

PROSPECTUS

AIOU

AUTUMN 2018

PGD

MA

MSc

MEd

MCom

MBA



Allama Iqbal Open University, Islamabad

www.aiou.edu.pk

Help Line: (051) 111-112-468

PROSPECTUS

OF

PGD/MA/MSc/MBA/MCom/MEd Programmes

For

SEMESTER: AUTUMN 2018



Allama Iqbal Open University, Islamabad

Price Rs.500/-

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داخلہ کے خواہش مند طلباء و طالبات کے لیے اہم ہدایات

- 1 یونیورسٹی کے داخلے سال میں دو مرتبہ ہوتے ہیں:
- 2 سمسٹر بہار کے داخلے ماہ فروری کے دوران ہوتے ہیں اور سمسٹر خزاں کے داخلے ماہ اگست کے دوران ہوتے ہیں۔
- 3 اگر آپ سمسٹر بہار (فروری) میں پہلا داخلہ لے رہے ہیں تو دوسرے سمسٹر خزاں کی داخلہ فیس (اگست) میں جمع کروانا ہوگی۔
- 4 اگر آپ سمسٹر خزاں (اگست) میں پہلا داخلہ لے رہے ہیں تو دوسرے سمسٹر بہار کی داخلہ فیس (فروری) میں جمع کروانا ہوگی۔
- 5 کسی بھی سمسٹر میں داخل طالب علم کو جاری طلبہ (Continuing Student) کہا جاتا ہے۔ ان جاری طلبہ (Continuing Student) کو اگلے سمسٹر کے لیے کمپیوٹرائزڈ داخلہ فارم بذریعہ ڈاک بھجوائے جاتے ہیں جو کہ مجوزہ فیس کے ساتھ مقررہ تاریخوں کے دوران منظور شدہ بنکوں میں جمع کروانا ہوتے ہیں۔
- 6 اگر کسی طالب علم کو کمپیوٹرائزڈ داخلہ فارم نہ ملے تو یونیورسٹی کی ویب سائٹ (www.aiou.edu.pk) سے جاری طلبہ کا داخلہ فارم ڈاؤن لوڈ کر کے اُوپر دیئے گئے مہینوں کے دوران طریقہ کار کے مطابق فیس اور داخلہ فارم بنک میں جمع کروائیں۔ بصورت دیگر یونیورسٹی پر داخلہ کی ذمہ داری نہ ہوگی۔

SEMESTER SCHEDULE

S.No.	Activity	Spring Semester	Autumn Semester
1.	Admissions	February - March	August - September
2.	Mailing of Books	May - June	November - December
3.	Study Period	June - September	December - March
4.	Workshops	September	March
5.	Examinations	October - November	April - May
6.	Results	January - February	July - August
Note:	Scheduled dates for tutorials and workshop are given in Tutorial Schedule send with books. For venue, please contact concerned regional offices.		

ADMISSION SCHEDULE

Merit Based Programmes:

1. MSc Statistics
2. MSc Public Nutrition
3. MSc Physics

Schedule for Merit based Admission:

Applicants of the above programmes is required to send admission form directly to the department concerned without admission fee as per procedure given in the prospectus. Admission schedule for these programmes is given in the advertisement also available on AIOU website.

All applicants are advised to write their mobile numbers in admission forms. All intimations will be sent through SMS and website www.aiou.edu.pk. For further information please contact the department concerned.

Open Merit Based Programmes:

1. MBA/PGD HRM
2. MCom
3. MSc Economics
4. MSc Pak Studies
5. MSc/PGD Gender and Women Studies
6. MEd
7. MA Arabic
8. MA Islamic Studies
9. MA Urdu

The students of above programmes are required to deposit Admission Form/ Documents along with requisite fee in the designated banks.

The Detail of fee has been given at the end of each programme and the list of designated banks given on page No.57 in the prospectus).

Vice-Chancellor's Message

Dear Student,

السادة

Welcome to Allama Iqbal Open University, the First Distance Education University in South Asia, that caters to the educational needs of 1.3 million students to enable them to study at their own place, at their own pace and at their own convenience. The University goes to the doorsteps of the students, irrespective of the distance and location of students. One can become a student of this university at any age as we consider education a life-long and continuous process. The University has a vast menu of educational programme at different levels, starting from basic literacy programme to the PhD programme. The courses are regularly revised in order to keep them contemporary, relevant, and internationally compatible. Self explanatory course material helps the students to comprehend the course concepts without physical presence of the teacher. The self-assessment activities, included in the books, help ensure the acquisition of learning outcomes. This university offers maximum number of specialization at post-graduate level through four faculties -- Faculty of Arabic and Islamic Studies, Faculty of Education, Faculty of Sciences, and Faculty of Social Sciences and Humanities. The faculty members at the university and a huge network of tutors, resource persons, specialists and experts make sure that the courses being offered in these programmes enable the students to become independent learners and critical thinkers. Post-graduate level studies invite you to critically examine what has already been done in your field of interest and then research to offer innovations.



I welcome you to the postgraduate studies at AIOU and wish you a challenging yet successful journey ahead.

(Prof. Dr. Shahid Siddiqui)

Vice Chancellor, AIOU

1. 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 postgraduates are offered once a year. The enrolled students are given course books specially prepared by the university on self instructional principles. However, at post graduate level reprints of foreign books alongwith allied material and university prepared study guides help students to polish their skills.

At present, the AIOU is offering programmes from matric to PhD level in diverse disciplines comprised of four faculties.

The university has established study centres across the country where distance education students are provided necessary guidance by their respective tutors. The university has established full-time study centres and is 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 at national and international level, 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.

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 developmental changes. It now comprises nine teaching and research departments which are offering courses at the undergraduate and postgraduate levels to more than ten thousands 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. In particular 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, Environmental Design, Health and Nutritional 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. Shahid Siddiqui 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 roll 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, Environmental Design, Health and Nutritional Sciences, Physics, Mathematics and Statistics. Rules and regulations governing the postgraduate study programmes are those approved by the Higher Education Commission (HEC).

The Faculty of Sciences has launched BS programme in Chemistry, Mathematics, Statistics, Physics, Computer Sciences and Microbiology. The four-year BS programmes are structured according to the recent policies of the Higher Education Commission for the improvement of the standard of education, so as to bring it at par with the international standards.

DEPARTMENT OF STATISTICS

Introduction:

The Department of Statistics was established in 1988 in the faculty of Sciences, Allama Iqbal Open University. Since then, the faculty and students have shared a common goal of maturing the Department with sheer hard work and constant struggle. Statistical sciences have significant impact on our lives and are a key to discoveries and innovation. Over the time, with concerted efforts, the Department has grown to its full potential and is vigorously involved in participating towards global efforts of driving a new era of growth, development and productivity. Since, our world is becoming more quantitative and data-focused, job opportunities in statistics are plentiful and projected to increase worldwide. Therefore, the alumni of the department of statistics have been working in various government departments and private sector.

The vision of Department is to impart quality education that focuses on collaborative learning through innovative teaching and research methodologies. It aims to create an environment that enables students to effectively engage in making lasting contributions in diverse fields according to rapidly changing demands of not only the home country but the entire globe. The Department is determined to further develop a state of the art model of learning and research, which will benefit the masses across the board.

Academic Programmes

Department of Statistics offers the following degree programmes. All these programmes are approved by Higher Education Commission, Islamabad.

- PhD Statistics
- MPhil Statistics
- MSc Statistics
- BS (4 years) Statistics

All the courses and programmes are designed to meet the challenging statistical needs in life sciences, information technology, social sciences and other allied disciplines. The course outlines of all level courses have been designed and updated recently after consulting syllabi of national and international universities. It helps to strengthen the statistical concepts and logical thinking among our students.

Presently, these degree programmes are offered at main campus only. However, in near future, the Department also intends to offer degree programmes at regional headquarters.

MSc Statistics Programme

Introduction

MSc Statistics programme has been designed and updated after consulting syllabus of National and International Universities. This programme is particularly designed for the persons on job as well as for fresh graduates. Our aim is to provide them an opportunity to enhance their statistical thinking which may help in their respective professions or for new jobs seekers.

Aims and Objectives:

The main objectives of MSc Statistics programme are:

1. To enhance the qualification of those who could not continue their education after BA/BSc due to formal system of education.
2. To provide an opportunity to in service persons to improve their qualification and get promotion in their respective departments/institutions.
3. To produce quality teachers of Statistics from school level to university levels.

Eligibility:

Candidates having BA/BSc degree with at least 2nd division or 45% marks from any HEC recognized institute/university along with statistics as a major subject. However, the student having graduate degree without statistics may apply in zero semester of MSc Statistics detail given on page 7.

Merit Criteria:

After scrutinize the eligible candidates, the department will call the eligible applicants for interview. The Departmental Admission Committee will recommend the suitable candidates on merit basis.

Degree Requirements:

For the award of MSc Statistics degree, the student will have to qualify the 20 courses within a minimum period of four semesters. However, zero semester students will complete his/her MSc Statistics Degree within a minimum period of five semester with qualifying the 26 courses each of 3 credit hours.

Payment of fee:

Only the selected recommended candidates will be asked to deposit the required fee through provisional offer letter of admission from the Admission Department, AIOU, Islamabad.

Hostel and Cafeteria Facilities:

These facilities are available for the students of AIOU only. Separate fee has to be paid subject to the availability of food and space in Hostel.

Library and Internet Facilities:

The Library and internet facilities are also available at main Campus AIOU Islamabad and Regional Campuses, AIOU. The Main Library is enriched with latest text & recommended books, e-books & free internet facilities.

The library also has a separate section for blind student. Department of Statistics also has its own computer laboratory equipped with latest software's of Statistics & internet facilities.

Scheme of Studies

The MSc Statistics programme comprises four semesters. The all courses are compulsory to qualify for the award of MSc Statistics degree. Whereas, the MSc Statistics programme comprises five semester for zero semester students. The semester wise course offering is as under.

Semester Wise Course Offering**1st Semester**

Sr. No.	Course Title	Code	Credit Hours
1	Statistical Methods	1551	3(3+0)
2	Sampling Techniques-I	1552	3(3+0)
3	Design & Analysis of Experiments-I	1553	3(3+0)
4	Probability & Probability Distributions-I	1554	3(3+0)
5	Advanced Calculus	1555	3(3+0)

2nd Semester

Sr. No.	Course Title	Code	Credit Hours
1	Probability & Probability Distributions-II	1556	3(3+0)
2	Regression Analysis	1557	3(3+0)
3	Sampling Techniques-II	1558	3(3+0)
4	Design & Analysis of Experiments-II	1559	3(3+0)
5	Statistical Inference-Estimation	1561	3(3+0)

3rd Semester

1	Econometrics	1562	3(3+0)
2	Statistical Inference-Testing of Hypotheses	1566	3(3+0)
3	Applied Multivariate Analysis	1567	3(3+0)
4	Data Analysis and Statistical Packages	1569	3(3+0)
5	Elective-I		3(3+0)

4th Semester

1	Non Parametric Methods	1513	3(3+0)
2	Mathematical Methods for Statistics	1514	3(3+0)
3	Total Quality Management	1563	3(3+0)
4	Computer Programming (C & C++)	1564	3(3+0)
5	Elective-II		3(3+0)

Total MSc Statistics Programme Credit Hours = 60

Elective Courses for MSc Statistics programme

1	Operations Research	1568	3(3+0)
2	Research Report	1570	3(3+0)
3	Reliability Analysis	1571	3(3+0)
4	Data Mining	1572	3(3+0)
5	Bayesian Statistics	1573	3(0+3)
6	Biostatistics	1574	3(3+0)

Note: Elective courses will be offered by the Department as per availability of resource persons.

Fee Tariff

Registration Fee: (once at the time of 1 st admission)	Rs.200/-
Admission Fee: (once at the time of 1 st Semester)	Rs.700/-
Technology Fee: (in each semester)	Rs.100/-
Tuition Fee: per 3 credit hours course fee: Rs.5450/- Five Courses fee: Rs. 5450×5	Rs.27250/-
Total fee for 1st Semester	Rs.28250/-

Note:

1. Fee cannot be refunded or adjusted after dispatch of study material.
2. Before the confirmation of admission, please neither deposit the 1st semester admission fee in any bank nor hand over to any person as well as the admission form.

g) Instructional Methodology:**Study Material:**

A book for each course will be provided to the students by the university. A list of recommended books will also be given for further readings.

Face to Face teaching (Tutorials):

For each course, 45 hours face to face teaching support will be provided to the students. The final schedule of the lectures will be distributed to the students in consultation with the teachers (resource persons). The classes will be supplemented by the computers where required. 70% attendance in face to face teaching would be compulsory.

Weekend Classes/Workshops:

The classes will be arranged on weekends at Main Campus, AIOU, Islamabad only. The introductory workshop and end semester workshop may be arranged at the beginning and at the end of each semester (if necessary).

Continuous Assessment:

- Two home-assignments for each course will be given to the students.
- Two sessional exams for each course will be conducted and 40% marks in sessional exam is mandatory to appear in final examination.
- A student having less than 40% marks in continuous assessment component would not be eligible to appear in final exam. However, he/she can enroll in the same course at the next offering of this as per AIOU rule.
- 30% weightage will be given to the assignments/sessional tests.

Final Examination:

Final Examination will be held at the end of each semester. 70% weightage will be given to the final examination.

Passing percentage:

Assignments/Sessional tests	50%
Final Examination	50%
Aggregate	50%

Note: The student will have to pass each component separately to pass a course. However, sessional tests must pass before to appear in the final examination.

Special offering of Zero Semester for admission in MSc Statistics programme

The Department of Statistics is also offering a zero semester. It will cater a platform to those **graduates** who did not study the statistics course at graduation level and do not eligible for admission in MSc Statistics due to their insufficient background in statistics. Initially, such graduates will enroll in zero semester and study six courses each of 3 credit hours. Then the students will capable to comprehend MSc Statistics level courses at AIOU.

The zero semester courses, course codes & fee are as under:

Sr. #	Course Title	Course Code	Fee (Rs.)
1.	Basics of Information & Communication Technology (ODL)	1431	880/-
2.	Business Communications (ODL)	457	460/-
3.	General Mathematics	1420	5,450/-
4.	Statistics-I	1417	5,450/-
5.	Statistics-II	1418	5,450/-
6.	Statistics-III	1419	5,450/-
7.	Technology Fee:		100/-
8.	Admission Fee:		700/-
9.	Registration Fee: (if already not registered)		200/-
	Total zero semester Fee		24,140/-

The 45 hours teaching of each course at serial # 3, 4, 5 & 6 will be held in the department of statistics, Main Campus AIOU, Islamabad on weekend basis. However, the workshop of 10-15 days may be arranged to facilitate the students. The courses at serial # 1, 2 will be offered on open distance learning (ODL) mode as per AIOU rule.

Applying Procedure for admission in MSc Statistics/Zero Semester

Please send the filled prescribed printed admission form along with testimonials from Matriculation to BA/BSc levels. Particularly the Part-I and Part-II Detail Marks Certificates (DMC) of BA/BSc separately on the following address:

Chairman,
Department of Statistics,
Ground Floor, Block No.7, Sector H-8, AIOU, Islamabad
Ph. No. 051-9057266, 9250062
Email: statistics@aiou.edu.pk

FACULTY MEMBERS

1. **Prof. Dr. Irshad Ahmad Arshad**
Chairman
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2. **Dr. Muhammad Zakria**
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7. **Mr. Muhammad Sadil Ali**
Research Assistant
Email: sadil.ali@aiou.edu.pk
8. **Staff Phone:**
Ph: 051-9057266

DEPARTMENT OF ENVIRONMENTAL DESIGN, HEALTH AND NUTRITIONAL SCIENCES

Introduction:

Pakistan is a developing country and it is the need of the hour to improve standards 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 03 decades the department has developed a range of professional programmes in Health and Nutrition, Environmental Design and Home Economics. Multipurpose teaching/ research labs for Food and Nutrition and Environmental Design programmes have 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 programmes/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 programmes. Many of these courses are supported with audio-visual programmes.

Currently the department is offering following programmes:

1. PhD Food and Nutrition
2. MPhil Food and Nutrition (**for continuing students**)
3. MS Community Health & Nutrition
4. MS Environmental Design
5. MSc Public Nutrition
6. MSc Sustainable Environmental Design
7. PGD in Dietetics for Dieticians (**for continuing students**)
8. PGD in Nutrition for Physicians (**for continuing students**)
9. PGD in Environmental Design (**for continuing students**)
10. Undergraduate level Home Economics and Health courses
11. Functional courses in Family Health, Child Care, Nutrition and First Aid

MSc Public Nutrition (Minimum 2 years)

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 offered Master's Degree programme with course work for clientele with 14 years of education in the relevant field in the form of MSc Public Nutrition. 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 etc.

2. OBJECTIVES

The objectives of the programme are given as under:

- To provide opportunities to health professionals to enrich their education in the field of nutrition.
- To provide guidance/educational opportunities to in-service nutritionists and other health professionals to improve their qualification and skills, who could not continue their education through formal system.
- To enable the students to promote the health of populations by influencing the lifestyles of populations, communities and individuals.
- To support the careers of aspiring public health professionals and to encourage them for further study at MS Community Health & Nutrition level.

3. ELIGIBILITY

At least 14 years of schooling or 2 years of education after HSSC/FSc/Grade 12 equivalent in the relevant discipline with minimum second division is the basic eligibility criteria. Candidates with the following degree are eligible for admission in this programme:

- BSc/ BS Nursing
- BS Physiotherapy
- BS Medical Technology
- Bachelor's of Homeopathic Medical Sciences (BHMS)

- MD Alternative Medicine
- Bachelor of Eastern Medicine
- BS in Medical Emergency & Intensive Care Technology
- BSc/BS Vision Sciences
- BS/BSc Home Economics
- BS Nutrition
- BSc with majors in Biochemistry, Microbiology and Biology

4. ADMISSION/REGISTRATION PROCEDURE

Although the University offers admission twice a year i.e. Autumn and Spring, but admission to new students of this discipline is advertised only once a year i.e. in Autumn semester.

- 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. Students will have to submit their admission forms either online or through registered post to the parent department at the given address.
- c. Admission forms prescribed for the specified programme only will be entertained.
- d. 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.
- e. Candidates are required to send complete admission form along with attested copies of all academic certificates, testimonials at the department address before closing date mentioned in the advertisement.
- f. Only those candidates who qualify admission criteria will be informed about their selection.

- g. On receipt of admission offer letter, candidate is allowed to pay dues (as detailed in fee section at Serial No.10) within due date as per procedure mentioned in the intimation letter.
- h. The study material inclusive of text books, assignments, tutorial schedule and reference material is mailed to the students.
- i. For submission of admission form and clarification about academic matters please contact on the following address:

Prof. Dr. Nomana Anjum

Chairperson

Department of Environmental Design, Health and
Nutritional Sciences

Block No. 6, AIOU, Sector H-8, Islamabad

Email: anjums41@hotmail.com

Ph: No. 051-9057742, 051-9057743, 051-9057748

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 at AIOU. Student at distance can use PCSIR Labs or Food Science & Nutrition Laboratory of local teaching institutions or other scientific institutions to be approved by the University. Minimum duration for submission of project is one semester (6 months).

6. SEMESTER-WISE OFFERING OF COURSES

1st Semester

Sr No.	Title of course	Course Codes	Credit Hours
1	Macro Nutrients	3641	4(3+1)
2	Micro Nutrients	3642	4(3+1)
3	Nutrition Education	3643	4(3+1)
4	Basics of Food Sciences	3644	4(3+1)

2nd Semester

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

3rd Semester

1	Maternal & Child Health	3649	4(3+1)
2	Applied Epidemiology	3650	4(3+1)
3	Food Microbiology	3651	4(3+1)
4	Clinical Nutrition	3652	4(3+1)

4th Semester

1	Research Methods	3653	3(2+1)
2	Basic Biostatistics	3654	3(2+1)
3	Research Project	3655	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. MEDIUM OF INSTRUCTION

English is the medium of instruction and expression for the entire course work.

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 provides especially written/compiled course books.

B. Tutorial Meetings/Student Teacher Contact

Student teacher contact for each of three/four credit hour courses at local teaching institutions will be arranged fortnightly.

C. Course Workshops

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

In case a viable group of 20 to 30 students is not formed in any region, the students are normally merged in the students' group of nearby region.

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. AIOU does not bear any cost incurring on boarding/ lodging or TA/DA during the workshops. The students are required to make their own arrangements for their stay during the workshops. A student's hostel within the campus also provides accommodation facilities at nominal charges on first come first serve basis.

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 two copies of the research project on the given format duly signed by the supervisor to the department.

b. 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.

9. ASSESSMENT

During the semester the students are required to submit two assignments for each 3/4 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 examination.

- 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. The minimum qualifying marks for each component are as follows:
 - a. A minimum of 40% in continuous assessment
 - b. A minimum of 40% in the final examination
 - c. An aggregate of 40% in the two components i.e. continuous assessment (theory and practical assignments) and final examination.
- vi. 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%

- vii. 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 examination.

10. Fee Tariff:

Item	Rate
Registration fee	Rs.200/-
Admission fee	Rs.700/-
Technology + Courier Charges:	Rs.135/-
Per 4 Credit Hours Course:	Rs.4060/-
One Practical / Research Based:	Rs.2340/-
Project Evaluation Fee:	Rs.6090/-

Semester wise payment to be made by the student on the basis of above mentioned fee tariff:

1st Semester Fee:

Registration fee	Rs.200/-
Admission fee	Rs.700/-
Technology + Courier Charge:	Rs.135/-
Fee for Course Work:	Rs.16,240/-
Fee for lab research/field based component:	Rs.4680/-
	Rs.21955/-

Note: Only selected students will be intimated for depositing fee. No fee is required with admission form.

11. PROCEDURE OF DEPOSITING THE FEE

The University has introduced a special method for depositing the fee and admission form for the convenience of the students. For making the process more consistent and effective, the University has entered into a formal agreement with the National Bank of Pakistan, Bank Alfah Limited, Allied Bank Limited, Muslim Commercial Bank Limited and the First

Women Bank Limited. According to this agreement, students can deposit fee through bank challan forms at any branch. The bank branch will issue receipt for depositing the admission form and fee. This process will give relief to the students from making bank drafts and maintaining the record of the draft copy. It will also save the additional expenditure on draft making and mailing the admission form to the University. Most important thing is that the students and the University will have no fear of losing the admission form in transit. Instead, the admission forms and fee will reach the admission department safely and in time.

