Food Sciences	4(3+1)

2nd Semester

1	3645	Nutrition –A Life Span Approach	4(3+1)
2	3646	Nutrition for Fitness	4(3+1)
3	3647	Nutritional Assessment-I	4(3+1)
4	3648	Nutritional Assessment - II	4(3+1)

3rd Semester

1	3653	Research Methods	3(2+1)
2	3654	Basic Biostatistics	3(2+1)
3	3649	Maternal & Child Health	4(3+1)
4	3652	Clinical Nutrition	4(3+1)

4th Semester

1	3650	Applied Epidemiology	4(3+1)
2	3651	Food Microbiology	4(3+1)
3	3655	Research Project	06
Total Credit Hours			60

Note: A student failing to opt any course in any particular semester amongst the courses offered in that semester will have to wait for at least one semester in order to get admission in that particular course since all the courses are being offered on alternate basis.

7. MODE OF INSTRUCTIONS

Allama Iqbal Open University employs online mode of learning as methodology of instruction for its International/Overseas students in which study material in the form of practical books/notes/study manuals is supported with non-broadcast audio-visual programmes and lecture sessions (video conference/LMS Technology etc.).

8. INSTRUCTIONAL METHODOLOGY

Allama Iqbal Open University employs media mix methodology of instruction in which study material in the form of practical book/notes/study manuals is supported with non-broadcast audio-visual programmes and tutorial meetings. In view of the special requirements of Health and Nutrition

Postgraduate studies, the following combination of media mix is being used.

A. Course Books

The University recommends reference books from Open Education Resource (OER)

B. Tutorial Meetings/Student Teacher Contact

Student teacher contact for each of three/four credit hour courses at LMS will be arranged, as per University's policy.

C. Course Workshops

Workshops at MSc level will be conducted through LMS. There will be one workshop of interactive teaching of three days for each course in each semester. Attendance in these workshops is compulsory.

A workshop has lectures of eminent subject experts and students' presentations based on the field/community work followed by discussion on each presentation. A student failing to attend any workshop is generally declared fail in final result. However, any student who couldn't manage to attend the workshop may appear in the final examination and may cover the missed workshop component in the later semesters. The students will have three chances in total to complete the workshop component, but they will have to deposit the workshop fee at the start of the semester in which it is offered.

D. Practical Work

Applied field-based activities will be offered with 04 credit

hour courses in each semester.

During the study period the students are required to complete their community/field work and submit their mini-research reports to their respective tutor on the prescribed format.

a. Research Project

During the fourth semester a student is required to carry out research project under the supervision of a research supervisor. The research could be study design based, experimental or survey. The department, according to the respective field of interest of the student will assign the research supervisor. Both the research work and writing of research project will be done under the close supervision of the supervisor. On completion of research and writing of research report, the student is required to submit three copies of the research project on the given format duly signed by the supervisor to the department.

Viva Voce

After evaluation of the research report by evaluator, the student has to appear for online Viva-Voce examination (Rules and regulations as approved by AIOU statutory bodies are to be followed for procedural details). In case the research report submitted by the student is found to be a plagiarized version of another document, research work/text, etc. published or unpublished, his/her candidature for MSc shall be cancelled and the student

shall be debarred for ever for admission to any programme of the University.

9. ASSESSMENT

During the semester the students are required to submit 2 assignments for each 3 or 4 credit hours course and these assignments not only help the students to go through the course contents completely but also for a preparation for the final exam.

- i. Assignment I is the theoretical assignment based on unit 1 to 7 of the course.
- ii. Assignment II is applied and includes a research activity followed by the submission of research report OR an observational visit/survey followed by the submission of the report. This assignment is designed to judge the understanding of the students in the specific areas and to assess its application.
- iii. Final examination (A three hour written examination takes place at the end of semester for each course) and compulsory workshop for each course.
- iv. For working out the final course grade the marks of continuous assessment and final examination are calculated in the ratio of 30:70.
- v. Students failing to submit any one of the course assignments will be considered fail in that course and they will have to apply for re-admission in that course.

