

Semester  
*Autumn*  
2025

AIOU

# PROSPECTUS

## *Diplomas*

- Islamic Finance
- IFTAA
- Islamic Law and Jurisprudence
- Library and Information Sciences
- Literacy and Non-Formal Education
- Cyber Security



Allama Iqbal Open University, Islamabad

[www.aiou.edu.pk](http://www.aiou.edu.pk)

Help Line: (051) 111-112-468

# **PROSPECTUS OF DIPLOMA IN**

- 1. LIBRARY & INFORMATION SCIENCES**
- 2. ISLAMIC FINANCE**
- 3. ISLAMIC LAW & JURISPRUDENCE**
- 4. IFTAA**
- 5. DIPLOMA IN LITERACY & NON-FORMAL EDUCATION**
- 6. DIPLOMA IN CYBER SECURITY PROGRAM**

**SEMESTER: AUTUMN, 2025**



**Allama Iqbal Open University  
Islamabad**

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## Vice-Chancellor's Message

Dear Student,

السلام عليكم

Allama Iqbal Open University (AIOU) is one of the mega universities of the world and it occupies a unique position in the education sector of Pakistan. Because of its affordability and high quality of a distance and online academic programs, AIOU has now turned into the most favourite university of the country with high international repute. The university made a landmark progress by ensuring access to quality education rural areas under-privileged students for the people of all ages particularly the females can now select and join the programs of their choice, while sitting at their residences and along with continuing their jobs. After assessing the success of many degree programs in Pakistan, AIOU is now going to offer a range of programs for the students in UAE, Saudi Arabia, Kuwait, Qatar, Bahrain, Oman, USA and many other countries currently. More than 1.3 million students are getting benefits from the high quality educational services of AIOU in all regions of the country through more than fifty regional offices of the university. It offers/suggests many undergraduate and Postgraduate programs at rural and remote areas providing a paralleled opportunity to all the poor and deprived segments of the society at an affordable cost. The university has recently digitalized all its student-support services for facilitating its students on priority basis. This digitization of the system, it is hoped, will enable AIOU students to get all kinds of educational programmes using their Learning Management System (LMS) Aaghi portal support online.



Committed to your bright future.

**Prof. Dr. Nasir Mahmood**  
**Vice Chancellor**

## **AIOU ACADEMIC CALENDAR**

### **IMPORTANT ACTIVITIES TO BE REMEMBERED**

| <b>Autumn Semester</b>           |                 |              | <b>Spring Semester</b>           |                 |            |
|----------------------------------|-----------------|--------------|----------------------------------|-----------------|------------|
| <b>Proposed Activity</b>         | <b>Schedule</b> |              | <b>Proposed Activity</b>         | <b>Schedule</b> |            |
|                                  | <b>From</b>     | <b>To</b>    |                                  | <b>From</b>     | <b>To</b>  |
| <b>Admission</b>                 | 01 July         | 05 September | <b>Admission</b>                 | 01 January      | 05 March   |
| <b>Mailing</b>                   | 01 September    | 15 November  | <b>Mailing</b>                   | 01 March        | 15 May     |
| <b>Study Period</b>              | 16 November     | 28 February  | <b>Study Period</b>              | 16 May          | 30 August  |
| <b>Examination<br/>(Conduct)</b> | 01 March        | 30 April     | <b>Examination<br/>(Conduct)</b> | 01 September    | 30 October |
| <b>Result Declaration</b>        | 30 June         |              | <b>Result Declaration</b>        | 30 December     |            |

**Note:** Contact concerned Regional office for exact schedule of activities. Continuing Students are sent information for all activities by LMS/SMS. Simultaneously information is placed on website ([www.aiou.edu.pk](http://www.aiou.edu.pk)), students can download if not received by post.

**Minimum and Maximum Duration/Semesters-wise for each Programme**

| Sr. No. | Degree Level                         | Minimum Duration        | Maximum Duration |
|---------|--------------------------------------|-------------------------|------------------|
| 1       | SSC/HSSC                             | 2 Years / 4 Semesters   | 5 Years          |
| 2       | Certificate (6 Months)               | 6 Months / 1 Semester   | 1 Year           |
| 3       | All Postgraduate Diplomas (1 Year)   | 1 Year / 2 Semesters    | 3 Years          |
| 4       | Associate Degree (2-Years)           | 2 Years / 4 Semesters   | 4 Years          |
| 5       | BEd (1.5 Years)                      | 1.5 Years / 3 Semesters | 3 Years          |
| 6       | BEd (2.5 Years)                      | 2.5 Years / 5 Semesters | 5 Years          |
| 7       | BS/BBA/BEd (4-Years)                 | 4 Years / 8 Semesters   | 8 Years          |
| 8       | MEd (1 Year)                         | 1 Year / 2 Semesters    | 3 Years          |
| 9       | All Master Degree Programs (2 Years) | 2 Years / 4 Semesters   | 4 Years          |