Note: Admission form complete in all respect must be sent on the following address:

Prof. Dr. Nomana Anjum

Chairperson

Department of Environmental Design, Health and
Nutritional Sciences

Block No. 6, AIOU, Sector H-8, Islamabad

Phone:051-9057748, 9057743, 9057741, 9057265

Email: anjums41@hotmail.com

12. 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 certificate/Degree.

13. IMPORTANT CONTACT ADDRESSES AND TELEPHONE NUMBERS:

a. Academic Staff

1. **Prof. Dr. Nomana Anjum**

Chairperson

(Environmental Design)

anjums41@hotmail.com

051-9057742, 051-9250063

2. **Dr. Hajra Ahmad**
Associate Professor
(Food & Nutrition)
hajra5@hotmail.com
051-9057743
 3. **Dr. Zaheer Ahmad**
Associate Professor
(Food Bio-Technology)
zaheer863@gmail.com
051-9057265
 4. **Dr. Mahpara Safdar**
Assistant Professor
(Human Nutrition)
mahpara.jadoon@aiou.edu.pk
051-9057748
 5. **Syed Shahzad Shah**
Lecturer (on study leave)
(Food Technology)
shahzad_68@hotmail.com
051-9057745
 6. **Ms. Asma Afreen**
Lecturer
(Food and Nutrition)
asmahs@gmail.com
051-9057741
 7. **Mrs. Rabeea Zafar**
Lecturer
(Environmental Design)
rabeea.zafar@aiou.edu.pk
051-9057746
 8. **Ar. Nazia Iftakhar**
Lecturer
(Environmental Design)
nazia.iftakhar@aiou.edu.pk
051-9057744
- b. Adjunct Faculty Members**
1. **Dr. Rezzan Khan**
Consultant Nutritionist
Head of Nutrition & Dietetics Department,
Shifa International Hospital,
H-8/4, Islamabad
 2. **Dr. Naghmana Akhtar**
Associate Professor
Department of Home Economics,
F.G College for Women, F-7/2, Islamabad
 3. **Prof. Dr. Asif Ahmad**
Department of Food Technology
PMAS-Arid Agricultural University, Rawalpindi
 4. **Prof. Dr. Tariq Baqai**
(Gastroenterologist)
Islamic International Medical College,
Railway Hospital, Westridge, Rawalpindi
- c. Support Field Staff**
- Mrs. Shamim Ayub**
Lady Health Worker (Field)
Department of Home and Health Sciences
Allama Iqbal Open University, Islamabad
Phone 051-9057745

DEPARTMENT OF PHYSICS

Introduction

Excellence in Research Undergraduate, Postgraduate Education and Training

The department of Physics was established in March 1998. We are proud to be one of the largest and most prestigious physics departments in the Pakistan with an outstanding reputation for excellence in research, undergraduate and post graduate education. The department offers undergraduate degree programmes, Master level programmes and Doctoral programmes. We have a vibrant research programmes that a broad-based coverage of fundamental and applied Physics. The department of Physics is offering these programmes in collaborations with other institutions actively foster development of new research fields. We have recently established the training programmes for engineers, researchers, scientists and faculty members of public and private universities of industrial partners. We are committed to providing a positive environment that encourages everyone to explore this potential.

Due to the flexibility and advantage of the distance learning system, AIOU has retained the best of the professionals already teaching at post graduate level in different teaching institutions in the country. There is a minimum of 45 hours of face-to-face teaching for each three credit hour course. The students spend 70 to 75 hours in the laboratories for each two credit hour laboratory course.

The courses are designed and developed by well-known experts in the field of physics. The latest available teaching material is written/ compiled in the form of textbooks/ CDs to facilitate the students. Every effort has been made to make these programmes skill oriented and thus job oriented. The degree awarded by AIOU in this discipline is accredited and at par with the other universities.

Aims and Objectives:

1. To promote Physics and to provide opportunity to those who could not educate themselves in formal system of education for one reason or another.
2. To meet the acute shortage of highly qualified manpower in the field of physics by producing skilled teachers and research scientists.
3. To introduce new research areas in Physics.

MSc Physics

a) Introduction:

After the establishment of the department, the first programme launched by this department, in spring 1999 semester, was MSc Physics. This is a two years programme comprising four semesters. The programme was launched keeping in view the fact that many science graduates are forced to start a job after doing BSc due to financial constraints. In fact not a single university in Pakistan offers MSc in Physics in the evening. For such graduates this programme provides a second opportunity to study. It is for those who could not continue education in formal system along with their jobs. At present the M. Sc programme is being offered at the AIOU main campus Islamabad. The teaching faculty is highly qualified and experienced. Laboratories are an essential component for teaching of Physics. For this purpose, two well equipped laboratories for General Physics and digital and Computer Hardware Electronics with latest equipment have been set up.

b) Objectives:

The aim of this programme is to provide highly competent scientists and academicians with critical approach, up-to-date knowledge, and skills to carry out research, capable of imparting knowledge and research skills to the next generation.

MSc Physics programme has been particularly designed for the following.

1. Science graduates who are unable to pursue their students in Physics in the conventional system of education.
2. Graduate teachers who want to improve their qualification.
3. Science graduates working in different laboratories, decisions of improving their qualification.

c) i) Eligibility (for BSc /BSEd Students only):

A candidate possessing 2nd division B.Sc./B.S.Ed degree with Physics & Mathematics combination is eligible to apply for admission. Admissions will be made strictly on merit.

ii) Eligibility (for B.Tech Students only)

Candidates holding B.Tech / equivalent with at least second division are eligible to apply for admission in zero semester. The admission will be made strictly on merit. Qualifying the **Departmental Test & Interviews** is mandatory for admission.

d) Scheme of Studies (for B.Sc/ BSEd students only):

Semester-wise Course Offering:

The MSc programme is of two-year duration. It comprises four semesters of 62 credit hours.

1st Semester

Sr. No.	Title of the Course	Course Code	Credit Hours
1	Mathematical Methods in Physics-I	751	3
2	Classical Mechanics and Relativity	752	3
3	Electronics	2564	3
4	Atomic & Molecular Physics	2551	3
5	Laboratory for General Physics	766	2

2nd Semester

Sr. No.	Title of the Course	Course Code	Credit Hours
1	Mathematical Methods in Physics-II	755	3
2	Quantum Mechanics-I	756	3
3	Electromagnetic Theory-I	765	3
4	Computational Physics	769	3
5	Laboratory for Electronics	762	2

3rd Semester

Sr. No.	Title of the Course	Course Code	Credit Hours
1	Electromagnetic Magnetic Theory-I	2565	3
2	Quantum Mechanics-II	759	3
3	Nuclear Physics	760	3
4	Digital & Computer Hardware Electronics	2553	3
5	Laboratory for Digital & Computer Hardware Electronics	2556	3

4th Semester

Sr. No.	Title of the Course	Course Code	Credit Hours
1	Electronic Communication System	2559	3
2	Lasers & Optics	758	3
3	Solid State Physics	761	3
4	Thermal & Statistical Physics	2566	3
5	Advanced Digital & Computer Hardware Electronics	2560	3
6	Laboratory for Advanced Digital & Computer Hardware Electronics	2561	4

e) Scheme of Studies (for B Tech Students only):

Zero Semester for Admission in MSc Physics Programme

The department has developed a special offering of Zero Semester for getting admission in MSc Physics programme for the students of B Technical Education (B Tech).

The purpose of this semester will be to accommodate those graduates who did not study Mathematics and Physics at Graduation / BSc level and are not eligible to get admission in MSc Physics. Further they do not get any good opportunities in getting postgraduate studies. After qualifying the zero semester (completing deficiency courses), these graduates will be eligible for admission in MSc Physics and capable to comprehend MSc Physics level courses at AIOU. The pass students will be admitted in MSc Physics programme.

There would be three theory courses (03 credit hours) and two laboratory course (02 credit hours) in the Zero Semester. After qualifying the zero semester, a separate certificate of pass courses will be issued to the students with the signature of controller examination.

The **Zero Semester** courses along with course codes & fee are as under:

Course offering:

Sr #	Course Title	Course Code	Fee (Rs.)	Credit Hours
1.	Mathematics for B-Tech	1685	4000/-	03
2.	Physics- I for B-Tech	1686	4000/-	03
3.	Physics-II for B-Tech	1687	4000/-	03
4.	Laboratory-I for Physics	1688	2670/-	02
5.	Laboratory-II for Physics	1689	2670/-	02
6.	Technology Fee + Courier Charges		135/-	
7.	Admission Fee		700/-	
8.	Registration Fee		200/-	
	Total Fee		18,375/-	

Final Examination/ Continuous Assessment:

At the end of zero semester, the University will arrange final three hours written examination in each course .It is imperative to obtain 40% marks in the final examination to pass in each course. The roll number slips and other relevant information related to examination centre will be provided to the students before the examination.

Assessment:

The distribution of continuous assessment and final examination will be as follows:

Assignments (20% test/ quiz/Assignment +10% Attendance)	30 %
Final Examination	70%
Aggregate	40%

Semester-wise Course Offering for B-Tech Students:

1st Semester

Sr. No.	Title of the Course	Course Code	Credit Hours
1	Mathematical Methods in Physics-I	751	3
2	Classical Mechanics and Relativity	752	3
3	Electronics	2564	3
4	Atomic & Molecular Physics	2551	3
5	Laboratory for General Physics	766	2

2nd Semester

Sr. No.	Title of the Course	Course Code	Credit Hours
1	Mathematical Methods in Physics-II	755	3
2	Quantum Mechanics-I	756	3
3	Electromagnetic Theory-I	765	3
4	Computational Physics	769	3
5	Laboratory for Electronics	762	2

3rd Semester

Sr. No.	Title of the Course	Course Code	Credit Hours
1	Electromagnetic Magnetic Theory-I	2565	3
2	Quantum Mechanics-II	759	3
3	Nuclear Physics	760	3
4	Digital & Computer Hardware Electronics	2553	3
5	Laboratory for Digital & Computer Hardware Electronics	2556	3

4th Semester

1	Electronic Communication System	2559	3
2	Lasers & Optics	758	3
3	Solid State Physics	761	3
4	Thermal & Statistical Physics	2566	3
5	Advanced Digital & Computer Hardware Electronics	2560	3
6	Laboratory for Advanced Digital & Computer Hardware Electronics	2561	4

Degree Requirement:

For the award of MSc (Physics) degree, the students will have to complete the courses offered equivalent to 62 credit hours (21 courses) within a minimum period of four semesters.

e) Fee Tariff:

Item	Rates
Registration fee (at the time of 1 st admission in University)	Rs.200
Admission fee (at the time of 1 st admission in programme)	Rs.700
Technology fee + Courier Charges (in each semester)	Rs.135/-
Course fee: (Per 3 credit hours course)	Rs.4000/-
Lab course: per each 2 credit hours course	Rs.2670/-

Note: Only selected candidates will be informed individually to deposit the prescribed fee in the AIOU main campus branches on same date of admission.

f) Instructional Methodology:

Allama Iqbal Open University employs media mix as methodology of instruction in which printed material, CDs, face-to-face tutorial support are mixed in accordance with the requirement of the discipline and the level of course. In view of special requirements of post-graduate studies in physics the following methodology of instruction will be followed:

Study Material:

The University will provide reprinted and compiled course books/CDs.

Tutorial Support and Workshops:

Tutorial support for this programme will be in the form of lectures by resource persons in the workshops. A minimum, 45 hours of face to face teaching/guidance for each three credit hour course, will be provided in these tutorials/workshops. Attendance in these sessions is compulsory. Students failing to attain 70% attendance will not be eligible to appear in the final examination. Each laboratory course comprises a minimum of 75 hours of laboratory courses. Practical work will be supervised and assessed by the practical supervisors/tutor. 80% attendance is compulsory for all the students in the laboratory course. AIOU will not bear any cost regarding TA/DA or boarding/lodging facilities during these workshops.

Assessment:

Student performance is evaluated / assessed as under:

Assignment Weightage (Quiz / Test / Presentations / Assignments)	20%
Course Workshop with 70% compulsory attendance	10%
Final Paper	70%
Aggregate	40%

At the end of each semester, the university will arrange final examination. The Roll number slips and other relevant information related to examination centers will be provided to the students before the examination. The students who fail in the final examination will be allowed two more chances to reappear in immediate subsequent semester examinations on payment of examination fee.

Admission Procedure:

Only the prescribed admission forms will be entertained. Admission forms (duly filled in) along with the required documents/ testimonials/ marks sheets should be sent to:

Programme Coordinator
MSc Physics Programme,
Department of Physics
Research Complex (Science Block)-1st floor,
Sector H-8, Allama Iqbal Open University, Islamabad.

Note: Admissions will be finalized after the test and interview.

Faculty Members: (Department of Physics)

1. **Prof. Dr. Syed Zafar Ilyas,**
Chairman
Phone # 051-9057830, 051-9250066
2. **Mr. Ather Hassan**
Assistant Professor
Phone # 051-9057214
3. **Dr. Surayya Mukhtar**
Assistant Professor
Phone # 051-9057184
4. **Dr. Tariq Jan**
Assistant Professor
Phone # 051-9057214
5. **Ms. Hareem Mufti**
Lecturer
Phone # 051-9057727
6. **Mr. Abdul Jalil**
Lecturer
Phone # 051-9057214
7. **Ms. Uzma Nosheen**
Lecturer
Phone # 051-9057727
8. **Mr. Hussain Ahmed**
Research Associate
Phone # 051-9057214
9. **Muhammad Imran**
Laboratory Assistant
Phone # 051-9057728
10. **Ms. Zeba Sultana**
UDC
Phone # 051-9057728
11. **Mr. Shakirullah**
Laboratory Assistant
Phone # 051-9057728
12. **Amjad Satti**
Laboratory Assistant
Phone # 051-9057728
13. **Muhammad Aman**
Laboratory Assistant
Phone # 051-9057728

FACULTY OF SOCIAL SCIENCES AND HUMANITIES

First established in 1981 with five departments, the Faculty of Social Sciences and Humanities has, over the years, flourished to become, by far, the largest Faculty of the University. It, today, consists of 14 departments offering masters programmes in major areas of Social Sciences and Humanities like, Business Administration, Economics, Mass Communication, Sociology, Urdu, Library & Information Sciences, History, Pakistan Studies and Teaching of English as a foreign Language (TEFL). Additionally, efforts are afoot to plan and launch post-graduate programmes in Pakistani Languages and Law. The Commonwealth-collaborated master's programmes in the areas of Business and Public Administration, which are specially tailored for the modern day busy executives, were launched in Spring 2002 semester.

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

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

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

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

DEPARTMENT OF BUSINESS ADMINISTRATION

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 center of excellence in the discipline of Business Management. The Department has assembled outstanding teaching faculty and developed extensive teaching material for the improvement of education in Pakistan.

The department is offering MBA 3-½ year, MBA 2-½ year, PGD HRM, MS Management Sciences and PhD Business Administration. The department is introducing BBA 4 Years programme in Autumn 2017. It is hoped that these programmes would contribute significantly to the national goal of development of professions equipped with modern business techniques. These programmes are designed to provide an opportunity to upgrade the skills and enhance professional qualifications of the future managers. Further, we are of the opinion that the graduates from this university would have

recognition in the human resource market and enjoy a respectable status in public and private sector organizations, operating in Pakistan and abroad. The Department has well qualified faculty members including PhDs, MPhil/MS both from national and foreign universities.

The department is offering various programmes in order to achieve the following objectives:

- 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.

MBA (3½ YEARS) PROGRAMME

Duration:

As per guidelines of HEC, MBA (3½-years) programme will be spread over 7 semesters covering 30 courses and a Research Project. MBA-Human Resource Management (HRM), MBA-Banking and Finance (B&F), and MBA- Marketing consist of 96 credit hours whereas MBA-Information Technology (IT) consists of 100 credit hours. The minimum period required for its completion will be 3½ years as per HEC requirements.

Eligibility:

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

Scheme of Studies:

The MBA (3½-years) programme will be offered with four specializations, i.e., HRM, B&F, Marketing and IT. 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:

MBA - Human Resource Management (HRM)

FIRST SEMESTER			
Sr. No	Course Title	Code	Credit Hours
1	Financial Accounting	8501	03
2	Human Resource Management	8502	03
3	Management Theory & Practice	8506	03
4	Management Information Systems	8507	03
5	Business Communications	8570	03
SECOND SEMESTER			
1	Managerial Accounting	8508	03
2	Production & Operations Management	8509	03
3	Business Research	8510	03
4	Marketing Management	8511	03
5	Business Mathematics & Statistics	8532	03
THIRD SEMESTER			
1	Financial Management	8513	03
2	Business and Labor Laws	8514	03
3	Consumer Behavior	8515	03
4	Project Management	8516	03
5	Organizational Behavior	8517	03

FOURTH SEMESTER			
Sr. No	Course Title	Code	Credit Hours
1	Human Resource Development	8518	03
2	Training and Development	8519	03
3	Compensation Management	8520	03
4	Leadership and Team Management	8521	03
5	Managerial Economics	8522	03
FIFTH SEMESTER			
1	Advanced Research Methods	8535	03
2	International Business and Finance	8536	03
3	Strategic Marketing	8537	03
4	Strategic Human Resource Management	8538	03
5	Business Policy and Strategy	8505	03
SIXTH SEMESTER			
1	Strategic Human Resource Development	8539	03
2	Organization Theory & Design	8540	03
3	International Human Resource Management	8541	03
4	Human Resource Change Management	8542	03
5	Entrepreneurship	8503	03
SEVENTH SEMESTER			
1	Research Project	8565	06
	OR		
1	Total Quality Management	8500	03
2	Business Ethics	8512	03
Total Credit Hours			96

MBA- Banking and Finance (B & F)

FIRST SEMESTER			
Sr. No	Course Title	Code	Credit Hours
1	Financial Accounting	8501	03
2	Human Resource Management	8502	03
3	Management Theory & Practice	8506	03
4	Management Information Systems	8507	03
5	Business Communications	8570	03
SECOND SEMESTER			
1	Managerial Accounting	8508	03
2	Production & Operations Management	8509	03
3	Business Research	8510	03
4	Marketing Management	8511	03
5	Business Mathematics & Statistics	8532	03
THIRD SEMESTER			
1	Financial Management	8513	03
2	Business and Labor Laws	8514	03
3	Consumer Behavior	8515	03
4	Project Management	8516	03
5	Organizational Behavior	8517	03
FOURTH SEMESTER			
1	Managerial Economics	8522	03
2	Commercial and Investment Banking	8523	03
3	Corporate Finance	8524	03
4	Financial Markets and Institutions	8525	03
5	Analysis of Financial Statements	8551	03

FIFTH SEMESTER			
Sr. No	Course Title	Code	Credit Hours
1	Advanced Research Methods	8535	03
2	International Business and Finance	8536	03
3	Strategic Marketing	8537	03
4	Strategic Human Resource Management	8538	03
5	Business Policy & Strategy	8505	03
SIXTH SEMESTER			
1	Islamic Banking	8552	03
2	Bank Management & Control		03
3	Investment & Securities Management	8545	03
4	Risk Management & Insurance	8546	03
5	Entrepreneurship	8503	03
SEVENTH SEMESTER			
1	Research Project OR	8565	06
1	Total Quality Management	8500	03
2	Business Ethics	8512	03
Total Credit Hours			96

MBA Marketing			
FIRST SEMESTER			
Sr. No	Course Title	Code	Credit Hours
1	Financial Accounting	8501	03
2	Human Resource Management	8502	03
3	Management Theory & Practice	8506	03
4	Management Information Systems	8507	03
5	Business Communications	8570	03
SECOND SEMESTER			
1	Managerial Accounting	8508	03
2	Production & Operations Management	8509	03
3	Business Research	8510	03
4	Marketing Management	8511	03
5	Business Mathematics & Statistics	8532	03
THIRD SEMESTER			
1	Financial Management	8513	03
2	Business and Labor Laws	8514	03
3	Consumer Behavior	8515	03
4	Project Management	8516	03
5	Organizational Behavior	8517	03

FOURTH SEMESTER			
Sr. No	Course Title	Code	Credit Hours
1	Managerial Economics	8522	03
2	International Marketing	8527	03
3	Marketing of Services	8528	03
4	E-Marketing	8529	03
5	Distribution Channels	8530	03
FIFTH SEMESTER			
1	Advanced Research Methods	8535	03
2	International Business and Finance	8536	03
3	Strategic Marketing	8537	03
4	Strategic Human Resource Management	8538	03
5.	Business Policy & Strategy	8505	03
SIXTH SEMESTER			
1	Small Business Marketing	8534	03
2	Strategic Brand Management	8548	03
3	Retail Management	8549	03
4	Managing Non-Profit Organizations	8550	03
5	Entrepreneurship	8503	03
SEVENTH SEMESTER			
1	Research Project OR	8565	06
1	Total Quality Management	8500	03
2	Business Ethics	8512	03
Total Credit Hours			96

MBA- INFORMATION TECHNOLOGY (IT)

FIRST SEMESTER			
Sr. No	Course Title	Course Code	Credit Hours
1	Financial Accounting	8501	03
2	Human Resource Management	8502	03
3	Management Theory & Practice	8506	03
4	Management Information Systems	8507	03
5	Business Communications	8570	03
SECOND SEMESTER			
1	Managerial Accounting	8508	03
2	Production & Operations Management	8509	03
3	Business Research	8510	03
4	Marketing Management	8511	03
5	Business Mathematics and Statistics	8532	03
THIRD SEMESTER			
1	Financial Management	8513	03
2	Business and Labor Laws	8514	03
3	Consumer Behavior	8515	03
4	Project Management	8516	03
5	Organizational Behavior	8517	03

FOURTH SEMESTER			
Sr. No	Course Title	Course Code	Credit Hours
1	Operating System	3439	4(3+1)
2	Introduction to E-Business	3471	4(3+1)
3	Software Engineering-I	3414	4(4+0)
4	Web Design Tools	3446	4(3+1)
5	Managerial Economics	8522	03
FIFTH SEMESTER			
1	Advanced Research Methods	8535	03
2	International Business and Finance	8536	03
3	Strategic Marketing	8537	03
4	Strategic Human Resource Management	8538	03
5	Business Policy & Strategy	8505	03
SIXTH SEMESTER			
1	IT Services Management	3472	3(3+0)
2	Computer Law	3473	3(3+0)
3	IT Marketing Concepts	3442	3(3+0)
4	Software Engineering-II	3465	3(3+0)
5.	Entrepreneurship	8503	03
SEVENTH SEMESTER			
1	Research Project	8565	06
	OR		
1	Total Quality Management	8500	03
2	Business Ethics	8512	03
Total Credit Hours		100	

MBA (2½ YEARS) PROGRAMME

Duration:

As per guidelines of HEC, MBA (2½ years) programme will be spread over 5 semesters covering 20 courses and a Research Project. MBA- Human Resource Management (HRM), MBA- Banking and Finance (B&F), and MBA- Marketing programmes consist of 66 credit hours whereas MBA- Information Technology (IT) programme consists of 67 credit hours. The minimum period required for its completion will be 2½ years as per HEC requirements.