- vi. The minimum qualifying marks for each component are as follows:
- A minimum of 40% in continuous assessment
 - A minimum of 40% in the final examination
 - An aggregate of 40% in the two components i.e. continuous assessment (theory & practical assignments) and final examination.
- vii. The grade will be determined as under:
- | | | |
|---------|---|--------------|
| Grade A | – | 80% or above |
| Grade B | – | 65% to 79% |
| Grade C | – | 50% to 64% |
| Fail | – | Below 40% |
- viii. Only those students will be allowed to take final examinations who has passed the assignments. The students failing in the continuous assessment (assignments, practical and field project) will not be eligible to sit in the final exam.

1st Semester Fee

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

Note: Only selected students will be intimated for depositing fee.

Faculty Members

- Dr. Hajra Ahmad**
Chairperson/Associate Professor
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- Dr. Zaheer Ahmad**
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- Dr. Muhammad Farooq Mustafa**
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10. Ar. Omer Shujat Bhatti
Research Associate
(Architecture/Environmental Design/Project
Management) , Ph # 051-9057744
E-mail: omer.shujat@aiou.edu.pk

GENERAL INFORMATION

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A course taken by any student cannot change during the semester. However, in real hardship cases, the change in courses will be allowed by Director Admission within fifteen days after deposit of prescribed fee.
- iii. The address of a student will not be changed during the semester.
- iv. Admission to courses for both the Spring and Autumn semesters are generally offered in the months of March and September, respectively, whereas, examinations commenced in November and May respectively. Admission schedule is announced on University website <https://aiou.edu.pk> during this period. The students are required to submit their online application for admission as per schedule.
- v. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme.
- vi. On payment of the registration fee, each student will be issued a registration number. The registration number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.
- vii. Rules and regulations framed, enhanced and changed from time to time by the authorities, bodies of the university will be effective as applicable. The student must abide by all such rules and regulations from the date of their implementation.
- viii. A student who fails in continuous assessment component is not eligible to reappear but will be allowed to re-register for the same course at its next offering semester by the university.
- ix. It would be responsibility of the student to remain in touch with the department regarding the selected programme.
- x. A student already admitted to a programme or a specialization of a programme shall not be allowed to transfer or to get admission to another programme unless he/she formally postpones it till the completion of the new programme or withdraws from the previous programme.
- xi. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree as per guided process by the Directorate of International Collaboration & Exchange.
- xii. The university reserves the right to change contents of this prospectus without any prior notice as per university policy.
- xiii. Online admission forms incomplete in any respect will not be entertained and after closure of admissions students would be informed about the deficiency in clear terms with advice to request for refund of fee.
- xiv. Online admission form received without prescribed fee less fee or fee deposited after due date will not be considered.
- xv. In case of discrepancies in the name of student/ Father's name of the student or difference in name mentioned in his/her other educational certificates, the name on the Matric certificate of the student will be considered as correct name. The Examination Department shall also issue certificate/ degree on the said name.
- xvi. In case provision of forged documents for admission, not only the admission will be refused to the applicant but the fee deposited by him/her will also be forfeited. The university may proceed further in the matter.
- xvii. International students having international degree equivalent to SSC/HSSC degree are required to get it verified by the IBCC and provide the equivalence certificate to AIOU.

Availability of Learning Material

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

Procedure for Fee Payment

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

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

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

REGULATIONS FOR REFUND OF ADMISSION FEE

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

GENERAL CONDITIONS FOR REFUND

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

REFUND OF OTHER FEE

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

IMPORTANT TELEPHONE NUMBERS

Sr. #	Name	Telephone Nos.
1.	Director Admissions	051-9057298 051-9250043 051-9250162 (Fax)
2.	Assistant Registrar (Mailing)	051-9057281-82 051-9250185, 051-9057611
3.	Controller of Examinations	051-9057310 051-9057328 051-9250012
4.	Director Students Affairs	051-9250174
5.	Dy. Registrar (Teachers Education)	051-9057428 051-9057299
Directorate of International Collaboration & Exchange		
1.	Dr. Zahid Majeed Director zahid_majeed@aiou.edu.pk	+92-51-9057294
2.	Sehrish Khan Assistant Director sehrish.khan@aiou.edu.pk	+92-51-9057811
3.	Mr. Muhammad Ajab Superintendent overseas@aiou.edu.pk	+92-51-9057165 +92-51-9250175