Eligibility:

Applicants having 16 years of non-business education from HEC recognized institution with at least 2nd division (45% marks) or equivalent CGPA would be eligible to apply.

Scheme of Studies:

The MBA Programme (2½-years) will be offered with four specializations, i.e., HRM, B&F, Marketing, and IT. 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.

MBA- Human Resource Management (HRM)

FIRST SEMESTER			
Sr. No	Course Title	Code	Credit Hours
1	Financial Accounting	8501	03
2	Human Resource Management	8502	03
3	Management Theory & Practice	8506	03
4	Marketing Management	8511	03
5	Business Mathematics & Statistics	8532	03

SECOND SEMESTER			
Sr. No	Course Title	Code	Credit Hours
1	Financial Management	8513	03
2	Human Resource Development	8518	03
3	Training and Development	8519	03
4	Compensation Management	8520	03
5	Leadership and Team Management	8521	03
6	Managerial Economics	8522	03
THIRD SEMESTER			
1	Advanced Research Methods	8535	03
2	International Business and Finance	8536	03
3	Strategic Marketing	8537	03
4	Strategic Human Resource Management	8538	03
5	Management Information Systems	8507	03
FOURTH SEMESTER			
1	Strategic Human Resource Development	8539	03
2	Organization Theory & Design	8540	03
3	International Human Resource Management	8541	03
4	Human Resource Change Management	8542	03
FIFTH SEMESTER			
1	Research Project	8565	06
	OR		
1	Total Quality Management	8500	03
2	Business Ethics	8512	03
Total Credit Hours			66

MBA- BANKING & FINANCE (B&F)

FIRST SEMESTER			
Sr. No	Course Title	Code	Credit Hours
1	Financial Accounting	8501	03
2	Human Resource Management	8502	03
3	Management Theory & Practice	8506	03
4	Marketing Management	8511	03
5	Business Mathematics & Statistics	8532	03
SECOND SEMESTER			
1	Financial Management	8513	03
2	Managerial Economics	8522	03
3	Commercial and Investment Banking	8523	03
4	Corporate Finance	8524	03
5	Financial Markets and Institutions	8525	03
6	Analysis of Financial Statements	8551	03
THIRD SEMESTER			
1	Advanced Research Methods	8535	03
2	International Business and Finance	8536	03
3	Strategic Marketing	8537	03
4	Strategic Human Resource Management	8538	03
5	Management Information Systems	8507	03
FOURTH SEMESTER			
1	Islamic Banking	8552	03
2	Bank Management & Control		03
3	Investment & Securities Management	8545	03
4	Risk Management & Insurance	8546	03
FIFTH SEMESTER			
1	Research Project	8565	06
Total Credit Hours			66

MBA- Marketing

FIRST SEMESTER			
Sr. No	Course Title	Code	Credit Hours
1	Financial Accounting	8501	03
2	Human Resource Management	8502	03
3	Management Theory & Practice	8506	03
4	Marketing Management	8511	03
5	Business Mathematics & Statistics	8532	03
SECOND SEMESTER			
1	International Marketing	8527	03
2	Marketing of Services	8528	03
3	E-Marketing	8529	03
4	Distribution Channels	8530	03
5	Managerial Economics	8522	03
6	Financial Management	8513	03
THIRD SEMESTER			
1	Advanced Research Methods	8535	03
2	International Business and Finance	8536	03
3	Strategic Marketing	8537	03
4	Strategic Human Resource Management	8538	03
5	Management Information Systems	8507	03
FOURTH SEMESTER			
1	Small Business Marketing	8534	03
2	Strategic Brand Management	8548	03
3	Retail Management	8549	03
4	Managing Non-Profit Organizations	8550	03
FIFTH SEMESTER			
1	Research Project	8565	06
1	OR Total Quality Management	8500	03
2	Business Ethics	8512	03
Total Credit Hours			66

MBA- Information Technology

FIRST SEMESTER			
S#	Course Title	Code	Cr.Hrs
1	Financial Accounting	8501	03
2	Human Resource Management	8502	03
3	Management Theory & Practice	8506	03
4	Marketing Management	8511	03
5	Business Mathematics & Statistics	8532	03
SECOND SEMESTER			
1	Operating System	3439	4(3+1)
2	Introduction to E-Business	3471	4(3+1)
3	Software Engineering-1	3414	4(4+0)
4	Web Design Tools	3446	4(3+1)
5	Financial Management	8513	03
THIRD SEMESTER			
1	Advanced Research Methods	8535	03
2	International Business and Finance	8536	03
3	Strategic Marketing	8537	03
4	Strategic Human Resource Management	8538	03
5	Management Information Systems	8507	03
FOURTH SEMESTER			
1	IT Services Management	3472	3(3+0)
2	Computer Law	3473	3(3+0)
3	IT Marketing Concepts	3442	3(3+0)
4	Software Engineering-II	3465	3(3+0)
FIFTH SEMESTER			
1	Research Project	8565	06
1	OR Total Quality Management	8500	03
2	Business Ethics	8512	03
Total Credit Hours			67

Admission Procedure:

- i. Admission in MBA (3½ year) and MBA (2½ year) will be made once a year in order to manage the academic and research activities effectively. Applications will be invited through the daily news papers/AIOU website as per AIOU policy.
- ii. The qualifying candidates as per criteria mentioned are required to deposit their fee in any branch of Designated Banks along with the admission form and testimonials.
- iii. The HEC rules and regulations regarding postgraduate programmes adopted by the university enforced from time to time will strictly be followed for these programmes.

Medium of Instruction

The medium of instruction and examination is English.

Methods of Instruction

- i. MBA (3½ year) and MBA (2½ year) programmes would be offered through Approved Study Centres (ASCs) of AIOU. However, the academic and other activities of ASCs will be closely monitored by the Department and DRS jointly.
- ii. Allocation and migration of students will be allowed by the Department with the consultation of DRS.
- iii. Face-to-face classes will be held at ASCs in their respective AIOU Regions.
- iv. The outline of courses along with the required reading material and assignments will be provided to the students. Electronic books/ video conference and online education methods may also be applied in this regard.
- v. Students are required to attend the classes at the ASCs. The schedule of classes will be chalked out by the ASCs as per Credit Hours requirements provided by the Department.
- vi. As per AIOU policy, at least 70% class attendance of students will be mandatory to qualify for appearing in exams.

Evaluation Scheme:**a) Assignments:**

The students will submit two compulsory assignments of each course to their teachers as per schedule at ASCs who will return the same after marking and providing necessary academic guidance.

b) Mid Term Test:

Before final examinations, mid-term test for the following courses of MBA programme with IT specialization would be held at ASCs:

Sr. No.	Course Title	Code
1.	Operating System	3439
2.	Introduction to E-Business	3471
3.	Software Engineering-I	3414
4.	Web Design Tools	3446
5.	IT Services Management	3472
6.	Computer Law	3473
7.	IT Marketing Concepts	3442
8.	Software Engineering-II	3465

c) Presentations:

Students would be required to deliver mandatory face to face presentation of their 2nd assignment at their respective ASCs. No relaxation on any ground will be provided to students in this regard.

d) Assessment/Weightage:

Assessment criteria as per rules & regulations of the University will be as under:

Assessment Component	Weightage in the aggregate result
Assignment No. 1/ Quizzes	10%
Assignment No. 2/ Term Paper	10%
Presentation	10%
Final Examination	70%

For courses mentioned in section (b), assessment criteria will be as under:

Assessment Component	Weightage in the aggregate result
Assignment No. 1 & 2	10%
Mid Term Test	20%
Final Examination	70%

- i. For successful completion of each course, the student will be required to qualify in each component.
- ii. To appear in final examination, the student has to pass in assignments, presentations (where applicable) mid-term test (where applicable), and 70% attendance in the classes.
- iii. The conditions to qualify each component are given below:
 - a. A minimum of 50% marks in assignments (aggregate).
 - b. A minimum of 50% marks in presentation. (where applicable).
 - c. A minimum of 50% marks in mid-term test (where applicable).
 - d. A minimum of 50% marks in the final written examination.

Degree Requirements:

Following are the requirements for the award of MBA (3½ years) and MBA (2½ years) degree:

- i. Successful completion of all required courses.
- ii. Internship: Internship requirement in MBA programme will be as per HEC criteria.
- iii. Research Project: (for students who opt for Research Project 8565)
 - a) A student will be required to complete Research Project 8565 of 06 Credit Hours as per AIOU rules, and submit to the ASC that would be evaluated on the guidelines given by HEC and AIOU.
 - b) Supervisors will be appointed by ASCs with the consultation of the Department.
 - c) Guidelines regarding the Research Project will be provided by the Department according to AIOU rules and regulations already operative in Master Programmes and enforced from time to time will strictly be followed in MBA programmes as well.
- iv. Viva voce examination: Viva voce examination shall be held according to AIOU rules for all the students enrolled in MBA programme. The Viva Voce will be arranged at the Main Campus.

Fee Structure:

Item	Rate
Registration Fee: (once at the time of 1 st admission in University)	Rs.200/-
Admission Fee: (once at the time of 1 st admission in Programme)	Rs.1000/-
Technology Fee: (in each semester)	Rs.100/-
Courier Charges	Rs.35/-
Per 3 Credit Hours course fee:	Rs.3890/-
Fee for Course Codes: 3439, 3471, 3414 & 3446	Rs.6230/- per course
Fee for Course Codes: 3472, 3473, 3442 & 3465	Rs.4690/- per course
Research Project Fee:	Rs.8850/-
Research Project Evaluation Fee:	Rs.4990/-
Total Fee for first Semester (Both 3½ & 2½ years)	Rs. 20785/-

Fee Deposit Procedure:

Students qualifying the admission criteria (second Division in BA/BSc/BCom/Associate Degree Program 2-years for MBA (3½ years) and Second Division in 16 years of non-business education from HEC recognized institution for MBA (2½ years) are required to deposit fee and admission form along with attested copies of their educational certificates/degrees in any branch of designated banks.

Rules and Regulations:

Rules and regulations, in line with the HEC guidelines and applicable in the AIOU, as amended from time to time at the master level will be adopted in this programme. However, format and procedure of Research Project will be developed by the Department and students will be informed well in time.

**Post Graduate Diploma
(Human Resource Management)****Objectives:**

The objectives of Post Graduate Diploma in HRM are:

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

Duration:

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

Eligibility:

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

Admission Procedure:

- i. Admission in Post Graduate Diploma in Human Resource Management is proposed to be offered once a year. Applications will be invited through the daily news papers/AIOU website as per AIOU policy.
- ii. The candidates are required to deposit fee in any branch of Designated Banks as given in prospectus along with admission form and attested testimonials.

Scheme of Studies:

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

PGD-Human Resource Management

S. #	Course Title	Cr. Hrs	Code
First Semester			
1	Fundamentals of Business	3	9501
2	Professional Communications	3	9502
3	Management Theory and Practice	3	9503
4	Human Resource Management	3	9504
5	Computer Applications for Business	3	9505
Second Semester			
1	Organizational Behavior	3	9506
2	Compensation Management	3	9507
3	Performance Management	3	9508
4	Labor Management Relations	3	9509
5	Strategic Human Resource Management	3	9510

Medium of Instruction:

The medium of instruction and examination would be English

Methods of Instruction:

- i. The Post Graduate Diploma in Human Resource Management would be offered through Open Distance Learning.
- ii. The course outlines along with the required reading materials and assignments will be provided to the students.
- iii. The schedule of classes will be chalked out by the DRS office as per Credit Hours requirements provided by the department.
- iv. Three days workshop will be conducted for each course.

Evaluation Scheme:

i. Assignments:

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

ii. Workshops and Presentations:

At the end of each semester, workshops for the courses of PGD-HRM would be held at major regional campuses of AIOU or at Main Campus, Islamabad (as decided by DRS Office) before final examination. The duration of workshop for each course would be three days. Attendance and presentation of the students in workshop is compulsory. If a student fails to obtain 50% marks in workshops, two additional chances will be given to qualify in subsequent semesters or as and when university offers these courses. In case of low enrolment in a particular region, the students would be required to participate in the workshops in other region as directed by the university.

iii. Assessment/Weightage:

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

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

- i. Exemption in the course(s), if applicable, would be as per the AIOU rules and regulations.
- ii. To appear in final examination, the student has to pass in assignments and workshop presentations for the courses studied.
- iii. The conditions to qualify each component are given below:
 - a. A minimum of 50% marks in assignments (aggregate).
 - b. A minimum of 50% marks in Presentations (where applicable).
 - c. A minimum of 50% marks in the final written examination.

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 (1-year) after first semester may be offered a certificate of passed courses as to be determined by university.

Fee Structure:

Item	Rate
Registration Fee:(At the time of first admission)	Rs.200/-
Admission Fee: (At the time of first admission)	Rs.1000/-
Technology Fee: (in each semester)	Rs.100/-
Courier Charges: (in each semester)	Rs.35/-
Course Fee: (per 3 credit hours)	Rs.2640/-

Total Fee of First Semester: Rs.14535/-

Faculty Members:

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DEPARTMENT OF COMMERCE

The Department of Commerce is one of the pioneer academic Departments of AIOU. The Department was established in 1975 and started offering, Industrial & Commercial Training Courses. Since 1987 Commerce Department started working with a full-fledged capacity to cater the needs of the wide range of people interested in Commerce field. Since its inception thousands of business graduates have got business education. They are serving the nation in different capacities as part of the country's trained and productive work force. The Department of Commerce since its inception has been offering skill oriented and professional courses to cater the need of industry for professionally trained and productive workforce. As per the vision of University, the Department has always strived to develop courses and programmes in consultation with accreditation bodies and stakeholders. The Department takes pride to offer MCom Programme.

MCom Programme (2-Years)

The MCom programme is offered to the applicants having 14 years of Commerce/Business education.

Objectives:

- i. To provide students with specialized knowledge and skills in Accounting and Finance.
- ii. To develop skills to apply theoretical knowledge in practical life.
- iii. To encourage continuous learning and habitual receptiveness, exploring the new ways of identifying and dealing with opportunities and problems to face future challenges.

Duration

The programme consists of 63 Credit hours and four (4) semesters (2-years).

Admission Criteria

- i. Applicants having 14 years of Commerce/Business degree (BCom/BBA/Associate Degree) with minimum 45% marks from any HEC recognized university would be eligible to apply for MCom Programme. Applicants having BA degree with minimum 45% marks are also eligible for MCom if they have any one of following degree/certificate:
 - * CA intermediate or equivalent **OR**
 - * ICMA– one year Post Graduate Certificate in Accounting (PGA) or equivalent **OR**
 - * PIPFA
- ii. The qualifying candidates as per criteria mentioned above are required to deposit their fee in any branch of Designated Banks as per prescribed procedure along with the admission form and testimonials.
- iii. The prevailing University rules & regulations regarding postgraduate programmes enforced from time to time shall strictly be followed for this programme.

MCcom (New Scheme of Studies)

First Semester:

S. No.	Course Title	Code	Credit Hours
1	Entrepreneurship	8503	03
2	Basics of Technical English	8504	03
3	Management Theory & Practice	8506	03
4	Advanced Financial Accounting	8553	03
5	E-Commerce	8554	03

Second Semester:

S. No.	Course Title	Code	Credit Hours
1	Managerial Accounting	8508	03
2	Production & Operations Management	8509	03
3	Business Research	8510	03
4	Marketing Management	8511	03
5	Business Mathematics and Statistics	8532	03

Third Semester:

1	Financial Management	8513	03
2	Business and Labour Laws	8514	03
3	Project Management	8516	03
4	Managerial Economics	8522	03
5	Public Sector Accounting	8555	03

Fourth Semester:**(Any One Specialization)**

Elective-I		03
Elective-II		03
Elective-III		03
Elective-IV		03
Research Project OR	8566	06
Financial Reporting I *	8567	
Financial Reporting II * OR	8568	
Financial Reporting I *	8567	
Internship	8569	
Total Credit Hours		63

* These courses will be offered by the Department of Commerce in online mode followed by a face to face workshop. The study centres will not be involved in the offering of these courses.

Specializations:**1. Accounting & Finance:**

Electives	Courses	Code	Credit Hours
I	Corporate Finance	8524	03
II	Money & Capital Markets	8526	03
III	Taxation Management	8531	03
IV	Advanced Auditing	8533	03

2. Insurance:

Electives	Courses	Code	Credit Hours
I	Insurance & Risk Management	8546	03
II	Insurance Underwriting	8556	03
III	Regulatory Aspects of Insurance	8557	03
IV	Basics of life insurance	8558	03

Award of Degree:

Following are the requirements for the award of degree:

- i. Successful completion of all required courses.
- ii. Internship Report (if chosen):
 - a) A student will be required to complete Internship of three (03) months and submit internship report to the department for evaluation. Guidelines regarding internship report will be provided by the department.
 - b) On successful completion and submission of internship report, viva voce examination will be held in the department.
- iii. Successful completion of research project (if chosen), viva voce examination will be held in the department.

Methods of Instruction:

- i. The programme would be offered through Approved Study Centers (ASCs) of AIOU. However, the academic and other activities of ASCs will be monitored by the Department and DRS jointly.
- ii. Allocation and migration of students will be allowed by the Department with the consultation of DRS.
- iii. The outline of courses along with the required reading material and assignments will be provided to the students. Electronic books/ video conference and online education methods may also be applied in this regard.
- iv. Students are required to attend the classes at the ASCs. The schedule of classes will be chalked out by the ASCs as per guidelines provided by the Department.
- v. At least 70% class attendance of students would be mandatory to qualify them for appearing in exams.

Evaluation Scheme

- a) **Assignments:** The students will submit two compulsory assignments of each course to their teachers as per schedule at Approved Study Centers who will return the same after marking and providing necessary academic guidance.
- b) **Presentations:** Students would be required to deliver mandatory face to face presentation of their 2nd assignment at their respective ASCs. No relaxation on any ground will be provided to students in this regard.

c) Assessment:

Assessment criteria as per rules & regulations of AIOU will be as under:

Assessment Component	Weightage in the aggregate result
Assignment No. 1 /Quizzes	10%
Assignment No. 2/ Term Paper	10%
Presentation	10%
Final Examination	70%

- i. For successful completion of each course, the student will be required to qualify in each component.
- ii. To appear in final examination, the student has to pass in both assignments, and 70% attendance in the classes.
- iii. The conditions to qualify each component are given below:
 - a. *A minimum of 50% pass marks in assignments (aggregate).*
 - b. *A minimum of 50% pass marks in presentation.*
 - c. *A minimum of 50% pass marks in the final written examination.*
- iv. Viva voce examination: On successful completion of Research Project/internship, viva voce examination will be held according to AIOU rules. The Viva voce can be arranged at the Main Campus/ ASCs as per decision of the Competent Authority.

Fee Structure:

Item	Rate
Registration Fee: (once at the time of 1 st admission in University)	Rs.200/-
Admission Fee: (once at the time of 1 st admission in Programme)	Rs.1000/-
Technology Fee: (in each semester)	Rs.100/-
Courier Charges: (in each semester)	Rs.35/-
Per 3 Credit Hours course fee: Rs.3890/- Fee for 5 Courses: Rs.3890×5=Rs.19450/-	Rs.19450/-
Total Fee for 1st Semester:	Rs.20785/-

Rules and Regulations

Format and procedure of Research Project has been developed by the Department and students may download it from the official website of AIOU www.aiou.edu.pk

This is in line with the HEC guidelines and AIOU rules & regulations applicable at the Master level.

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DEPARTMENT OF ECONOMICS

Introduction

The Department of Economics was established in 1987 with a few introductory courses like microeconomics and macroeconomics at Intermediate and Bachelor level. Over the years, the department has achieved a country wide reputation for introducing programmes for higher studies and research in economics. At present, the department offers MSc and MPhil programmes in economics. In near future department is going to offer BS Economics (4 years).

MSc Economics

Aims and Objectives

The MSc programme in Economics is designed for those who are unable to continue their studies in formal education system. The main objective of the programme is to expose the students to the various aspects of economic theories and their application to the actual economic world. The programme further stands to improve the quality and ability by creating self-confidence among the students to analyze and seek scientific solution to economic problems. Further, this programme intends to create an analytical capacity among the students required to understand the working of economic systems. It is hoped that the programme will help in producing such team of economists who would meet the growing need of the country. The programme will also intend to equip the students with the economic tools, enabling them to provide some policy measures for the improvement of prevailing economic conditions in the developing countries in general and Pakistan in particular.

Eligibility for Admission

Applicants having second class (minimum 45% marks) Bachelor degree with Economics (Micro & Macro) is eligible for admission.

Degree Requirement

For the award of degree of MSc in Economics, a student has to complete the following requirements:

- A. Sixty (60) credit hours of course / research work within a minimum period of 4 semesters (two years)
- B. Thesis in MSc Economics is optional. In lieu of thesis, students can take four courses of 12-credit hours offered by the department.

Medium of Instruction

The medium of instruction and examination is English only.

(First Semester)

S. No.	Name of Courses	Code	Credit Hours
1.	Introduction to Microeconomics	801	03
2.	Introduction to Macroeconomics	802	03
3.	Mathematics for Economists	803	03
4.	Statistics for Economists	804	03
5.	Public Finance and Fiscal Policy	808	03

(Second Semester)

1.	Advanced Microeconomics	805	03
2.	Advanced Macroeconomics	806	03
3.	Basic Econometrics	807	03
4.	Development Economics-I	4671	03
5.	Development Economics-II	4672	03

(Third Semester)

1.	Economic Planning: Techniques and Applications	810	03
2.	Monetary Theory and Policy	811	03
3.	International Economics-I	4673	03
4.	International Economics-II	4674	03
5.	Islamic Economics-I	4675	03
6.	Islamic Economics-II	4676	03

(Fourth Semester)

1.	Economics & Financing of Education-I	6565	03
2.	Economics & Financing of Education-II	6566	03
3.	Educational Research and Statistics-I	6569	03
4.	Educational Research and Statistics-II	6570	03

OR

1.	Thesis	814	12
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Thesis in MSc Economics programme is allowed to opt for those students who have secured at least 60 percent marks in the first semester. A Synopsis Orientation Workshop for research work of one week will be arranged by the department at the main campus, Islamabad. Participation of the students in the workshop will be compulsory. The aim of the workshop is to guide the students that how they can conduct their research. Students will be informed about the venue and dates of workshops accordingly.

Instructional Methodology

The following methodology will be adopted for running the MSc. Programme in Economics:

Study Material

The university provides basic study materials/ books covering almost all the outline of the concerned courses given in the relevant study guides.

Workshop

There is a mandatory two days (for each 3 credit hours course) workshop at the end of each semester. Intensive lectures are delivered by the experts. It also provides an opportunity for the students to share their understanding of course contents with fellow students.

The course workshop and tutor appointment would preferably be arranged for the students in their respective regions subject to their postal addresses, adequate number of students and the availability qualified resource person. Otherwise students may be adjusted with other region for the participation in the mandatory workshops.

Assignments and Examinations

Assignments are those written exercises which students are required to complete while being at their homes and places of work after having studied their required material prescribed in the study guide. These are designed in a way that students are able to relate their reading with their own judgments.

At completion, students will send their assignments to their tutors only within the scheduled period who will return the same after marking and providing necessary academic guidance. Students are supposed to submit two assignments for each course having three credit hours. At the end of each semester, final examination will be conducted by the university for each course.

Tutorial Support

- i. For continuous academic guidance, supervision and assessment, the university will provide fortnightly tutorial support to the students through its Regional Offices.
- ii. The tutorials are arranged to facilitate the students to discuss academic problems and seek guidance to complete the required course work.
- iii. The students will be informed about the name of tutor along with a schedule of tutorial meetings in the beginning of the semester by their respective Regional Campus/ Office.
- iv. The students will send their assignments only to their tutor within the scheduled time as notified or informed.
- v. Please contact your related Regional Campus/Office. For complaints about tutorials meetings, tutors and assignments.

Assessment System

Under Continuous Assessment (Assignments) system, the students have to submit Two Assignments for each 3-Credit Hours Course to his/ her tutor in the stipulated period mentioned in the assignment schedule. Passing marks of the assignments are 40 percent.

At the end of each semester, final examination will be conducted by the University for each Course. Students need 40 percent marks to pass the final examination; however, it is necessary for the students to obtain an aggregate of 40 percent (assignments + final examination) in each course. The weightage of marks in assignments and final examination is 30:70 respectively. The summary of assessment system is given below:

Assessment Component	Total Marks	Passing Marks	Weightage
Assignment – 1	100	40	30%
Assignment – 2	100	40	
Final examination	100	40	70%
Aggregate Marks			100
Aggregate Passing Marks			40
<i>Workshop Attendance is Compulsory in each Course</i>			

Total Fee for 1st Semester:

Registration Fee: (once at the time of 1 st admission in University)	Rs.200/-
Admission Fee: (once at the time of admission in Programme)	Rs.700/-
Technology Fee: (in each semester)	Rs.100/-
Bank Courier Charges: (in each semester)	Rs.35/-
Per 3 Credit Hours course: 1930/- Rs.1930×5=	Rs.9650/-
Total fee for 1st Semester	Rs.10685/-

Submission of Admission Forms:

Admission in MSc Programme in Economics is open to all having second division Bachelor degree with Economics. An eligible candidate is required to submit the Admission Form (duly filled in) in the prescribed bank with Fee for the first semester alongwith attested photocopies of documents, certificates/ degrees and marks sheets, etc. as per prescribed procedure of depositing the fee. Incomplete admission forms will not be entertained and sole responsibility rests with the students. For further information, please contact the following faculty members.

Faculty Members:

- Prof. Dr. Samina Awan**
Dean Faculty of Social Sciences & Humanities
Ph: 051- 9250076, 051-9057772
- Dr. Muhammad Ilyas**
Assistant Professor
Phone: 051-9057199
E-Mail: Muhammad.Ilyas@aiou.edu.pk
- Dr. Fouzia Jamshaid**
Assistant Professor
Phone: 051-9057228
E-Mail: fouzia.jamshaid@aiou.edu.pk
- Mr. Rizwan Ahmed Satti**
Lecturer
Phone: 051-9057200
E-Mail: rizwan.ahmed@aiou.edu.pk
- Staff:**
Phone: 051-9057838, 051-9250075

DEPARTMENT OF PAKISTAN STUDIES

Introduction

The Department of Pakistan Studies was separated from its parent department, the Department of Social Sciences and Humanities, and established as an independent department in the Faculty of Social Sciences and Humanities. Since its inception, the department has developed and offered several courses of Pakistan Studies ranging from Matriculation (Secondary School Certificate) to Master's levels. MSc Pakistan Studies was offered first time in 1985. Since then, it has produced a large number of graduates who are serving the nation in various capacities and bringing honour and pride to the Department of Pakistan Studies and to the AIOU.

Aims and Objectives of the Department:

The Department was established to provide education on Pakistani Society and Culture, Political and Economic Institutions, History, Geography, in an integrated and interdisciplinary way.

MSc Pakistan Studies

For the pragmatic understanding of the people of any country it is inevitable to study the Geography, History, Politics, Economics, Culture and Foreign Affairs of that particular country, because these elements contribute in shaping the aspiration and hopes of the people. MSc Pakistan Studies programme is destined to produce social scientists, who can study Pakistani Society, Culture, Economical and Political Institutions in an interdisciplinary way. The programme duration is **Two Years (Four Semesters)**.

Objectives of the Programme:

The programme aims at producing such minds that can understand the complexities and problems associated with the modern nation-state through interdisciplinary approach.

Eligibility for Admission

Minimum required qualification for admission in MSc Pakistan Studies is second division (45 % marks) Bachelor's degree or equivalent. An eligible candidate is required to attach attested photocopies of certificates/degrees and marks sheet with Admission Form (duly filled in) alongwith the requisite fee and submit it in the bank as per prescribed procedure.

Medium of Instruction

The medium of instruction and examination is preferably in English.

Scheme of Studies

(First Semester)

S. No.	Name of Course	Code	Credit Hours
1	Geography of Pakistan-I	4655	3
2	Geography of Pakistan-II	4656	3
3	Pakistani Languages and Literature-I	4657	3
4	Pakistani Languages and Literature-II	4658	3
5	Genesis of Pakistan Movement	538	3

(Second Semester)

1	Economic Development in Pakistan-I	4659	3
2	Economic Development in Pakistan-II	4660	3
3	Foreign Policy of Pakistan-I	4661	3
4	Foreign Policy of Pakistan-II	4662	3
5	Ideological Foundations of Pakistan	537	3

(Third Semester)

Sr. No.	Name of Course	Code	Credit Hours
1	Pakistani Society and Culture-I	4663	3
2	Pakistani Society and Culture-II	4664	3
3	Research Methods-I	4665	3
4	Research Methods-II	4666	3
5	Social Change	541	3

(Fourth Semester)

Sr. No.	Name of Course	Code	Credit Hours
1	Political & Constitutional Development in Pakistan-I	4667	3
2	Political & Constitutional Development in Pakistan-II	4668	3
3	Social Theory-I	4669	3
4	Social Theory-II	4670	3
5	Political Parties and Pressure Groups in Pakistan	545	3

Instructional Methodology

For the award of degree of Master's in Pakistan Studies, a student has to complete the following requirements:

- 60 credit hours courses/ research work within a minimum period of 4 semesters (2 years).
- A student can opt for maximum 15 credit hours and minimum of 6 credit hours in a semester.

- To attend the course workshop organized by the concerned Regional Office or the Department. For each course 3–4 days workshop will be organized at AIOU's Regional Campuses which will be notified to the students.
- The course workshop would preferably be arranged for the students in their respective regions subject to the availability of qualified resource persons and the adequate number of students.

Assessment System

Under Continuous Assessment (Assignments) system, the students have to submit two assignments for each 3-Credit Hour Course to his/ her tutor within the stipulated period mentioned in the assignment schedule. Passing marks of the assignments are 40 percent.

At the end of each semester, final examination will be conducted by the university for each course. Students need 40 percent marks to pass the final examination. However, it is necessary for the students to obtain an aggregate of 40 percent (assignment + final examination) in each course. The ratio of weightage of marks in assignments and final examination is 30:70 respectively. The summary of assessment system is given below:

Assessment Component	Total Marks	Passing Marks	Weightage
Assignment – 1	100	40	30%
Assignment – 2	100	40	
Final examination	100	40	70%
Aggregate Marks			100
Aggregate Passing Marks			40
<i>Course Workshop Attendance is Compulsory in each Course</i>			

Fee Tariff

Registration Fee: (once at the time of 1 st admission in University)	Rs.200/-
Admission Fee: (once at the time of admission in Programme)	Rs.700/-
Technology Fee: (in each semester)	Rs.100/-
Courier Charges: (in each semester)	Rs.35/-
Per 3 Credit Hours course fee Rs.1930/- Rs.1930×5=	Rs.9650/-
Total fee for 1st Semester	Rs.10685/-

Faculty Members:

For academic assistance, please contact the following faculty members of the

Department of Pakistan Studies,
A.IOU, Block-9, H-8, Islamabad.

Name & Designation	Contact No
Prof. Dr. Samina Awan <i>Dean</i> <i>Faculty of Social Sciences & Humanities</i>	051-9250076 051-9057772
Dr. Badshah Sardar Associate Professor	051- 9057226
Dr. Samina Yasmeen Associate Professor	051-9057836
Mrs. Samina Aman Assistant Professor	051- 9057227
Malik Akhtar Hussain Assistant Professor	051-9057751
Dr. Khalid Mahmood Lecturer	051-9057831

DEPARTMENT OF GENDER AND WOMEN STUDIES

Introduction

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

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

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

Objectives

- Introduction to Gender and Women Studies as an academic discipline through distance learning system.
- Development of courses and programmes in the discipline of Gender and Women Studies.
- Conducting researches, which are related to contemporary gender issues.
- Creating awareness and sensitization of gender issues at community level through seminars/conferences and workshops.

Programmes Offered

The Department of Gender and Women Studies offers two academic programmes:

1. Post Graduate Diploma

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

2. MSc Gender and Women Studies

This is two years' programme (four semesters). Upon completion of 60 credit hours, the students will be awarded the MSc degree.

Successful completers of Post Graduate Diploma in Gender and Women Studies can also continue their studies leading to MSc (by taking course offered in the third and fourth semester).

Basic Eligibility Criteria for Admission

A candidate having BA/BSc degree in second division from a recognized university is eligible for admission in PGD and MSc. The eligible candidate is required to attach attested photocopies of certificates/degrees and mark sheet with the admission form alongwith the requisite fee and submit it in the bank as per prescribed procedure of the university.

Medium of Instruction

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

Scheme of Studies

Semester-I

Course Code	Name of Courses	Credit Hours
4641	Psychology of Gender	3
4642	Lifespan Development of women: A Psychosocial context	3
4643	Pakistani Khawateen Ka Sheri Adab Mein Kirdar	3
4644	Pakistani Khawateen Ka Nasri Adab Mein Kirdar	3
Total Credit:		12

Semester-II

4645	Research Methods in Gender Studies	3
4646	Applied Statistics in Gender Studies	3
4647	Feminist Debates on Gender Inequalities	3
4648	Feminism and Islam	3
4685	Sociology of Gender Issues I	3
4682	Sociological Theory I	3
Total Credit:		18

Semester-III

4651	Gender and Development	3
4652	Women and Development	3
4653	Perspectives of Gender Studies	3
4654	Pakistani Perspectives of Gender Studies	3
4687	Sociological Theory II	3
876	Changing Role of Urban Women	3
Total Credit:		18

SEMESTER IV:

Course Code	Name of Courses	Credit Hours
874	Women and Media	3
877	Women and Health	3
878	Women and Environment	3
880	Perspectives of Women Rights in Islam	3
OR		
	Thesis and Viva-Voce	12

Assessment System

Under Continuous Assessment (Assignments) system, the students have to submit two assignments for each 3-credit hours course. Final examination will be at the end of the semester for each course. Viva Voce is required after the completion of Thesis/Research Work. The summary of assessment system is given below:

Assessment Component	Total Marks	Passing Marks	Weightage
Assignment – 1	100	40	30%
Assignment – 2	100	40	
Final examination	100	40	70%
Aggregate Marks			100
Aggregate Passing Marks			40

IN EACH COURSE WORKSHOP ATTENDANCE IS COMPULSORY

Note: Once in a semester, one to two weeks workshop is a compulsory component. The students are required to attend it in Islamabad or in selected regions through video conferencing. However the lodging is not the responsibility of the university.

Fee Tariff

Registration Fee: (once at the time of 1 st admission in University)	Rs.200/-
Admission Fee: (once at the time of admission in Programme)	Rs.700/-
Technology Fee: (in each semester)	Rs.100/-
Courier Charges: (in each semester)	Rs.35/-
Per 3 Credit Hours course fee Rs.1930/- Rs.1930×4=	Rs.7720/-
Total fee for 1st Semester	Rs.8755/-

Faculty Members:

1. **Mrs. Atifa Nasir**
Assistant Professor / Incharge
Phone: 051-9250079, 051-9057856
2. **Mrs. Maria Mustafa**
Assistant Professor
Phone: 051-9057248
3. **Mrs. Aqleem Fatima**
Lecturer
Phone: 051-9057842
4. **Mahreen Qaisar**
Lecturer
Phone: 051-9057247
5. **Staff**
Phone: 051-9057848

For further information, please contact:

*Department of Gender and Women Studies
Block -11, AIOU, Sector, H-8, Islamabad.*

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 then 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 & Elementary Teacher Education
4. Secondary Teacher Education
5. Science Education
6. Special Education

Distance, Non Formal Education and Continuing Education

The department was established in 1984 and was renamed as Distance, Non Formal and Continuing Education in 2008.

It offers specialized degree programmes/courses in Distance Non-Formal and Continuing Education, Adult Education and Educational Technology at MA Education, MEd, MPhil and PhD in Education. It also offers courses at BA level.

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, 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.

Secondary Teacher Education

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

The programmes/courses of this department comprise MA, MEd & BEd as professional degree programmes. The department also offers MPhil and PhD in Education, which are aimed to prepare highly skilled leaderships in the field of teacher education.

Early Childhood Education & Elementary Teacher Education

The Department of Elementary Teacher Education was established in 2003. In April 2008, the name of Elementary Teacher Education Department was changed as Early Childhood Education and Elementary Teacher Education Department.

The Department offers Associate Degree in Education, Postgraduate Diploma in ECE, BEd (1-½ year), BEd (2-½), BEd (4 year), MEd and MPhil programmes. It also offers “Education” as subject at Matric, Intermediate and Graduate level.

The department is planning to launch, MA (Elementary Teacher Education) and PhD Programmes. The department also plans to offer non-credit research courses and postgraduate diploma for teaching in higher education.

Science Education

The Department of Science Education was established in 1988. The programmes and courses of the department are mainly focused on education and training of mathematics and science teachers. Presently the department offers specialized courses in science education at undergraduate and postgraduate level. Specialized courses provide conceptual framework and insight into the teaching of science. The department also offers MEd, MPhil and PhD programmes in science education.

Special Education

The Department was established in 1985. The department imparts education and training to teachers for the special children in four specialization namely visual impairment, hearing impairment, physical disabilities and mental retardation with particular emphasis to facilitate mainstreaming of special children. Parents of the special children are also admitted to these programmes. Present programmes/courses of this department comprise MEd, MA, MPhil and PhD in the field of Special Education.

PROGRAMMES OF FACULTY OF EDUCATION

The Faculty has developed and launched more than 275 courses (up to Spring 2015 Semester) 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.

PhD in Education with following specializations:

- Distance and Non-Formal Education
- Educational Planning and Management
- Teacher Education
- Special Education
- Science Education

MPhil Education with following specializations:

- Distance and Non Formal Education
- Educational Planning & Management
- Elementary Teacher Education
- Teacher Education
- Special Education
- Science Education

MEd Education with following specializations:

- MEd Distance and Non Formal Education
- MEd Elementary Teacher Education
- MEd Teacher Education
- MEd Science Education
- MEd Special Education

MA Education with following specializations:

- MA Distance and Non Formal Education
- MA Educational Planning and Management
- MA Teacher Education
- MA Special Education

BEd/PGD/ADE/SSC/HSSC/BA level Educational programmes

- BEd (1-½ years, 2-½ years, 4 years)
- PGD Educational Planning and Management
- PGD Early Childhood Education
- Courses of Education at SSC, HSSC and BA level
- Associate Degree in Education (1 year in service, 2 years, 3 years)

All programmes of Faculty of Education are recognized by HEC and accreditation is under process with NACTE.

MEd Programme

The emerging needs and shortage of human development resources mixed with higher qualities of leadership in the field of education at national level demand personnel who have sound professional and academic background in the relevant field. The MEd programme provides such academic opportunities to teachers.

These educational opportunities are aimed at providing education and training facilities in the country to the persons such as working teachers, tutors, administrators, extension workers, and interested education graduates.

Specializations

Students may choose any one of four specializations i.e.:

1. Distance and Non-Formal Education
2. Elementary Teacher Education
3. Teacher Education
4. Science Education
5. Special Education

Objectives

Objectives of MEd programme are as under:

1. To provide insight into the field of education and to meet the present and future needs and challenges of teaching and learning.
2. To acquaint the teachers with latest curricula, teaching techniques and methodologies.
3. To enable the student teachers to effectively use instructional technology in the classroom.
4. To meet country's increasing demand for trained personnel including Special Education

The elective component aimed at providing knowledge and enhancing professional competence in the specific area.

Note: The organization of workshops in regions for all the courses except 831, 837, 838 and 846 depends upon the number of students, availability of special institutions, (according to area of specialization) and relevant resource persons. The workshops will be organized according to guidelines of the Department.

Breakup of Programme

To earn MEd degree, a student has to complete 36 credit hour courses in the four specializations in different semesters of MEd programme. The details are given below.

MEd Programme Specialization in (Distance and Non-Formal Education)

Eligibility

- i. Applicant having Bachelors degree and BEd/BSEd with minimum 45% marks (2nd division) in both degrees from any HEC recognized institution.
- ii. An eligible candidate is required to attach attested photocopies of certificates/degrees with admission form (duly filled) and submit in the designated bank along with requisite fee as per prescribed procedure.

Scheme of Studies

1st Semester: 18 Credit Hours

S. No.	Code	Course Title	Credit Hours
1	831	Foundations of Education	3
2	837	Educational Research	3
3	838	Curriculum Development & Instruction	3
4	840	Educational Psychology	3
5	851	The System of Distance Education	3
6	855	Computers in Education	3

2nd Semester: 18 Credit Hours

S. No.	Code	Course Title	Credit Hours
1	852	Broadcast Media in DNFE	3
2	853	Non –Broadcast Media in DNFE	3
3	854	Developing Material for DNFE	3
4	834	Educational Technology	3
5	841	Educational Measurement and Evaluation	3
6	846	Teaching Strategies	3
OR			
1	852	Broadcast Media in DNFE	3
2	854	Developing Material for DNFE	3
3	839	Thesis	12

For any information, please contact:
 Chairperson
 Distance, Non-Formal & Continuing Education Department
 Allama Iqbal Open University, Sector H-8, Islamabad
 Ph: 9057706

**MEd Programme Specialization in
 (Elementary Teacher Education)**

Eligibility

- i. Applicant having Bachelors degree and BEd/BSEd with minimum 45% marks (2nd division) in both degrees from any HEC recognized institution.
- ii. An eligible candidate is required to attach attested photocopies of certificates/degrees with admission form (duly filled) and submit in the designated bank along with requisite fee as per prescribed procedure.

1st Semester: 18 Credit Hours

S. No.	Code	Course	Credit Hours
1	840	Educational Psychology	3
2	826	Elementary Education	3
3	838	Curriculum development & Instruction	3
4	1627	Classroom Assessment	3
5	837	Educational Research	3
6	622	Elementary school management	3

2nd Semester: 18 Credit Hours

1	625	Perspective of Elementary Education	3
2	627	ICT in Education	3
3	831	Foundations of Education	3
4	623	Teaching strategies at elementary level	3
5	629	Guidance & Counseling in Elementary School	3
6	626	Elementary Teacher Education	3
OR			
1	625	Perspective of Elementary Education	3
2	627	ICT in Education	3
3	699	Thesis	12

Note: Course offering will depend on its availability. The department may change the sequence of courses' offering. For each 3 credit course there will be a workshop for two days. There will be one week workshop for thesis. The workshop will be organized according to the guidelines of the department. Instead of thesis, the student may take courses of 12 credit hours.

For any information, please contact:
 Chairperson
 Early Childhood Education & Elementary Teacher Education
 Department, AIOU, Islamabad, Ph: 9057718, 9057719

MEd Programme Specialization in (Teacher Education)

Eligibility

- i. Applicant having Bachelors degree and BEd/BSEd with minimum 45% marks (2nd division) in both degrees from any HEC recognized institution.
- ii. An eligible candidate is required to attach attested photocopies of certificates/degrees with admission form (duly filled) and submit in the designated bank along with requisite fee as per prescribed procedure.

Scheme of Studies

1st Semester: 18 Credit Hours

S. No.	Code	Course Title	Credit Hours
1	831	Foundations of Education	3
2	837	Educational Research	3
3	838	Curriculum Development and instruction	3
4	840	Educational Psychology	3
5	6507	Educational Measurement & Evaluation	3
6	6505	Islamic System of Education OR	3
	849	Thesis	6

2nd Semester: 18 Credit Hours

1	826	Elementary Education	3
2	827	Secondary Education	3
3	828	Higher Education	3
4	829	Teacher Education in Pakistan	3
5	6552	Textbook Development-I	3
6	6553	Textbook Development-II OR	3
	849	Thesis (Continued)	6

For any information, please contact:

Chairperson
 Department of Secondary Teacher Education
 Allama Iqbal Open University,
 H-8, Islamabad,
 Ph: 051-9057890

MEd Programme Specialization in (Science Education)

Eligibility

- i. BSc with BEd (at least 2nd division) or B.S.ED (2nd Division) or BSCS with BEd, BS Engineering / Medical / all science related areas with BEd (Science).
- ii. An eligible candidate is required to attach attested photocopies of certificates/degrees with admission form (duly filled) and submit in the designated bank along with requisite fee as per prescribed procedure.

1st Semester: 18 Credit Hours

S. No.	Code	Course Title	Credit Hours
1	831	Foundations of Education	3
2	837	Educational Research	3
3	838	Curriculum Development & Instruction	3
4	840	Educational Psychology	3
5	695	Foundations of Science Education	3
6	696	Teaching Strategies in Science Education	3

2nd Semester 18 Credit Hours

S. No.	Code	Course Title	Credit Hours
1	697	Assessment in Science Education	3
2	698	Laboratory Organization, Management And Safety Methods	3
3	848	Thesis	12
OR in lieu of Thesis			
4	846	Teaching Strategies	3
5	855	Computers in Education	3
6	6506	Education in Pakistan	3
7	6507	Educational Measurement & Evaluation	3

For any information, please contact:
 Incharge/ Head of Department
 Department of Science Education
 Allama Iqbal Open University, Islamabad,
 Ph: 051-9057851

MEd Programme Specialization in (Special Education)

Eligibility

- i. Applicant having Bachelors Degree 2nd Division and BEd/BS.Ed with minimum 45% marks (2nd division) from any HEC recognized institution.
- ii. An eligible candidate is required to attach attested photocopies of certificates/degrees with admission form (duly filled) and submit in the designated bank along with requisite fee as per prescribed procedure.

Semester 1, (Core Courses) 18 Credit Hours

S. No.	Code	Course Title	Credit Hours
1.	671	Educational Psychology	3
2.	672	Perspectives of Special Education	3
3.	673	Handicapped Person in the Community	3
4.	831	Foundations of Education	3
5.	837	Educational Research	3
6.	838	Curriculum Development & Instruction	3

Semester 2, (Specialization Courses) 18 Credit Hours

1.	846	Teaching Strategies	3
2.	3600	Face to Face Component (Workshop, Teaching Practice & Final Lessons)	3

Note: As per new policy, there is no re-appear chance in course code **3600**. If student found absent **or** fail in any component, (workshop, teaching practice, final lessons) he/she will be declared fail. He/she will be enrolled as fresh student in course code **3600**.

3.	<u>Specialization Areas</u> (Any one of the following four specialization)		
a. VISUAL IMPAIRMENT			
i.	3601	Braille Practical Course-Urdu	3
ii.	3602	Braille Practical Course-English	3
iii.	677	Independence Training for the Visually Handicapped.	3
iv.	678	Special Education for the Visually Handicapped	3
Note: Students enrolled in course 3601 & 3602 will arrange Slate/Braille Frame and Braille paper themselves.			

b. HEARING IMPAIRMENT			
i.	680	General Introduction to the Hearing Impairment	3
ii.	681	Psychology of Deafness and Child Development	3
iii.	682	Speech and Hearing	3
iv.	683	Audiology and Audiometry	3
c. MENTAL RETARDATION			
i.	3603	Introduction and Assessment of Mentally Retarded Children-I	3
ii.	3604	Introduction and Assessment of Mentally Retarded Children-II	3
iii.	3605	Education of Mentally Retarded Children-I	3
iv.	3606	Education of Mentally Retarded Children-II	3
d. PHYSICAL HANDICAPS			
i.	3607	Physical Handicaps-I	3
ii.	3608	Physical Handicaps-II	3
iii.	3609	Educational Adaptations for Children with Physical Disabilities-I	3
iv.	3610	Educational Adaptations for Children with Physical Disabilities-II	3

Chairperson

Department of Special Education
Allama Iqbal Open University, Sector H – 8, Islamabad
Ph: 051-9057859, 051-9250078

Fee Tariff:

Items	Rate
Registration Fee: (once at the time of 1 st admission)	Rs.200/-
Admission Fee: (once at the time of 1 st semester)	Rs.700/-
Technology Fee: (in each semester)	Rs.100/-
Courier Charge: (in each semester)	Rs.35/-
Per 3 Credit Hours course fee Rs.1930/-	
18 Credit Hours course fee: Rs.1930×6	Rs.11580/-
Total fee for 1st Semester	Rs.12615/-

Thesis (12 Credit hours) Fee: Rs.7880/-

Thesis Evaluation fee: Rs.1640/-

At the time of submission of thesis evaluation and viva voce

Fee Depositing Procedure:

The eligible candidates are required to deposit the requisite fee along with admission forms (duly filled in all respect) in any branch of the following designated banks:

1. National Bank of Pakistan
2. First Women Bank Limited
3. Bank Al-Falah Limited
4. Allied Bank Ltd.
5. MCB Bank

Instructions

- The fee along with admission form is to be deposited in any of the nominated branch by filling the bank Challan (which is part of admission form).
- The concerned bank branch will receive the Challan and admission forms and return copy No.4 of the Challan form duly stamped, to the applicant for his/her record.
- It is the responsibility of the applicant to attach required attested documents with the admission form.

Programme Coordinators

Specialization in:

1. **Distance and Non-Formal Education**

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2. **Science Education**

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3. **Secondary Teacher Education**

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5. **Elementary Teacher Education**

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Scheme of Studies

Method of Instruction

In distance learning system, the courses are taught through self-instructional materials, media component (where applicable), tutorial meetings and workshops.

i) Self Instructional Material

The study materials includes study guides, allied materials and media support (if any)

ii) Tutorials (if applicable)

Tutorials provide useful guidance in the form of lectures, discussions, questions answer sessions and general clarification of any course related issues if required.

iii) Workshops (Compulsory)

At the end of each semester there will be a compulsory workshop for each three credit course. These may be organized at the main campus or where-ever the university deems feasible. The workshops are compulsory component of each course.

Evaluation Procedure

Procedure to prepare the result of a course is given as under:

- Weightage for course assignments and final examination is 30:70 respectively.
- Minimum required marks to pass the assignments and final examination are 40%

Aggregate of components should be	40%	
Weightage (30%) of the marks secured in course assignments (40%)	$\frac{40 \times 30}{100}$	= 12%
Weightage (70%) of the marks secured in final examination (40%)	$\frac{70 \times 40}{100}$	= 28%
Total		= 40%

Grading System

Fail	Below 40 %
Grade D	40% to 49%
Grade C	50 % to 59%
Grade B	60 % to 69 %
Grade A	70% to 79 %
Grade A + (Distinction)	80 % or more

Specific Information

1. The student shall be allowed to pursue only one programme at a time at AIOU and shall not be allowed to enroll or appear in a programme of some other recognized institution during that period.
2. The copyright of the thesis will rest with the university. However, the student who completed the thesis will be allowed to publish it after written permission from the Vice Chancellor.
3. Fee structure of any course/thesis/seminars programme may be changed without prior information. Student has to deposit the required fee as intimated by the Admission Department.
4. At the end of each semester there will be compulsory workshops. Each and every session of the workshop is compulsory. Students who earn at least 40% marks in assignment component will be eligible for workshop. Only those students who qualify the assignments components and workshop will be eligible to take final examination.

Attainment of Certificate/Degree

On successful completion of the programme the student will have to apply to the Controller of Examinations for the issuance of diploma/degree. The student may apply for a single course certificate in case he/she wants to discontinue the studies.

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12. **Dr. Hafiz Tahir Jameel**
Special Education Department
Ph: 051-9057859

GENERAL INFORMATION

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A candidate is required to send complete admission form along with attested copies of all educational and experience certificates to Department as mentioned in the prospectus before or on the closing date.
- iii. If an applicant of post-graduate/research level programme does not receive any information regarding admission within three months from submission of application, he/she should presume non-selected.
- 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 within fifteen days after receipt of books and deposit of prescribed fee.
- v. The address of a student will not be changed during the semester.
- vi. **Admission to courses for both the Spring and Autumn semesters are generally offered in the months of February and August, respectively, whereas, examinations commenced in November and May respectively. The continuing students are sent computerized admission forms. However if for any reason, the student could not get the said form, he/she may purchase admission from any Regional Office of the university or download from AIOU website and send it to the University within due date.**
- vii. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme
- viii. On payment of the registration fee, each student will be issued a registration number. This number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.

- ix. Study material shall be mailed to the students at their given addresses.
- x. After receipt of the study package, students are usually intimated about the part time tutors for each course for tutorial guidance within fifteen days. If you do not get information about tutors, you are required to send your assignment by registered post to the concerned Regional Director, Assistant Regional Director without delay; you are also required to retain a photocopy of all your assignments.
- xi. 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.
- xii. 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.
- xiii. It is the responsibility of the student to remain in touch with the department regarding the selected programme.
- xiv. 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.
- xv. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.
- xvi. The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.
- xvii. The student must inform the Admission Department in writing within the period of 15 days after receipt of study material parcel, *if found any wrong/short of material/ books 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.
- xviii. Check the books and tally with the course codes mentioned on the address label pasted on the registered packet. If there is any discrepancy, write immediately to Admission Deptt for correction/ supply of requisite books.
- xix. Admission forms incomplete in any respect will not be entertained and will be returned after close of semester to the students indicating the deficiency in clear terms with advise to request for refund of fee.
- xx. Admission form received without prescribed fee less fee or fee deposited after due date will not be considered.
- xxi. 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.
- xxii. 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.
- xxiii. **Applicant should ensure that the information provided in Admission Form is correct. If at any stage, the information found false or the applicant was not eligible according to the admission criteria, the admission shall be cancelled and there will be no right to claim the degree.**

PROCEDURE FOR DEPOSITING FEE

- Eligible candidates for (OPEN MERIT PROGRAMMES) are required to deposit fee along with admission forms in any branch of the following banks:
 - (1) **National Bank of Pakistan**
 - (2) **MCB Bank**
 - (3) **First Women Bank**
 - (4) **Allied Bank Limited**
 - (5) **Bank Alfalah Limited.**
- The applicant can deposit fee through bank challan, attached with admission form, to any branch. The bank will issue a receipt of depositing admission form and fee.

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 designated bank branches. 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.

REGULATIONS FOR REFUND OF ADMISSION FEE

Admission fee once deposited by the candidates/ students in the university account will neither be refunded nor converted/adjusted as a matter of right. However fee paid by the candidates/students will be settled in the following cases:

- i) The candidates/ students who deposit the fee for a programme and later on change their mind to apply in another programme and communicate their decision in black and white to the admission section before dispatch of study material in such cases, fee will be refunded to them after deduction of 10% of the total amount deposited.
- ii) The candidates/ students who discontinue the programme/ courses(s) after dispatch of books, neither their admission

- iii) will be cancelled nor fee will be refunded to them.
- iv) The candidates/ students who are not allowed admission to a programme offered by the university due to less enrolment/ non formation of viable group/ non offering of courses, full fee will be refunded to them.
- v) The candidates/students who know that they are ineligible for admission to a programme, and even then they deposit the fee, in such cases, the fee will be refunded after the deduction of 25% as services charges from the total amount.
- vi) The amount deposited by the candidates/ student in excess (more than the prescribed fee) will be refunded/ adjusted within a year.
- vii) Cases of refund of admission fee will be processed after finalization/ completion of admission of the semester and only on the production of original Bank Challan/Receipt No. 3 & 4.
- viii) If candidates/ students deceive the university and get admission in two different programmes simultaneously in a semester admission will be cancelled in both the programmes and the fee deposited for both the programmes will be forfeited.

IMPORTANT TELEPHONE NUMBERS

Sr.#	Name	Telephone Nos.
1.	Director Admissions	051-9250043 051-9250162 (Fax)
2.	Additional Registrar (Mailing)	051-9250185
3.	Controller of Examinations	051-9250012
4.	Director Students Affairs	051-9250174
5.	Assistant Registrar (Postgraduate)	051-9057422

پراپیکٹس (سمسٹر خزاں 2018ء)

1- ایم۔ اے (علوم اسلامیہ)

2- ایم۔ اے (عربی)

3- ایم۔ اے (اردو)

علامہ اقبال اوپن یونیورسٹی، اسلام آباد



(جملہ حقوق بحق ناشر محفوظ ہیں)

نہزاس 2018ء	سمسٹر
40,000+200	تعداد اشاعت
500/- روپے	قیمت
طارق محمود برٹ	کمپوزنگ و پیج میکنگ
پرنٹنگ پریس آپریشنز کمیٹی	نگران طباعت
پرنٹنگ پریس، علامہ اقبال اوپن یونیورسٹی، اسلام آباد	طابع
علامہ اقبال اوپن یونیورسٹی، اسلام آباد	ناشر

داخلے کے خواہشمند طلباء و طالبات کے لئے اہم ہدایات

- ☆ درج ذیل تعلیمی پروگراموں کے ہر لحاظ سے مکمل داخلہ فارم مطلوبہ فیس کے ساتھ بینکوں کی نامزد برانچوں میں جمع کرائیں۔
- (i) ایم۔ اے علوم اسلامیہ (ii) ایم۔ اے عربی (iii) ایم اے اردو
- ☆ نامکمل اور ادھورے داخلہ فارموں کے ساتھ درج ذیل طریقہ کار کے مطابق کارروائی کی جائے گی:
- 1 مطلوبہ فیس کے بغیر یا کم فیس یا آخری تاریخ کے بعد فیس جمع کرانے کی صورت میں داخلہ فارم قابل قبول نہیں ہوگا۔
- 2 شناختی کارڈ اور اسناد میں درج طالب علم کے نام/ ولدیت یا فارم کے ساتھ ساتھ دیگر منسلکہ کاغذات میں درج ناموں میں فرق کی صورت میں مڈل/ میٹرک کی اسناد میں موجود نام اور تاریخ پیدائش کو درست تصور کرتے ہوئے اس کے مطابق ڈگری یا سند جاری کی جائے گی۔
- 3 غیر مصدقہ/ غیر واضح تعلیمی اسناد پر داخلہ نہیں دیا جائے گا۔
- 4 داخلہ کے لئے جعلی دستاویزات فراہم کرنے کی صورت میں نہ صرف یہ کہ داخلہ منسوخ ہوگا بلکہ اداشدہ فیس بھی ضبط کر لی جائے گی۔
- 5 داخلہ فارم میں فراہم کردہ معلومات کسی بھی وقت غلط/ جھوٹ پائے جانے یا داخلہ کے لئے مقرر کردہ شرائط پر پورا نہ اترنے کی صورت میں یونیورسٹی داخلہ منسوخ کرنے کی مجاز ہوگی اور یہ کہ طالب علم سٹیٹیکٹ/ ڈگری کے حصول کے لئے دعویٰ کا حق دار نہیں ہوگا۔

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1		یونیورسٹی کا مختصر تعارف	☆
2		کلیہ عربی و علوم اسلامیہ	☆
2		کلیہ عربی و علوم اسلامیہ کے شعبہ جات	
3		کلیہ عربی و علوم اسلامیہ کے اہم پروگرام	
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علامہ اقبال اوپن یونیورسٹی کا مختصر تعارف

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

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

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

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

کلیہ عربی و علوم اسلامیہ

تعارف

علامہ اقبال اوپن یونیورسٹی کے قیام کے ساتھ ہی ادارہ عربی و علوم اسلامیہ قائم کیا گیا۔ اس ادارے میں عربی زبان و ادب اور علوم اسلامیہ کا شعبہ موجود تھا۔ ادارے کی طرف سے ابتدائی سطح پر اللسان العربی، اے ٹی ٹی سی (تدریب المعلمین) اور میٹرک ایف اے اور بی اے کی سطح پر اسلامیات، فقہ اور سیرت طیبہ ﷺ کے کورسز پیش کئے گئے۔

اس ادارے کے قیام کا مقصد اسلامی علوم کی ترویج اور پاکستان میں نئی نسل کو اسلامی علوم سے اس طرح روشناس کرانا تھا کہ وہ معاشرے کو اسلام کے سانچے میں ڈھالنے کے لئے مؤثر کردار ادا کر سکیں اور اس کے ساتھ اہل مغرب کی جانب سے اسلام پر جو اعتراضات کئے جاتے ہیں ان کا جواب ان ہی کی زبان اور ان ہی کے انداز میں اخلاقیات کے اصولوں کو مد نظر رکھ کر دے سکیں۔ ان مقاصد کے حصول کے لئے 1987ء میں علوم اسلامیہ میں ایم فل کی ابتداء کی گئی۔ بعد میں 1999ء میں ایم اے عربی و علوم اسلامیہ کے پروگراموں کا باقاعدہ اجراء کر دیا گیا اور ایم اے علوم اسلامیہ کو چار تخصصات (Specialization) میں تقسیم کیا گیا۔

1998ء میں علامہ اقبال اوپن یونیورسٹی ایکٹ 1974ء کی رو سے منظور شدہ کلیہ عربی و علوم اسلامیہ کو معرض وجود میں لایا گیا اور ادارہ علوم اسلامیہ کو کلیہ عربی و علوم اسلامیہ کے نام سے ایک مستقل کلیہ (Faculty) کا درجہ دے دیا گیا۔

کلیہ عربی و علوم اسلامیہ کے شعبہ جات
کلیہ عربی و علوم اسلامیہ میں درج ذیل شعبہ جات قائم کئے گئے

1- شعبہ عربی زبان و ادب

عربی زبان و ادب کا علوم اسلامیہ سے انتہائی گہرا اور بنیادی تعلق ہے عربی زبان پڑھے بغیر علوم اسلامیہ پر دسترس حاصل کرنا بہت مشکل کام ہے شعبہ عربی نے ابتدائی عربی سے لے کر ایم فل عربی تک کے کورسز پیش کیے ہیں اس کا نصاب نہ صرف جدید تقاضوں سے ہم آہنگ ہے بلکہ پاکستان کی دیگر پیشتر جامعات کے نصاب کو مد نظر رکھ کر روزمرہ کی عربی زبان میں بہترین انداز میں بنایا گیا ہے۔

شعبہ عربی کے مقبول عام پروگراموں میں لفظ القرآن، عربی بول چال، اللسان العربی، میٹرک، انٹرمیڈیٹ، بی اے کے علاوہ ٹیچر ٹریننگ کے لیے تدریب المعلمین اور بی ایڈ عربی کے پروگرام جاری و ساری ہیں۔ ایم اے عربی کا نصاب پورے پاکستان کی جامعات میں سراہا گیا ہے۔ ایم فل عربی میں بھی جدید علوم و آداب پر بحث و تحقیق کامیابی سے جاری و ساری ہے۔ شعبہ عربی زبان و ادب علامہ اقبال اوپن یونیورسٹی کا سب سے پہلا شعبہ ہے جس نے العربی سہل کے نام سے ٹیلی ویژن پروگراموں کا آغاز 1974ء سے ہی کر دیا تھا۔

2- شعبہ قرآن و تفسیر

قرآن مجید اور علوم القرآن سے متعلق کورسز کی تیاری شعبہ قرآن و تفسیر کے ذمہ ہے۔ شعبہ الحمد للہ ایم۔ اے ایم۔ فل اور پی۔ ایچ۔ ڈی علوم اسلامیہ تخصص قرآن و تفسیر کے جملہ کورسز کی سکیم آف سٹڈیز اور خاکے (آؤٹ لائنز) تیار کر چکا ہے۔ ایم۔ اے علوم اسلامیہ تخصص قرآن و تفسیر کی کتب

شعبہ نے تیار کی ہیں۔ اس شعبہ کی جن کتب کو پروفیسر ڈاکٹر عبدالحمید خان عباسی نے تالیف کیا انہیں 2008ء میں قومی سطح پر بہترین درسی کتب قرار دیا گیا اور مولف کو صدارتی ایوارڈ ”اعزاز فضیلت“ سے نوازا گیا۔ شعبہ ہذا خزاں 2013ء ایم فل اور پی ایچ ڈی علوم اسلامیہ کے پروگرام تخصص (Specialization) قرآن و تفسیر کے ساتھ پیش کر رہا ہے۔

3- شعبہ حدیث و سیرت

اس شعبے کے ذمہ حدیث اور سیرت طیبہ ﷺ کے میٹرک سے لے کر پی ایچ ڈی سطح تک کے تمام کورسز کی تیاری ہے۔ شعبہ ہذا نے اس ضمن میں تمام کورسز کو از سر نو مرتب کیا ہے اور کئی اہم کتابیں تیار کی ہیں۔ ایم اے علوم اسلامیہ کے پروگرام میں حدیث اور سیرت طیبہ ﷺ کے تمام کورسز کی تیاری بھی شعبہ حدیث و سیرت نے کی ہے۔ میٹرک سے لے کر بی اے تک درس نظامی کے کورسز کو بھی شعبہ ہذا پیش کرتا ہے۔

4- شعبہ فکر اسلامی تاریخ و ثقافت

افکار اسلامی اور تاریخ و ثقافت سے متعلقہ کورسز کی تیاری شعبہ ہذا کے ذمہ ہے۔ شعبہ فکر اسلامی تاریخ و ثقافت میٹرک تا ایم اے علوم اسلامیہ، ایم فل علوم اسلامیہ اور پی ایچ ڈی علوم اسلامیہ میں فکر اسلامی اور تاریخ و ثقافت کے تخصص پر مشتمل کورسز تیار کر چکا ہے۔ میٹرک، ایف اے، بی اے اور ایم اے کی سطح پر اسلامیات لازمی کا کورس یہی شعبہ تیار کرتا ہے اور پیش بھی کرتا ہے، شعبہ ہذا نے ایم اے، ایم فل اور پی ایچ ڈی علوم اسلامیہ میں تخصص فکر اسلامی کے لئے اہم کتابیں بھی تیار کی ہیں۔ ایم فل علوم اسلامیہ کی عمومی کوآرڈینیشن بھی اس شعبہ کے ذمے ہے، ایم فل، پی ایچ ڈی کی سطح پر ریسرچ بھی اس شعبہ میں ہوتی ہے۔

5- شعبہ شریعہ

اسلامی قانون و فقہ سے متعلقہ کورسز اور پروگراموں کی تیاری شعبہ ہذا کے ذمہ ہے۔ اس شعبے نے ایم۔ اے، ایم فل اور پی ایچ ڈی علوم اسلامیہ میں اسلامی قانون و فقہ کے تخصص (Specialization) کے کورسز تیار کئے ہیں۔ ایم اے علوم اسلامیہ تخصص اسلامی قانون و فقہ کی اہم کتابیں بھی اس شعبہ نے تیار کی ہیں۔ ایم اے علوم اسلامیہ کی عمومی کوآرڈینیشن بھی اسی شعبہ کی ذمہ داری ہے۔

کلیہ عربی و علوم اسلامیہ کے اہم پروگرام

- 1- پی ایچ ڈی۔ علوم اسلامیہ
- 2- ایم فل علوم اسلامیہ
- 3- ایم اے علوم اسلامیہ
- 4- ایم فل عربی
- 5- ایم اے عربی
- 6- بی ایڈ عربی
- 7- درس نظامی میٹرک تا بی۔ اے (درس نظامی پروگرام میں دینی مدارس میں زیر تعلیم طلبہ کو فاصلاتی طریق تدریس کے مطابق میٹرک، ایف اے اور بی اے کی تعلیم دی جاتی ہے)۔
- 8- تدریب المعلمین (ATTC)
- 9- اللسان العربی
- 10- عربی بول چال
- 11- لغۃ القرآن

کلیہ عربی و علوم اسلامیہ کی تحقیقی سرگرمیاں

کلیہ عربی و علوم اسلامیہ کا نمایاں امتیاز اس کی علمی اور تحقیقی سرگرمیاں ہیں۔ تحقیق کے میدان میں یہ کلیہ ایم اے، ایم فل اور پی ایچ ڈی کی سطح کے مقالات تحریر کرواتا ہے۔ کلیہ عربی و علوم اسلامیہ سے ایک علمی و تحقیقی مجلہ ششماہی (معارف اسلامی) باقاعدگی سے شائع ہو رہا ہے۔ اس مجلہ میں عربی، انگریزی اور اردو میں تحقیقی مقالات شائع کئے جاتے ہیں۔ علاوہ ازیں مختلف علمی و تحقیقی موضوعات پر موقع بہ موقع سیمینار، کانفرنسیں اور سیمپوزیم کا اہتمام بھی کیا جاتا ہے۔

کلیہ عربی و علوم اسلامیہ کے اساتذہ کرام

- 1- پروفیسر ڈاکٹر محی الدین ہاشمی (پی ایچ ڈی علوم اسلامیہ، ایم فل علوم اسلامیہ) ڈین کلیہ عربی و علوم اسلامیہ / صدر شعبہ فکر اسلامی، تاریخ و ثقافت
- 2- پروفیسر ڈاکٹر علی اصغر چشتی (ایم فل علوم اسلامیہ، پی ایچ ڈی) صدر شعبہ حدیث و سیرت
- 3- پروفیسر ڈاکٹر عبدالحمید خان عباسی (ایم فل، پی ایچ ڈی اینڈ پوسٹ ڈاکٹریٹ اسلامک سٹڈیز) / پروفیسر / صدر شعبہ قرآن و تفسیر
- 4- پروفیسر ڈاکٹر حافظ غلام یوسف (درس نظامی، ایم اے علوم اسلامیہ، پی ایچ ڈی) پروفیسر / صدر شعبہ شریعہ
- 5- ڈاکٹر حافظ محمد سجاد (پی ایچ ڈی، ایم فل علوم اسلامیہ) ایسوسی ایٹ پروفیسر شعبہ فکر اسلامی، تاریخ و ثقافت
- 6- ڈاکٹر معین الدین ہاشمی (ایم فل علوم اسلامیہ، پی ایچ ڈی) ایسوسی ایٹ پروفیسر، شعبہ حدیث و سیرت۔
- 7- ڈاکٹر شہناز ظہیر (پی ایچ ڈی عربی، ڈپلومہ ان ڈسٹینس ایجوکیشن (D.Ed, U.K.) اسٹنٹ پروفیسر / انچارج شعبہ عربی۔

- 8- ڈاکٹر ہدایت خان (ایل ایل ایم، پی ایچ ڈی، پوسٹ ڈاکٹریٹ) اسٹنٹ پروفیسر، شعبہ شریعہ
- 9- ڈاکٹر ثناء اللہ (ایم فل علوم اسلامیہ، پی ایچ ڈی) اسٹنٹ پروفیسر شعبہ قرآن و تفسیر
- 10- ڈاکٹر عبدالجبار بغدادی (ایم فل عربی، پی ایچ ڈی، ہائر ڈپلومہ ان عربیک، عراق) اسٹنٹ پروفیسر شعبہ عربی
- 11- ڈاکٹر احمد رضا، (ایم اے علوم اسلامیہ، پی ایچ ڈی علوم اسلامیہ) اسٹنٹ پروفیسر، شعبہ فکر اسلامی، تاریخ و ثقافت
- 12- ڈاکٹر محمد شاہد (ایم فل، پی ایچ ڈی علوم اسلامیہ) اسٹنٹ پروفیسر، شعبہ حدیث و سیرت
- 13- ڈاکٹر سمیع اللہ زبیری (ایم فل علوم اسلامیہ اور پی ایچ ڈی عربی) لیکچرار شعبہ عربی
- 14- محمد رفیق صادق (ایم اے علوم اسلامیہ ایم ایڈ (عربی)، شاہ عبدالعزیز یونیورسٹی، ریاض) لیکچرار شعبہ حدیث و سیرت
- 15- ظفر اقبال، (ایم فل علوم اسلامیہ، پی ایچ ڈی سکالر) لیکچرار، شعبہ قرآن و تفسیر
- 16- حافظ طاہر اسلام عسکری (ایم فل علوم اسلامیہ، پی ایچ ڈی سکالر) لیکچرار، شعبہ فکر اسلامی، تاریخ و ثقافت
- 17- مس طاہرہ افراق (ایل ایل بی، شریعہ اینڈ لاء، ایل ایل ایم شریعہ اینڈ لاء، پی ایچ ڈی شریعہ سکالر)، لیکچرار شعبہ شریعہ
- 18- احسان اللہ چشتی (ایل ایل ایم شریعہ، ایم فل علوم اسلامیہ، پی ایچ ڈی سکالر) معاون لیکچرار شعبہ شریعہ
- 19- ڈاکٹر عائشہ صنوبر (ایم فل علوم اسلامیہ، پی ایچ ڈی علوم اسلامیہ) معاون لیکچرار، شعبہ فکر اسلامی، تاریخ و ثقافت
- 20- ابتسام الرحمن (ایم اے علوم اسلامیہ، ایم فل سکالر) ریسرچ ایسوسی ایٹ، شعبہ حدیث و سیرت

1- پروگرام ایم اے عربی زبان و ادب

1.1- پروگرام کا تعارف، تفصیل اور شرائط داخلہ

ایم اے (عربی) میں داخلے کے خواہش مند امیدوار یونیورسٹی کے مجوزہ فارم پر داخلہ کے لیے درخواست دیں۔ داخلہ کی شرائط مندرجہ ذیل ہیں۔

- ☆ بی اے (سیکنڈ ڈویژن) مع عربی اختیاری (200 نمبر) یا
- ☆ بی اے (سیکنڈ ڈویژن) مع جامعہ ہذا کا کورس کوڈ (408) یا
- ☆ بی اے (سیکنڈ ڈویژن) مع فاضل عربی یا
- ☆ بی اے (سیکنڈ ڈویژن) مع شہادۃ "العالمیہ"

(جو ہائر ایجوکیشن کمیشن کی جانب سے منظور شدہ کسی وفاق/دینی مدرسہ کی جاری کردہ ہو) یا
☆ شہادۃ العالمیہ کے ساتھ بی اے کے لازمی مضامین یعنی انگریزی، اسلامیات لازمی اور
مطالعہ پاکستان پاس کیا ہو اور HEC سے مساوی شوقیٹ ساتھ ہو۔

یا

☆ بی اے (سیکنڈ ڈویژن) کے ساتھ کسی مستند یونیورسٹی/ادارے سے عربی میں ڈپلومہ پاس کیا ہو۔ جس کی HEC Equivalence بھی موجود ہو۔

داخلہ کی شرائط پر پورا اترنے والے طلبہ مکمل داخلہ فارم مع فیس کتابچہ میں دیئے گئے طریقہ کار کے مطابق بینک کے توسط سے یونیورسٹی کو بھجوائیں۔ ایک وقت میں ایم اے کے ایک ہی پروگرام میں داخلہ لیا جاسکتا ہے۔ نامکمل داخلہ فارم اور دستاویز مصدقہ نہ ہونے کی صورت میں داخلہ مسترد کر دیا جائے گا۔ کورس کے دوران پتہ میں کسی بھی قسم کی تبدیلی نہیں کی جائے گی۔

1.2- ایم اے عربی کی مطالعاتی سکیم

- 1- ایم اے (عربی) پروگرام کا دورانیہ دو سال ہے۔
- 2- ہر سمسٹر کی مدت چھ ماہ ہے اور ہر سمسٹر کے کورسز کی AIOU میں ورکشاپ لازمی ہوگی۔
- 3- طالب علم یونیورسٹی کی طرف سے پیش کئے گئے کورسز کے مطابق سمسٹر میں داخلہ لے سکے گا۔
- 4- ایم اے (عربی) کے لئے بیس نصف کریڈٹ کورسوں کی کامیاب تکمیل کرنا ہوگی۔ مقالہ لکھنے کے خواہش مند طلبہ سولہ نصف کورسز مکمل کریں گے اور چار نصف کریڈٹس کا مقالہ تحریر کریں گے۔ مقالہ کی زبان عربی ہوگی جسے ایک سمسٹر یعنی چھ ماہ کے اندر مکمل کرنا ہوگا یہ چاروں اختیاری کورسز نیچے دیئے ہوئے شیڈول میں ملاحظہ کریں۔

1.3- سمسٹر کے لحاظ سے ایم اے عربی کے کورسز کی تقسیم

پہلا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ/آورز
1	4535	القواعد التطبيقية (1)	03
2	4536	القواعد التطبيقية (2)	03
3	4537	الأدب الديني (القرآن الحكيم)	03
4	4538	الأدب الديني (الحديث النبوي ﷺ)	03

چوتھا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ / آورز
15	4531	النقد الأدبی (المصادر وأعلامه)	03
16	4532	النقد الأدبی (المناهج الأدبية النقدية)	03
17	4539	التاريخ الاسلامی (۱)	03
18	4540	التاريخ الاسلامی (۲)	03
19	4541	الأدب العربي فی شبه القارة (قديم)	03
20	4542	الأدب العربي فی شبه القارة (حديث)	03
	یا	مقاله (14 اختیاری کورسز کی بجائے)	12

ایم۔ اے (عربی) میں داخلہ اور مزید معلومات کے لئے درج ذیل ٹیلی فون نمبروں پر رابطہ قائم کیا جاسکتا ہے:

- 1- ڈاکٹر شہناز ظہیر، انچارج، اسٹنٹ پروفیسر شعبہ عربی فون نمبر 051-9250148
- 2- ڈاکٹر سمیع اللہ زبیری، لیکچرار، شعبہ عربی، فون نمبر 051-9057276
- 3- ڈاکٹر عبدالجید، اسٹنٹ پروفیسر، شعبہ عربی، فون نمبر 051-9057791
- 4- دفتر شعبہ عربی فون نمبر 051-9057803

نوٹ: ایم۔ اے عربی پروگرام سے متعلق دیگر لوازمات صفحہ نمبر 14 پر ملاحظہ فرمائیں۔

دوسرا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ / آورز
5	4525	تاریخ الأدب العربي (قديم)	03
6	4526	تاریخ الأدب العربي (حديث)	03
7	4533	علم اللغة (۱)	03
8	4534	علم اللغة (۲)	03
9	4507	البلاغة (اختیاری)	03

تیسرا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ / آورز
10	4508	طرق التدريس (اختیاری)	03
11	4527	الشعر (قديم)	03
12	4528	الشعر (حديث)	03
13	4529	النثر العربي (قديم)	03
14	4530	النثر العربي (حديث)	03

پروگرام ایم۔ اے علوم اسلامیہ

2.1- پروگرام کا تعارف، تفصیل اور شرائط داخلہ

جو امیدوار ایم (اے علوم اسلامیہ) میں داخلے کے خواہش مند ہوں وہ یونیورسٹی کے مجوزہ فارم پر داخلہ کے لئے درخواست دیں۔ داخلہ کی شرائط درج ذیل ہیں:

- 1- کسی تسلیم شدہ یونیورسٹی سے بی اے۔ بی ایس سی، کم از کم سینکڑ ڈویژن کے ساتھ پاس کی ہو اور گریجویٹیشن کی سطح پر اسلامیات اختیاری یا لازمی کا کورس پاس کیا ہو۔
- 2- بی بی اے۔ بی ایس سی۔ ایم بی بی ایس۔ بی کام۔ بی ٹیک یا ان کے مساوی پروگراموں سے پاس طلباء جنہوں نے گریجویٹیشن کی سطح کے کورسز میں اسلامیات اختیاری یا لازمی کا کورس پاس کیا ہو وہ بھی ایم اے علوم اسلامیہ میں داخلہ کے اہل ہیں بشرطیکہ انہوں نے مجموعی طور پر کم از کم سینکڑ ڈویژن حاصل کی ہو۔

داخلہ کی شرائط پر پورا اترنے والے طلبہ مکمل داخلہ فارم مع فیس کتابچہ میں دیئے گئے طریقہ کار کے مطابق بینک کے توسط سے یونیورسٹی کو بھجوائیں۔ ایک وقت میں یونیورسٹی کے ایک ہی پروگرام میں داخلہ لیا جاسکتا ہے۔ نامکمل فارم داخلہ اور دستاویزات تصدیق شدہ نہ ہونے کی صورت میں داخلہ مسترد ہو جائے گا۔

2.2- ایم۔ اے علوم اسلامیہ کی مطالعاتی سکیم

- 1- ایم۔ اے (علوم اسلامیہ) پروگرام کا دورانیہ دو سال ہے۔
- 2- ہر سمسٹر کی مدت چھ ماہ ہے، کل چار سمسٹر ہیں اور ہر سمسٹر کے کورسز کی ورکشاپ لازمی ہے۔

3- طالب علم یونیورسٹی کی طرف سے پیش کئے گئے کورسز کے مطابق سمسٹر میں داخلہ لے سکے گا۔ ہر سمسٹر کے کورسز کی تفصیل اس کو داخلہ کے بعد اس کی جانب سے دیئے گئے پتہ پر روانہ کر دی جائے گی۔

4- ایم۔ اے (علوم اسلامیہ، جنرل) کی ڈگری کے حصول کے لئے بیس کورسوں کی کامیاب تکمیل کرنا ہوگی۔ مقالہ لکھنے کے خواہش مند طلبہ سولہ کورسز کی تکمیل کریں گے اور تیسرے سمسٹر میں 6 کریڈٹ کا مقالہ تحریر کریں گے اور چار لازمی کورسز کا امتحان دیں گے، چوتھے سمسٹر میں 6 کریڈٹ کے مقالہ کی تکمیل کریں گے اور دو لازمی کورسز کا امتحان دیں گے۔

4- ایم۔ اے (علوم اسلامیہ) دیگر تخصصات کی ڈگری کے حصول کے لئے بیس کورسوں کی کامیاب تکمیل کرنا ہوگی۔ مقالہ لکھنے کے خواہش مند طلبہ سولہ کورسز کی تکمیل کریں گے اور چوتھے سمسٹر میں مضامین کے بجائے 12 کریڈٹ کا مقالہ تحریر کریں گے جسے ایک سمسٹر یعنی چھ ماہ کے اندر مکمل کرنا ہوگا۔

نوٹ:

ایم اے علوم اسلامیہ کا پروگرام چار تخصصات پر مشتمل ہے ہر طالب علم کے لیے ضروری ہے کہ داخلہ لیتے وقت ان چار تخصصات (04 Groups) میں سے کسی ایک تخصص (Group) کا انتخاب کر لے اور یہ بات ذہن میں رہے کہ آخری سمسٹر تک اسی تخصص (Group) کے کورسز مکمل کرنے ہوں گے۔ کسی طالب علم کو تخصص (Group) تبدیل کرنے کی کسی صورت میں بھی اجازت نہیں ہوگی۔

لازمی	ایضاً	03	مطالعہ فقہ (اصول فقہ و تاریخ فقہ)	4631	3
لازمی	ایضاً	03	مطالعہ متن فقہ اسلامی ”ہدایہ“: کتاب الزکاح و کتاب الطلاق	4632	4
لازمی	ایضاً	03	عربی ادب	4639	5
لازمی	ایضاً	03	عربی زبان	4640	6

تیسرا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ	سطح	کورس کی نوعیت
1	2622	تاریخ افکار و علوم اسلامی	03	ایم اے	لازمی
2	2625	اسلام کا اقتصادی نظام	03	ایضاً	ایضاً
3	2629	اسلام کا معاشرتی اور سیاسی نظام	03	ایضاً	ایضاً

**بمجموعہ تین اختیاری مضامین (تفصیل کے لئے فہرست اختیاری مضامین دیکھئے)

پا

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ	سطح	کورس کی نوعیت
1	4575	مقالہ (Thesis)	06	ایم اے	لازمی
2	2622	تاریخ افکار و علوم اسلامی	03	ایضاً	ایضاً
3	2625	اسلام کا اقتصادی نظام	03	ایضاً	ایضاً
4	2629	اسلام کا معاشرتی اور سیاسی نظام	03	ایضاً	ایضاً
5	2631	اصول تحقیق	03	ایضاً	لازمی (برائے مقالہ)

گروپ (A)

M.A Islamic Studies (General)

نوٹ:- داخلہ فارم میں Specilization کے مقام پر تخصیص کا نام ضرور لکھیں۔

پہلا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ	سطح	کورس کی نوعیت
1	4611	اصول تفسیر و تاریخ تفسیر	03	ایم اے	لازمی
2	4612	مطالعہ قرآن حکیم (سورۃ النساء و سورۃ المائدہ)	03	ایضاً	لازمی
3	4621	اصول، تاریخ حدیث و مطالعہ متن (انتخاب از صحیح بخاری)	03	ایضاً	لازمی
4	4622	مطالعہ متن حدیث (منتخب مطالعہ متن از صحیح بخاری و سنن ابی داؤد)	03	ایضاً	لازمی

دوسرا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ	سطح	کورس کی نوعیت
1	4601	تاریخ اسلام (دور نبوی و خلفاء راشدین)	03	ایم اے	لازمی
2	4602	تاریخ اسلام (دور بنو امیہ تا عہد حاضر)	03	ایضاً	لازمی

7	2630	مقاصد شرعیہ	03	ایضاً	ایضاً
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گروپ (B)

M.A Islamic Studies with Specialization in Quran and Tafseer

نوٹ:- داخلہ فارم میں Specilization کی جگہ تخصیص کا نام ضرور لکھیں۔

پہلا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ	سطح	کورس کی نوعیت
1	4611	اصول تفسیر و تاریخ تفسیر	03	ایم اے	لازمی
2	4612	مطالعہ قرآن حکیم (سورۃ النساء و سورۃ المائدہ)	03	ایضاً	لازمی
3	4621	اصول، تاریخ حدیث و مطالعہ متن (انتخاب از صحیح بخاری)	03	ایضاً	لازمی
4	4622	مطالعہ متن حدیث (منتخب مطالعہ متن از صحیح بخاری و سنن ابی داؤد)	03	ایضاً	لازمی

دوسرا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ	سطح	کورس کی نوعیت
1	4601	تاریخ اسلام (دور نبوی و خلفاء راشدین)	03	ایم اے	لازمی
2	4602	تاریخ اسلام (دور بنو امیہ تا عہد حاضر)	03	ایضاً	لازمی

چوتھا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ	سطح	کورس کی نوعیت
1	2632	مطالعہ مذاہب عالم	03	ایم اے	لازمی
2	2621	دعوت و ارشاد	03	ایضاً	ایضاً

** بمعہ دو اختیاری مضامین (تفصیل کے لئے فہرست اختیاری مضامین دیکھئے)

یا

(صرف ان طلباء و طالبات کیلئے جنہوں نے تیسرے سمسٹر میں مقالے کا انتخاب کیا ہے)

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ	سطح	کورس کی نوعیت
1	4575	مقالہ (Thesis)	06	ایم اے	لازمی
2	2632	مطالعہ مذاہب عالم	03	ایضاً	ایضاً
3	2621	دعوت و ارشاد	03	ایضاً	ایضاً

** فہرست اختیاری مضامین

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ	سطح	کورس کی نوعیت
1	2628	اسلامی فلسفہ اور علم الکلام	03	ایم اے	اختیاری
2	2626	اسلامی اخلاق اور تصوف	03	ایضاً	ایضاً
3	2623	اسلام اور سائنس	03	ایضاً	ایضاً
4	2631	اصول تحقیق	03	ایضاً	ایضاً
5	2627	اسلامی تحریکات عہد جدید میں	03	ایضاً	ایضاً
6	2624	اسلامی و مغربی تہذیب و افکار تاریخی تناظر میں	03	ایضاً	ایضاً

چوتھا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ	سطح	کورس کی نوعیت
1	4619	مطالعہ نصوص قرآن حکیم (i)	03	ایم اے	لازمی
2	4620	مطالعہ نصوص قرآن حکیم (ii)	03	ایضاً	ایضاً
3	4576	قرآن حکیم اور مستشرقین	03	ایضاً	ایضاً
4	4578	پاکستان میں قرآن حکیم کے تراجم و تفاسیر	03	ایضاً	ایضاً
یا					
1	4545	مقالہ (Thesis)	12	ایم اے	

مقالہ (کوڈ 4545)

مقالہ چوتھے سمسٹر کے کریڈٹ کے متبادل ہوگا۔ گویا مقالہ لکھنے والے طلباء کو پہلے اور دوسرے سمسٹر کے دس لازمی کورسز اور تیسرے سمسٹر کے تخصص قرآن و تفسیر کے چھ کورسز مکمل کرنا ہوں گے، پھر چوتھے سمسٹر میں اپنے تخصص میں سے کسی مضمون کا انتخاب نہیں کریں گے بلکہ ان مضامین کی جگہ وہ مقالہ لکھیں گے۔

نوٹ:

طلباء یہ ذہن نشین کر لیں کہ علوم اسلامیہ میں اعلیٰ تعلیم (ایم فل پی ایچ ڈی) کرنے کے خواہش مند امیدواروں کے لیے ایم اے سطح کا مقالہ نہایت مفید اور اہمیت کا حامل ہوگا۔

3	4631	مطالعہ فقہ (اصول فقہ و تاریخ فقہ)	03	ایضاً	لازمی
4	4632	مطالعہ متن فقہ اسلامی ”ہدایہ“: کتاب الکاح و کتاب الطلاق	03	ایضاً	لازمی
5	4639	عربی ادب	03	ایضاً	لازمی
6	4640	عربی زبان	03	ایضاً	لازمی

تیسرا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ	سطح	کورس کی نوعیت
1	4613	علوم القرآن (i)	03	ایم اے	لازمی
2	4614	علوم القرآن (ii)	03	ایضاً	ایضاً
3	4615	علم تفسیر اور اس کا ارتقاء (i) (آغاز تا آٹھویں صدی ہجری)	03	ایضاً	ایضاً
4	4616	علم تفسیر اور اس کا ارتقاء (ii) (نویں صدی ہجری تا 1421ھ)	03	ایضاً	ایضاً
5	4617	فقہ القرآن (i) (عبادات و معاملات)	03	ایضاً	ایضاً
6	4618	فقہ القرآن (ii) (الاحوال الشخصية، حدود و قصاص)	03	ایضاً	ایضاً

لازمی	ایضاً	03	مطالعہ فقہ (اصول فقہ و تاریخ فقہ)	4631	3
لازمی	ایضاً	03	مطالعہ متن فقہ اسلامی ”ہدایہ“: کتاب النکاح و کتاب الطلاق	4632	4
لازمی	ایضاً	03	عربی ادب	4639	5
لازمی	ایضاً	03	عربی زبان	4640	6

تیسرا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ	سطح	کورس کی نوعیت
1	4623	قواعد و مصطلحات حدیث	03	ایم اے	لازمی
2	4624	اصول و علم حدیث	03	ایضاً	ایضاً
3	4625	تاریخ حدیث (اساسی ادوار)	03	ایضاً	ایضاً
4	4626	تاریخ حدیث (استشراف و برصغیر کا عہد)	03	ایضاً	ایضاً
5	4627	مطالعہ نصوص حدیث (صحاح ستہ)	03	ایضاً	ایضاً
6	4628	مطالعہ نصوص حدیث (مسانید و مصنفات)	03	ایضاً	ایضاً

گروپ (C)

M.A Islamic Studies with Specialization in Hadith and Seerah

نوٹ:- داخلہ فارم میں Specilization کی جگہ تخصیص کا نام ضرور لکھیں۔

پہلا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ	سطح	کورس کی نوعیت
1	4611	اصول تفسیر و تاریخ تفسیر	03	ایم اے	لازمی
2	4612	مطالعہ قرآن حکیم (سورۃ النساء و سورۃ المائدہ)	03	ایضاً	لازمی
3	4621	اصول، تاریخ حدیث و مطالعہ متن (انتخاب از صحیح بخاری)	03	ایضاً	لازمی
4	4622	مطالعہ متن حدیث (منتخب مطالعہ متن از صحیح بخاری و سنن ابی داؤد)	03	ایضاً	لازمی

دوسرا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ	سطح	کورس کی نوعیت
1	4601	تاریخ اسلام (دور نبوی و خلفاء راشدین)	03	ایم اے	لازمی
2	4602	تاریخ اسلام (دور بنو امیہ تا عہد حاضر)	03	ایضاً	لازمی

چوتھا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ	سطح	کورس کی نوعیت
1	4619	مطالعہ نصوص قرآن حکیم I	03	ایم اے	لازمی
2	4620	مطالعہ نصوص قرآن حکیم II	03	ایضاً	ایضاً
3	4629	فقہ السنہ (عبادات)	03	ایضاً	ایضاً
4	4630	فقہ السنہ (معاملات)	03	ایضاً	ایضاً
یا					
1	4543	مقالہ (Thesis)	12		

مقالہ (کوڈ 4543)

مقالہ چوتھے سمسٹر کے کریڈٹ آورز کے متبادل ہوگا۔ گویا مقالہ لکھنے والے طلباء کو پہلے اور دوسرے سمسٹر کے دس لازمی کورسز اور تیسرے سمسٹر کے تخصص حدیث و سیرۃ کے چھ کورسز مکمل کرنا ہوں گے، پھر چوتھے سمسٹر میں اپنے تخصص میں کسی مضمون کا انتخاب نہیں کریں گے بلکہ ان مضامین کی جگہ وہ مقالہ لکھیں گے۔

نوٹ:

طلباء یہ ذہن نشین کر لیں کہ علوم اسلامیہ میں اعلیٰ تعلیم (ایم فل پی ایچ ڈی) کرنے کے خواہش مند امیدواروں کے لیے ایم اے سطح کا مقالہ نہایت مفید اور اہمیت کا حامل ہوگا۔

گروپ (D)

M.A Islamic Studies with Specialization in Islamic Law and Jurisprudence

نوٹ:- داخلہ فارم میں Specilization کی جگہ تخصیص کا نام ضرور لکھیں۔

پہلا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ	سطح	کورس کی نوعیت
1	4611	اصول تفسیر و تاریخ تفسیر	03	ایم اے	لازمی
2	4612	مطالعہ قرآن حکیم (سورۃ النساء و سورۃ المائدہ)	03	ایضاً	لازمی
3	4621	اصول، تاریخ حدیث و مطالعہ متن (انتخاب از صحیح بخاری)	03	ایضاً	لازمی
4	4622	مطالعہ متن حدیث (منتخب مطالعہ متن از صحیح بخاری و سنن ابی داؤد)	03	ایضاً	لازمی

دوسرا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ	سطح	کورس کی نوعیت
1	4601	تاریخ اسلام (دور نبوی و خلفاء راشدین)	03	ایم اے	لازمی
2	4602	تاریخ اسلام (دور بنو امیہ تا عہد حاضر)	03	ایضاً	لازمی

چوتھا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ	سطح	کورس کی نوعیت
1	4591	اسلام کا بین الاقوامی قانون	03	ایم اے	لازمی
2	4592	اسلام کا قانون وراثت و وصیت	03	ایضاً	ایضاً
3	4593	اسلام کا انتظامی قانون	03	ایضاً	ایضاً
4	4594	ملکی اراضی، شفعہ اور وقف کا اسلامی قانون	03	ایضاً	ایضاً
یا					
1	4544	مقالہ (Thesis)	12		

مقالہ (کوڈ 4544)

مقالہ چوتھے سمسٹر کے کریڈٹ کے متبادل ہوگا۔ گویا مقالہ لکھنے والے طلباء کو پہلے اور دوسرے سمسٹر کے دس لازمی کورسز اور تیسرے سمسٹر کے اسلامی قانون و فقہ کے چھ کورسز مکمل کرنا ہوں گے، پھر چوتھے سمسٹر میں اپنے تخصص کے کسی مضمون کا انتخاب نہیں کریں گے بلکہ ان مضامین کی جگہ وہ مقالہ لکھیں گے۔

نوٹ:

☆ طلباء یہ ذہن نشین کر لیں کہ علوم اسلامیہ میں اعلیٰ تعلیم (ایم فل/ پی ایچ ڈی) کرنے کے خواہش مند امیدواروں کے لیے ایم اے سطح کا مقالہ نہایت مفید اور اہمیت کا حامل ہوگا۔

☆ کلیہ عربیہ و علوم اسلامیہ کو پیش کردہ کورسز میں کسی وقت تبدیلی کا اختیار حاصل ہوگا۔

3	4631	مطالعہ فقہ (اصول فقہ و تاریخ فقہ)	03	ایضاً	لازمی
4	4632	مطالعہ متن فقہ اسلامی ”ہدایہ“: کتاب النکاح و کتاب الطلاق	03	ایضاً	لازمی
5	4639	عربی ادب	03	ایضاً	لازمی
6	4640	عربی زبان	03	ایضاً	لازمی

تیسرا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ	سطح	کورس کی نوعیت
1	4633	شریعت اسلامیہ کا تعارف	03	ایم اے	لازمی
2	4634	شریعت اسلامیہ کے مصادر و مآخذ	03	ایضاً	ایضاً
3	4635	اسلامی قانون میں عدالتی طریقہ کار	03	ایضاً	ایضاً
4	4636	اسلامی قانون میں وسائل اثبات دعویٰ اور نظام احتساب	03	ایضاً	ایضاً
5	4637	جرم و سزا کا اسلامی قانون (تعارف، جرائم اور حدود)	03	ایضاً	ایضاً
6	4638	اسلامی قانون قصاص و دیت اور تعزیرات	03	ایضاً	ایضاً

رہنمائی اور معلومات کے لئے رابطہ

ایم اے علوم اسلامیہ میں داخلہ اور مزید معلومات و رہنمائی کیلئے درج ذیل پروگرام

کو آرڈینیٹر سے رابطہ کریں:

1- پروفیسر ڈاکٹر حمی الدین ہاشمی

ڈین کلیہ عربی و علوم اسلامیہ / صدر شعبہ فکر اسلامی تاریخ و ثقافت

فون:- 051-9250278, 051-9057832

2- پروفیسر ڈاکٹر حافظ غلام یوسف

پروفیسر / صدر شعبہ شریعہ

پروگرام رابطہ کار ایم اے علوم اسلامیہ اور تخصص فقہ و اسلامی قانون

فون: 051-9057270, 9057224, 9250087

3- ڈاکٹر شاہ معین الدین ہاشمی

ایسوسی ایٹ پروفیسر، رابطہ کار تخصص شعبہ حدیث و سیرت

فون نمبر: 051-9057839, 9057833

4- ڈاکٹر ثناء اللہ

اسٹنٹ پروفیسر، شعبہ قرآن و تفسیر

فون نمبر: 051-9057787

051-9057870

051-9057269

3- ایم اے علوم اسلامیہ اور ایم اے عربی کے کورسز کے لوازمات

3.1- مطالعاتی رہنما

علامہ اقبال اوپن یونیورسٹی میں رسمی تعلیم کے عام طریقے استعمال نہیں کئے جاتے۔ چونکہ اس

یونیورسٹی کے طلبہ پورے ملک میں پھیلے ہوئے ہیں اس لئے فاصلاتی تعلیم (Distance

Learning) کے مطابق تعلیم دی جاتی ہے۔

ایم اے (علوم اسلامیہ) اور ایم اے (عربی) پروگرام کے اجزاء مندرجہ ذیل ہوں گے۔

☆ مطالعاتی مواد

☆ امتحانی مشقیں

☆ ورکشاپ

☆ آخری امتحان

☆ مقالہ

مطالعاتی مواد

ایم اے علوم اسلامیہ کا طالب علم بننے کے بعد آپ کو متعلقہ کورس کے مطالعاتی رہنما ارسال

کئے جائیں گے۔ ان مطالعاتی رہنماؤں کی روشنی میں آپ مقررہ کتابیں پڑھ سکیں گے۔ ایم اے

(عربی) کے پروگرام کے ہر کورس کے لئے الگ الگ مفصل کتاب ارسال کی جاتی ہے۔

1- ایم اے علوم اسلامیہ کے لئے بیشتر کورسز کا انحصار کسی مخصوص کتاب پر نہیں ہے۔ بعض کورسز جن

میں متون شامل ہیں ان کی متداول شروع آپ کے پیش نظر ہونی چاہئیں۔ جن کورسز کا مقرر

کردہ درسی مواد کتابوں میں ملتا ہے وہ آپ کو اپنے ذرائع سے حاصل کرنا ہوگا۔ ان نصابی کتابوں اور ان کے ساتھ مجوزہ کتب کے کورس کے مطالعاتی رہنما میں نشاندہی کردی جاتی ہے۔

2- مطالعاتی رہنما میں مقررہ نصابی کتب کے متعلقہ ابواب اور صفحات کی نشاندہی بھی موجود ہے۔ اس طرح آپ سہولت کے ساتھ مجوزہ کتب سے استفادہ کر سکیں گے۔

(i) مطالعاتی رہنما یا نصابی کتاب کے یونٹ

ہر کورس کے کتابی اجزاء درسی یونٹ کہلاتے ہیں۔ ایم اے پروگرام کا کورس (9) یونٹوں پر مشتمل ہوتا ہے۔ ایک ہی بڑے عنوان سے متعلق دو یا زیادہ یونٹوں کو بلاک کہا جاتا ہے۔

ایک کورس کا مطالعہ اندازاً آپ کو اٹھارہ ہفتوں میں مکمل کرنا ہے۔ اس لئے درسی مواد کو اٹھارہ (18) یونٹوں میں تقسیم کر دیا گیا ہے۔ اس طرح آپ ایک یونٹ کے مطالعہ پر اوسطاً ایک ہفتہ صرف کر سکتے ہیں۔ خیال رہے کہ روزانہ کم از کم دو گھنٹے یا ایک ہفتہ میں بارہ سے چودہ گھنٹے تک کا وقت ایک یونٹ یا اس سے مساوی مواد کے لئے درکار ہوگا۔

علوم اسلامیہ کے پروگرام کے ہر کورس پر مشتمل ایک مطالعاتی رہنما کے یونٹ خود آرمائی کے اصول پر تیار کئے گئے ہیں۔ یہ یونٹ بذات خود کورس نہیں بلکہ ان کا تعلق کورس کے درسی مواد کے ساتھ ہے جو مجوزہ کتابوں میں موجود ہے۔ یہ یونٹ مندرجہ ذیل اجزاء پر مشتمل ہوتے ہیں:

- 1- یونٹ کا مطالعہ
- 2- مطالعہ کے مقاصد
- 3- درسی مواد کے مختصر خاکے
- 4- درسی مواد کی نشاندہی
- 5- خود آرمائی کے سوالات

ان یونٹوں میں اس بات کا بھی خیال رکھا جاتا ہے کہ وضاحت طلب امور کی صراحت کر دی جائے، نیز یونٹوں کے تعارف میں درسی تفصیلات سے متعلق خاکہ بھی دیا جاتا ہے تاکہ آپ درسی

مواد کو بہتر طور پر سمجھ سکیں۔ مطالعاتی رہنما طلبہ کو ڈاک کے ذریعے بھیجے جاتے ہیں۔ مجوزہ کتب کا حصول طلبہ کی ذمہ داری ہے تاہم طلبہ کی سہولت کے لئے یونیورسٹی اپنی مرکزی لائبریری اور علاقائی دفاتر میں حتی الامکان مجوزہ کتب کی فراہمی کا انتظام کرتی ہے۔

ایم اے عربی کے پروگرام کے ہر کورس کی کتاب مندرجہ بالا اصولوں کے مطابق تیار کی گئی ہے اس لئے اس پروگرام کے لئے الگ سے مطالعاتی رہنما ارسال نہیں کیا جاتا۔

(ii) خود آرمائی

ہر یونٹ کے درمیان یا آخر میں خود آرمائی (Self Assessment) کے سوالات دیئے گئے ہیں۔ ان سوالات کو حل کر کے آپ کو اپنی تعلیمی رفتار کا اندازہ ہو سکے گا۔

(iii) اساتذہ سے رہنمائی

فاصلاتی نظام تعلیم کا ایک جزو مطالعاتی مرکز ہے جہاں طلبہ اپنے ٹیوٹر سے مہینے میں دو بار مل کر تعلیمی مسائل پر گفتگو کرتے ہیں، اس کے ساتھ ایم اے کے طلباء کا ٹیوٹر کے ساتھ رابطہ خط و کتابت کے ذریعے بھی رہتا ہے۔

3.2- امتحانی مشقیں

- 1- ہر کورس کے لئے اس کی نوعیت کے اعتبار سے امتحانی مشقوں کی ایک مخصوص تعداد مقرر کی گئی ہے۔ طلبہ کے لئے کورس کے دوران یہ امتحانی مشقیں حل کر کے اپنے ٹیوٹر کو بروقت بھیجنا لازمی ہے۔ ٹیوٹر تصحیح اور جانچ پڑتال کے بعد یہ امتحانی مشقیں طالب علم کو واپس بھیج دیتا ہے تاکہ طلبہ اپنی کارکردگی سے باخبر رہیں۔ ان مشقوں کے نمبر آخری امتحان میں حاصل کردہ نمبروں میں شامل کر کے نتیجہ مرتب کیا جاتا ہے۔ ایک مکمل کورس کے لئے چار

- اور نصف کورس کے لئے دو امتحانی مشقیں ہوتی ہیں۔ تیس فیصد نمبر مشقوں کے لئے مختص ہیں۔ امتحانی مشقوں میں کامیابی کے لئے کم از کم 40 فیصد نمبر درکار ہیں۔
- 2- امتحانی مشقیں لازمی طور پر شیڈول کے مطابق اتالیق کے پاس پہنچ جانی چاہئیں، دیر سے پہنچنے والی مشق قابل قبول نہ ہوگی۔
- 3- کسی کتاب/طالب علم کی مشق سے نقل کرنے کا ثبوت مہیا ہونے پر تادیبی کارروائی کی جائے گی۔ جس میں طالب علم کی مشق منسوخ کی جاسکتی ہے اور متعلقہ کورس یا پروگرام میں اس کا داخلہ بھی منسوخ کیا جاسکتا ہے۔
- 4- اتالیق کی جانچی ہوئی مشق پر نظر ثانی نہیں ہو سکتی البتہ نمبروں کے میزان کی غلطی درست ہو سکتی ہے۔

3.3- عملی ورکشاپ

ہر سمسٹر میں کورسز کی امتحانی مشقیں مکمل ہونے کے بعد ایم اے (علوم اسلامیہ) کے ہر کورس کے لیے دو سے تین روزہ ورکشاپ منعقد ہوتی ہے چوتھے سمسٹر میں مقالہ لکھنے والے طلبہ و طالبات کے لیے سمسٹر کے شروع میں موضوع کے انتخاب اور خاکہ تحقیق کی تیاری کے لیے ایک ہفتہ کی ورکشاپ میں شرکت لازمی ہے جبکہ ایم اے عربی کے ہر کورس کی چار روزہ ورکشاپ منعقد ہوتی ہے۔ جو ہر سمسٹر کے درمیان میں، مین کیمپس، اسلام آباد میں منعقد ہوتی ہے جس میں حاضری ہر صورت لازمی ہے۔ کلیہ عربی و علوم اسلامیہ ڈائریکٹوریٹ ریجنل سروسز کے تعاون سے ورکشاپ کا انعقاد کرتا ہے۔ ورکشاپ میں ہر طالب علم کی شرکت لازمی ہے اور تمام اخراجات طالب علم کے ذمہ ہوں گے۔ جو طالب علم ورکشاپ میں شریک نہ ہوں گے انہیں فیل قرار دیا جائے گا۔

3.4- آخری امتحان

ہر کورس کی چار امتحانی مشقوں کی تکمیل کے بعد آخری امتحان ہوگا جو سارے کورس پر مشتمل ہوگا۔ امتحانی مشقوں اور آخری امتحان میں الگ الگ کامیاب ہونا ضروری ہے۔ امتحانی مشقوں اور آخری امتحان کے نمبروں کا تناسب 70:30 ہے۔

امتحانی مشقوں اور آخری امتحان کے نمبروں کے تناسب کو ملا کر مجموعی طور پر آپ کو کامیابی کے لئے کم از کم 40 فیصد نمبر حاصل کرنے ہوں گے، اگر کوئی طالب علم امتحانی مشقوں میں 40 فیصد نمبر حاصل نہ کرے گا تو اسے نئے سرے سے داخلہ لے کر کورس دوبارہ کرنا ہوگا جب کہ ایسا طالب علم جس نے امتحانی مشقوں میں 40 نمبر حاصل کر لئے لیکن آخری امتحان میں کامیاب نہ ہو سکا یا اس کے مجموعی نمبر 40 فیصد سے کم ہوں تو اسے امتحان کی فیس جمع کرانے پر اگلے مسلسل دو سمسٹروں کے آخری امتحانات میں بیٹھنے کے مزید دو مواقع حاصل ہوں گے۔

گریڈنگ سسٹم

یونیورسٹی کی گریڈنگ سسٹم حسب ذیل ہے۔

- | | | |
|----|------------------------|----------------|
| 1- | 40 فیصد سے کم | فیل |
| 2- | 40 فیصد سے 49 فیصد تک | ڈی گریڈ |
| 3- | 50 فیصد سے 59 فیصد تک | سی گریڈ |
| 4- | 60 فیصد سے 69 فیصد تک | بی گریڈ |
| 5- | 70 فیصد سے 79 فیصد تک | اے گریڈ |
| 6- | 80 فیصد اور اس سے زائد | اے+ گریڈ |

3.5- مقالہ (تحقیقی مقالہ کے قواعد)

(الف) مدت کا تعین

تدریسی کورسز پاس کرنے اور ورکشاپ مکمل کرنے کے بعد مقالہ تحریر کرنے کی اجازت ہو گی۔ مقالہ تحریر کرنے کی مدت ایک سمسٹر یعنی چھ ماہ ہوگی جو یونیورسٹی کی طرف سے اس خط کی تاریخ اجراء سے شمار ہوگی۔ جس میں عنوان کی باقاعدہ منظوری کی اطلاع درج ہوگی۔ اس مدت میں نگران مقالہ کی سفارش پر صدر شعبہ چھ ماہ کی توسیع کر سکتا ہے۔ مزید توسیع کا اختیار کلیہ کے ڈین کو حاصل ہے بشرطیکہ طالب علم مجوزہ فیس جمع کروائے اور نگران مقالہ طالب علم کے کام سے مطمئن ہو لیکن یہ طالب علم کا استحقاق نہیں اور یہ توسیع استثنائی صورت حال میں دی جائے گی۔ مقررہ مدت کے دوران مقالہ مکمل کر کے جمع نہ کروایا گیا تو موضوع مقالہ از خود منسوخ تصور کیا جائے گا۔

(ب) تحقیقی مقالہ اور نگران کا تقرر

- 1- موضوع تحقیق کی منظوری کے لیے تحقیقی مقالہ کا خاکہ اور کتابیات خاکہ نگاری کے معین اصولوں کی روشنی میں تیار کر کے متعلقہ شعبہ کو پیش کئے جائیں گے۔ موضوع تحقیق قطعی واضح اور تخلیقی (Original) ہونا چاہیے۔ موضوع کی منظوری Thesis Committee دے گی۔
- 2- تحقیقی مقالہ کے مجوزہ موضوع کی منظوری کے بعد طالب علم اپنے نگران مقالہ کی رہنمائی میں تحقیق کا مکمل کرے گا۔ نگران کی تعلیمی اہلیت کے پیش نظر اس کا تقرر کیا جائے گا۔
- 3- تحقیقی مقالے سے متعلق مزید تفصیلات ورکشاپ میں مہیا کی جائیں گی۔
- 4- تحقیقی مقالے کی تکمیل پر طالب علم اپنے مقالے کی چار کاپیاں مع خلاصہ اپنے نگران کے تصدیق شدہ مراسلہ کے ہمراہ متعلقہ شعبہ کے پاس جمع کرائے گا اور ایک اضافی کاپی اپنے نگران کو بھی دے گا۔

شرح فیس

- 1- رجسٹریشن فیس -/200 روپے (پہلی دفعہ داخلہ کے وقت صرف ایک مرتبہ جمع کروانی ہوگی)
- 2- ایڈمیشن فیس -/700 روپے (پہلی دفعہ پروگرام میں داخلہ کے وقت جمع کروانی ہوگی)
- 3- فی کورس فیس (03 کریڈٹ آوز) -/1930 روپے
- 4- پہلے سمسٹر میں داخلہ لینے والے طلباء کی کل فیس حسب ذیل ہوگی۔

شرح فیس

1.	رجسٹریشن فیس (صرف پہلی مرتبہ داخلہ کے وقت)	-/200 روپے
2.	داخلہ فیس (پروگرام کے پہلے سمسٹر میں داخلہ کے وقت)	-/700 روپے
3	ٹیکنالوجی فیس (ہر سمسٹر میں)	-/100 روپے
4	کورس چارجز (ہر سمسٹر میں)	-/35 روپے
3.	چار کورسوں کی کل فیس (فی کورس -/1930 روپے)	-/7720 روپے
4.	پہلے سمسٹر کی کل فیس	-/8755 روپے

شعبہ اُردو

تعارف

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

ایم اے اُردو پیش کرنے کے مقاصد

سمسٹر خزاں 2000ء سے ایم اے اُردو کا آغاز ہو چکا ہے۔ اس پروگرام کے مقاصد حسب ذیل ہیں۔

- 1- ایسے طالب علم جو اپنے مخصوص حالات کی بنا پر کسی کالج یا یونیورسٹی میں باقاعدہ ایم اے نہیں کر سکتے، لیکن اپنی تعلیمی قابلیت بڑھانے کے خواہش مند ہیں۔ انھیں فصلاتی نظام کے تحت اُردو میں ایم اے کرنے کی سہولت مہیا کرنا۔
- 2- طالب علموں کو اُردو ادب کے بارے میں مطالعہ اور تحقیق کی بنیاد فراہم کرنا۔
- 3- طالب علموں کو اُردو زبان و ادب کے عربی، فارسی اور پاکستانی زبانوں سے لسانی اور ادبی روابط سے روشناس کرانا۔
- 4- ایم اے اُردو کی تعلیم کو پیشہ ورانہ نقطہ نگاہ سے زیادہ مفید اور کارآمد بنانا۔

کورس کا تعارف

ایم اے اُردو کی تکمیل کے لیے چار سمسٹر میں ساٹھ (60) کریڈٹ آرز پاس کرنا ہوں گے۔ ان میں سے اڑتالیس (48) کریڈٹ آرز لازمی ہیں، جب کہ 12 کریڈٹ آرز کے اختیاری کورسز پڑھنا ہوں گے۔

شرائط داخلہ

- 1- کم از کم تعلیمی قابلیت بی اے سائنڈ ڈویژن ہو۔
- 2- امیدواروں سے درخواست ہے کہ داخلہ فارم کے ساتھ اپنی تازہ تصویر، تعلیمی اسناد کی تصدیق شدہ نقول اور بی اے کی مارک شیٹ منسلک کریں۔
- 3- اہل امیدوار فارم مع فیس پراسپیکٹس میں دیئے گئے طریقہ کار کے مطابق جمع کروائیں۔

نصاب کا خاکہ

پہلا سمسٹر

کورس کوڈ	کورس	کریڈٹ آرز
5601	تاریخ ادب اُردو-I	3
5602	تاریخ ادب اُردو-II	3
5603	افسانوی ادب-I	3
5604	افسانوی ادب-II	3

3	پاکستانی زبانوں کا ادب-I	5617
3	پاکستانی زبانوں کا ادب-II	5618
3	عربی زبان و ادب-I	5619
3	عربی زبان و ادب-II	5620
3	فارسی زبان و ادب-I	5621
3	فارسی زبان و ادب-II	5622
3	صحافت-I	5623
3	صحافت-II	5624

نوٹ: کوڈ نمبر 5601 تا 5616 لازمی مضامین ہیں، جب کہ 5617 تا 5624 اختیاری مضامین ہیں۔ ان آٹھ اختیاری مضامین میں سے چار کا انتخاب کرنا ہے، لیکن یہ منتخب کورس ایک ایک سیٹ کی صورت میں ہوں گے، یعنی عربی کا مضمون منتخب کرنے کی صورت میں عربی کے دونوں کورس منتخب کرنا ہوں گے اور صحافت کی صورت میں صحافت کے۔

شرح فیس

1.	رجسٹریشن فیس (صرف پہلی مرتبہ داخلہ کے وقت)	200/- روپے
2.	داخلہ فیس (پروگرام کے پہلے سمسٹر میں داخلہ کے وقت)	700/- روپے
3.	ٹیکنالوجی فیس (ہر سمسٹر میں)	100/- روپے
4.	کورس چارجز (ہر سمسٹر میں)	35/- روپے
3.	چار کورسوں کی کل فیس (فی کورس -1930 روپے)	7720/- روپے
4.	پہلے سمسٹر کی کل فیس	8755/- روپے

دوسرا سمسٹر

کورس کوڈ	کورس	کریڈٹ آورز
5605	اُردو تنقید-I	3
5606	اُردو تنقید-II	3
5607	اُردو شاعری-I	3
5608	اُردو شاعری-II	3

تیسرا سمسٹر

5609	اسالیب نثر اُردو-I	3
5610	اسالیب نثر اُردو-II	3
5611	میر و غالب کا خصوصی مطالعہ-I	3
5612	میر و غالب کا خصوصی مطالعہ-II	3
5613	علامہ اقبال کا خصوصی مطالعہ-I	3
5614	علامہ اقبال کا خصوصی مطالعہ-II	3

چوتھا سمسٹر

5615	اُردو ادب کا پاکستانی دور-I	3
5616	اُردو ادب کا پاکستانی دور-II	3

کورس کے اجزا

فیکلٹی ممبر شعبہ اُردو

- | | |
|---|--|
| 1- ڈاکٹر عبدالعزیز ساحر
پروفیسر (صدر شعبہ اُردو)
فون نمبر: 051-9250069 | 1- تدریسی مواد پر مشتمل کورس گائیڈ اور اس میں اضافی نصابی کتب کے حصے جن کا مطالعہ لازمی ہوگا۔ حوالہ جات والا مطالعاتی مواد (Study Material) بھی تدریسی مواد کا حصہ ہوگا۔ |
| 2- ڈاکٹر ارشد محمود ناشاد،
ایسوسی ایٹ پروفیسر
فون نمبر: 051-9057767 | 2- تدریسی مواد کی بنیاد پر ہر کورس کی دو دو امتحانی مشقیں گھر پر حل کر کے متعلقہ ٹیوٹر کو مقررہ تاریخوں تک بھجوانا ہوں گی۔ مشقوں میں کامیابی کے نمبر 40 فیصد ہوں گے۔ مشقوں اور امتحان کے نمبر بالترتیب 30 اور 70 فیصد شمار کیے جائیں گے۔ |
| 3- ڈاکٹر ظفر حسین ظفر
ایسوسی ایٹ پروفیسر
رابطہ کار: ایم اے اُردو پروگرام
فون نمبر: 051-9057770 | 4- ہر سمسٹر کے دوران میں ایک ورکشاپ منعقد ہوگی، جس میں شرکت لازمی ہے۔ |
| 4- ڈاکٹر نورینہ تحریم بابر
ایسوسی ایٹ پروفیسر
فون نمبر: 051-9057771 | |
| 5- ڈاکٹر محمد قاسم
لیکچرار
فون نمبر: 051-9057765, 051-9057900 | |
| 6- ڈاکٹر عبدالستار
لیکچرار
فون نمبر: 051-9057348 | |

گریڈ کی تقسیم کا طریقہ کار

A+	80 فی صد اور اس سے زائد
A	70 فی صد سے 79 فی صد تک
B	60 فی صد سے 69 فی صد تک
C	50 فی صد سے 59 فی صد تک
D	40 فی صد سے 49 فی صد تک
فیل	40 فی صد سے کم

4- عمومی معلومات

- 1- علامہ اقبال اوپن یونیورسٹی کے جاری کردہ سٹوڈنٹ/ ڈگریاں دیگر منظور شدہ یونیورسٹیوں اور بورڈ کے مساوی ہیں۔
- 2- امیدوار ہر لحاظ سے مکمل داخلہ فارم تصدیق شدہ تعلیمی اور تجربے کی اسناد کے ہمراہ پراسپیکٹس میں دی گئی ہدایات کے مطابق ارسال کرے۔
- 3- پوسٹ گریجویٹ یا ریسرچ لیول کا درخواست گزار داخلہ فارم جمع کروانے کے تین ماہ بعد تک یونیورسٹی کی جانب سے کوئی اطلاع موصول نہ ہونے کی صورت میں اپنے داخلہ سے متعلق یونیورسٹی سے از خود رابطہ کرے۔
- 4- پوسٹ گریجویٹ لیول کا طالب علم ایک بار داخلہ لینے کے بعد اپنی سپیشلائزیشن (تخصص) / پروگرام تبدیل نہیں کر سکتا۔
- 5- دوران سمسٹر کوئی طالب علم کورس تبدیل نہیں کر سکتا۔
- 6- دوران سمسٹر طالب علم کا پیتھ تبدیل نہیں ہوگا۔
- 7- یونیورسٹی میں سمسٹر بہار کے داخلے فروری اور سمسٹر خزاں کے اگست میں شروع ہوتے ہیں۔ جبکہ ان سمسٹرز کے امتحانات نومبر اور مئی کے پہلے ہفتے کے دوران شروع ہوتے ہیں۔ جاری طلبہ کو اس عرصہ کے دوران میں اگر کمپیوٹرائزڈ فارم نہ ملے تو یونیورسٹی سے فوراً رابطہ قائم کریں یا وہ عام فارم لے کر انھی تاریخوں میں داخلہ فارم اور فیس جمع کروائیں۔ داخلہ فارم یونیورسٹی ویب سائٹ سے بھی ڈاؤن لوڈ کر سکتے ہیں۔
- 8- فیس جمع ہو جانے کی صورت میں نہ تو داخلہ منسوخ ہوگا اور نہ ہی فیس واپس ہوگی اور نہ ہی کسی دوسرے پروگرام میں ایڈجسٹ کی جائے گی۔
- 9- رجسٹریشن فیس جمع کروانے کے بعد ہر طالب علم کو رجسٹریشن نمبر جاری کیا جائے گا۔ اس رجسٹریشن نمبر کا مع رول نمبر، کورس کوڈ اور سمسٹر کا حوالہ یونیورسٹی کے ساتھ ہونے والی خط کتابت میں دیا جانا چاہیے۔
- 10- درسی مواد طالب علم کو اس کے دیئے گئے پتے پر ارسال کیا جائے گا۔
- 11- درسی مواد موصول ہونے کے قریباً پندرہ دن کے اندر ہر کورس کے لیے نامزد کئے گئے ٹیوٹر کے بارے میں اطلاع دی جائے گی، اگر آپ کو ٹیوٹر کے بارے میں کوئی اطلاع نہیں ملتی تو بلا تاخیر متعلقہ رجسٹر ڈائریکٹر سے رابطہ قائم کریں۔
- 12- یونیورسٹی کے افسران مجاز یونیورسٹی کے قواعد و ضوابط میں وقتاً فوقتاً جو تبدیلیاں لاتے ہیں، طلبہ پر ان کی پابندی لازم ہے۔
- 13- امتحانی مشقوں میں فیل ہو جانے کی صورت میں طالب علم کو اگلے سمسٹر میں دوبارہ داخلہ لینا ہو گا اور نئے سرے سے امتحانی مشقیں حل کرنا ہوں گی۔
- 14- طالب علم کی یہ ذمہ داری ہے کہ کسی کورس میں داخلہ لینے کے بعد متعلقہ شعبے کے ساتھ رابطہ رکھے۔
- 15- پہلے سے داخل کسی پروگرام میں سپیشلائزیشن (تخصص) کی صورت میں طالب علم کو کسی دوسرے پروگرام میں داخلہ لینے یا سپیشلائزیشن/تخصص تبدیل کرنے کی اجازت نہیں ہوگی۔ جب تک وہ اپنے پہلے پروگرام کا داخلہ منسوخ یا مکمل نہ کر لے۔
- 16- پروگرام کے کامیاب تکمیل کے بعد طالب علم کنٹرولر امتحانات کو سٹوڈنٹ/ ڈگری کے لیے درخواست دے گا اور درخواست کے ساتھ مطلوبہ فیس، اسناد کی تصدیق شدہ فوٹو اسٹیٹ کا پتیاں بھی منسلک کرے گا۔

- 17- مطلوبہ فیس کے بغیر یا کم فیس یا آخری تاریخ کے بعد فیس جمع کرانے کی صورت میں ایڈمیشن فارم قابل قبول نہیں ہوگا۔
- 18- طالب علم کے والد کے نام میں اختلاف کی صورت میں فارم کے ساتھ دیگر منسلکہ کاغذات میں طالب علم یا اس کے والد کے ناموں میں فرق کی صورت میں طالب علم کے میٹرک کے سرٹیفکیٹ میں موجود نام کو درست تصور کیا جائے گا اور شعبہ امتحانات اس نام پر ڈگری/سرٹیفکیٹ جاری کرے گا۔
- 19- غیر مصدقہ ادھورے، تعلیمی کاغذات پر داخلہ نہیں دیا جائے گا۔
- 20- داخلہ کے لیے جمع جعلی دستاویزات کی فراہمی کی صورت میں داخلہ نہیں دیا جائے گا بلکہ طالب علم کی طرف سے جمع کرائی جانے والی فیس بھی ضبط کر لی جائے گی۔
- 21- کتابوں کے غلط ترتیل پر تصحیح کے لیے وصولی کے بعد پندرہ دن کے اندر شعبہ داخلہ/شعبہ ترتیل سے رابطہ کریں۔ اس کے بعد یونیورسٹی ذمہ دار نہیں ہوگی۔
- 22- یونیورسٹی اپنی پالیسی کے مطابق پراسپیکٹس میں دیئے گئے مندرجات کو کسی پیشگی اطلاع کے بغیر تبدیل کرنے کا استحقاق رکھتی ہے۔
- 23- کسی پروگرام یا اسپیشلائزیشن میں داخلہ لینے کی صورت میں اس پروگرام کو چھوڑ کر کسی اور پروگرام میں داخلہ لینے کی اجازت نہیں دی جائے گی۔
- 24- طالب علم ایک سمسٹر میں صرف ایک پروگرام میں حصہ لے سکتا ہے۔ دو مختلف پروگراموں میں داخلہ لینے کی صورت میں داخلہ منسوخ کر کے فیس ضبط کر لی جائے گی۔
- 25- طالب علم کو مطلع کیا جاتا ہے کہ داخلہ کے آغاز سے لے کر سرٹیفکیٹ/ڈگری کے اجراء تک کسی مرحلہ پر کسی بدعنوانی کے ارتکاب یا کسی شرط کے سہواً یا عمداً نظر انداز کرنے/ہونے کی صورت میں متعلقہ طالب علم کا داخلہ منسوخ اور فیس ضبط کر لی جائے گی۔ نیز کسی قسم کے سرٹیفکیٹ یا

ڈگری کا اجرا نہیں کیا جائے گا۔

- 26- شعبہ امور طلبہ یا اسٹوڈنٹ افسیئر زڈیپارٹمنٹ، علامہ اقبال اوپن یونیورسٹی اسٹوڈنٹ سپورٹ فنڈ کے ذریعے محدود مالی وسائل کے حامل طلبہ و طالبات کو تعلیمی سہولتیں فراہم کر رہا ہے۔ اس سلسلے میں علاقائی دفاتر کے ذریعے طلبہ کی ایک بڑی تعداد کو مالی معاونت کی سہولت دی جا رہی ہے۔ مستحق طلبہ کو ہدایت کی جاتی ہے کہ اس سکیم سے فائدہ اٹھانے کے لیے اپنے متعلقہ علاقائی دفاتر سے مجوزہ فارم حاصل کر کے مقررہ تاریخ کے اندر جمع کروائیں۔ مزید معلومات کے لیے اپنے علاقائی دفاتر سے رابطہ کریں۔

5- فیس جمع کرانے کا طریقہ کار

فیس اور داخلہ فارم جمع کرانے کا طریقہ کار:

یونیورسٹی نے طلبہ کی سہولت کو مد نظر رکھتے ہوئے درج ذیل بینکوں سے باضابطہ معاہدہ کیا ہے، جس کی رو سے طلبہ داخلہ فارم اور اُس کے ساتھ منسلک کردہ چالان فارم مکمل کر کے فیس اور داخلہ فارم بمعہ مطلوبہ کاغذات درج ذیل بینکوں میں سے کسی بھی بینک کی کسی بھی برانچ میں جمع کرائے جاسکتے ہیں۔

1- فرسٹ ویمن بینک لمیٹڈ

2- الائیڈ بینک لمیٹڈ

3- بینک الفلاح لمیٹڈ

4- ایم سی بی بینک لمیٹڈ

5- نیشنل بینک آف پاکستان

نوٹ: داخلہ فیس صرف مذکورہ بالا طریقے سے ادا کی جائے۔ کسی دوسرے ذریعہ یا کسی شخص کو دی جانے والی فیس کی رقم کے لیے یونیورسٹی ہرگز ذمہ دار نہ ہوگی۔

ہدایات:

(i) فیس بینک چالان (جو فارم ہی کا حصہ ہے) کے ذریعے تمام بینک برانچوں میں سے کسی ایک بینک برانچ میں جمع کروائی جاسکتی ہے۔

(ii) متعلقہ برانچ طالب علم سے داخلہ فارم مع چالان فارم وصول کر کے بینک چارجز کی رسید چالان فارم کا پی نمبر 4 پر مہر ثبت کر کے طالب علم کو ثبوت کے طور پر واپس کر دے گا۔

(iii) طالب علم کی یہ ذمہ داری ہے کہ وہ اس بات کا خیال رکھے کہ داخلہ فارم کے ساتھ مکمل مطلوبہ تصدیق شدہ دستاویزات لف ہیں۔

(iv) داخلہ ہو جانے کے بعد فیس واپس نہیں ہوگی۔

(v) داخلہ نہ ہونے کی صورت میں فیس واپسی یونیورسٹی قواعد و ضوابط کے مطابق ہوگی۔

نوٹ: آگاہ رہیں کہ کسی نجی ادارے یا فرد کو اختیار حاصل نہیں ہے کہ وہ یونیورسٹی کی طرف سے داخلہ فارم یا فیس وصول کریں۔ داخلہ فارم صرف نامزد بینک میں فیس کے ساتھ بذات خود جمع کروائیں۔ فیس یا فارم میں بدعنوانی کی صورت میں یونیورسٹی اس کی ذمہ دارانہ ہوگی اور طالب علم کے خلاف تادیبی کارروائی بھی کی جاسکتی ہے۔

6- داخلہ فیس کی واپسی کے قواعد و ضوابط

کوئی امیدوار/طالب علم اگر ایک مرتبہ یونیورسٹی میں کسی کورس/شعبہ وغیرہ میں داخلہ کے لیے فیس جمع کروائے تو وہ اس فیس کو واپس لینے یا اسے کسی اور پروگرام میں منتقل کرانے کا حق نہیں رکھتا۔ تاہم اس جمع شدہ فیس کی درج ذیل صورتوں میں تبدیلی ممکن ہے:

1- اگر ایک امیدوار/طالب علم نے ایک کورس یا پروگرام کے لیے داخلہ فیس جمع کرادی، بعد ازاں اس کا ارادہ کسی اور پروگرام میں داخلہ لینے کا ہو گیا اور اس نے اس ارادہ کی تبدیلی کی تحریری اطلاع شعبہ داخلہ کو کتب کے مواد کی ترسیل سے پہلے دے دی تو اس کی فیس میں دس فیصد کٹوتی کر کے باقی فیس اسے واپس کر دی جائے گی۔

2- اگر کوئی امیدوار/طالب علم کسی وجہ سے کتابوں یا متعلقہ ترسیل کے بعد پروگرام یا کورس تبدیل کرتا ہے تو اس کا داخلہ منسوخ ہوگا اور اسے فیس واپس نہیں ملے گی۔

3- اگر امیدوار/طالب علم داخلہ کی شرائط پر پورا اترتا تھا لیکن یونیورسٹی اپنے متعدد انتظامی مجبوریوں کی وجہ سے اسے داخلہ نہ دے سکی تو اس کی مکمل فیس واپس کی جائے گی۔

4- اگر ایک امیدوار/طالب علم یونیورسٹی کی طرف سے بیان کردہ داخلہ کی شرائط کا اہل نہیں تھا لیکن اس نے پھر بھی داخلہ فیس جمع کرادی تو اس کی فیس میں سے 25 فیصد سروس چارجز کی کٹوتی کر کے بقیہ فیس اسے واپس کر دی جائے گی۔

5- امیدوار/طالب علم کی طرف سے اگر یونیورسٹی قواعد سے زیادہ فیس جمع ہوگی تو اس کو ایک سال کے اندر واپس لے سکتا ہے یا ایڈجسٹ کروا سکتا ہے۔

6- داخلہ فیس کی واپسی کی درخواست پر سمسٹر کے داخلہ مکمل ہونے کے بعد کارروائی کا آغاز

کیا جائے گا۔ نیز ہر امیدوار فیس واپسی کی درخواست کے ساتھ اصلی چالان فارم جس کے ذریعہ فیس جمع کروائی تھی، لف کرنا بھی ضروری ہے یعنی چالان فارم نمبر 3-4

7- اگر امیدوار/طالب علم نے یونیورسٹی کو دھوکہ دیتے ہوئے بیک وقت ایک ہی سمسٹر میں دو

پروگراموں میں داخلہ لے لیا اور دونوں میں فیس جمع کروادی جو یونیورسٹی قواعد کے قطعاً خلاف ہے تو اس کا داخلہ نئے پروگرام میں منسوخ کر دیا جائے گا اور فیس بھی ضبط کر لی جائے گی۔

نوٹ: داخلہ اور کتب کی ترسیل ہو جانے کے بعد نہ داخلہ منسوخ ہوگا اور نہ ہی فیس واپس ہوگی۔

درخواست فارم کے ساتھ داخلہ کے خواہش مند طلبہ درج ذیل وثائق/علمی اسناد کی مصدقہ

نقول بھجوائیں: 1- ڈومیسائل سرٹیفکیٹ 2- شناختی کارڈ

3- میٹرک تالی اے کی تعلیمی اسناد تصدیق شدہ بورڈ اور یونیورسٹی سے جاری شدہ

”یونیورسٹی کی تقرری اور عملی ورکشاپس کا انعقاد طلبہ کے ڈاک کے پتہ کو مد نظر رکھتے ہوئے ان کے نزدیک ترین علاقائی دفاتر کے توسط سے کرایا جاتا ہے، تاہم بعض اوقات کسی علاقائی دفتر میں طلبہ کا مناسب گروپ نہ ہونے یا اس رجین میں متعلقہ کورس کے ماہر اساتذہ دستیاب نہ ہونے یا پھر کسی خاص علاقے کے محدود حالات کی بنا پر اس رجین کے طلبہ کو کسی دوسرے رجین میں ضم کیا جاتا ہے تاکہ ان کی تعلیمی سرگرمیاں جاری رہیں اور وقت ضائع نہ ہو۔ لہذا طلبہ اس بات کو مد نظر رکھتے ہوئے داخلہ لیں کہ مندرجہ بالا حالات کے پیش نظر ان کے لیے یونیورسٹی کی تقرری اور ورکشاپس کا انعقاد کسی بھی دوسرے رجین کے توسط سے عمل میں لایا جاسکتا ہے“