## **REVISED POLICY FOR ASSESSMENT**

As per revised formula securing passing marks in assignments/practical and other components is not compulsory w.e.f. Spring, 2023 onwards, however, passing marks i.e. 40% in final exams will be mandatory. If a student gets 40 marks out of 100 in the final exams and does not score 50% aggregate marks, he/she will be declared Fail in the respective course and he/she will have to re-register/re-admit in the respective course, whenever said course (s) are offered in any of the subsequent semester (s).

| <b>Assignments<br/>(weightage)</b> | <b>Workshop Quizzes, etc.<br/>(weightage)</b> | <b>Final Exam<br/>(weightage)</b> | <b>Passing Marks</b>                                             |
|------------------------------------|-----------------------------------------------|-----------------------------------|------------------------------------------------------------------|
| 30%                                |                                               | 70%                               | 40% (in aggregate) however 40% marks in final exams is mandatory |

There is no change in formula for Teaching Practice 1 & 2, Research Projects, Long Term Internship and such courses where grading formula/scheme of studies is different and workshops/projects are having weightage of marks, students will have clear/pass them too.

### **Revised Policy: Reappear and Again Reappear**

The chance of Re-appear and again Re-appear will be given if a student gets less than 40 marks in final exam.



### AIOU Grading Scheme \*

| Marks         | Grade    |
|---------------|----------|
| 80% and above | A+ Grade |
| 70% to 79%    | A Grade  |
| 60% to 69%    | B Grade  |
| 50% to 59%    | C Grade  |
| 40% to 49%    | D Grade  |
| Below 40%     | Fail     |

\* For those students who were enrolled under grading scheme.

### AIOU GPA/CGPA Scheme \*\*

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

| Marks Obtained | Grade | Grade Point Average (GPA) |
|----------------|-------|---------------------------|
| 80-100%        | A     | 4.00                      |
| 65-79%         | B     | 3.00                      |
| 50-64%         | C     | 2.00                      |
| Below 50%      | F     | 0.00                      |

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

### New AIOU GPA/CGPA Scheme from Semester Autumn-2021 & onwards

| Percentage of Marks          | Letter Grade | GPA | Percentage of Marks         | Letter Grade | GPA |
|------------------------------|--------------|-----|-----------------------------|--------------|-----|
| 85% and above but below 100% | A            | 4.0 | 60% and above but below 65% | C+           | 2.3 |
| 80% and above but below 85%  | A-           | 3.7 | 55% and above but below 60% | C            | 2.0 |
| 75% and above but below 80%  | B+           | 3.3 | 52% and above but below 55% | C-           | 1.7 |
| 70% and above but below 75%  | B            | 3.0 | 50% and above but below 52% | D            | 1.0 |
| 65% and above but below 70%  | B-           | 2.7 | Below 50%                   | F            | 0.0 |



## **COMPLETE PROCEDURE TO ENROLL IN AIOU PROGRAMMES AND SUBMISSION OF FORM IN AIOU ISLAMABAD**

All fresh and continue students can submit their admission using online system.

Follow these instructions to apply:

### **APPLY ONLINE (FRESH STUDENTS)**

1. Visit website: **<https://aiou.edu.pk/oas-fresh-admission>**
2. Press link “**Application for New Admission**  $\implies$  **Click here**”
3. Get register by entering your email or mobile phone number
4. Login into your registered account
5. Fill all the requisite fields of admission form
6. After filling the admission form, print out your “Challan Form”.
7. Using printed challan form and submit your fee in any branch of FWBL, NBP, ABL, MCB.
8. **You can also deposit fee through Upaisa, Jazzcash & Easypaisa.**

### **APPLY ONLINE (CONTINUE STUDENTS):**

1. Visit website: **<https://aiou.edu.pk/cms-continuing-students>**
2. Press link “**CMS for Continuing Students**”; (**<https://enrollment.aiou.edu.pk>** )
3. Enter your “User ID & Password
4. Select courses and print challan form.
5. Using printed challan form, submit your fee in any branch of FWBL, NBP, MCB or ABL. Keep save copy of your challan form after submission of fee. **You need not to send challan to the University**, but University can ask for copy of challan form any time, if required.
6. You can also deposit fee through Upaisa, Jazzcash & Easypaisa.

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## **ALLAMA IQBAL OPEN UNIVERSITY**

Allama Iqbal Open University, a mega university was established in 1974 under an Act of Parliament. The main campus of the university is situated in sector H-8, Islamabad. It was the second open university of the world and the first of its kind in Asia and Africa. The aim of establishing AIOU was to provide affordable and accessible education through distance learning at the door-steps to those people who could not continue their education journey through formal system of education. The University (AIOU) operates on semester system and admits students in Autumn and Spring semesters. Under graduate admissions are offered in both the semesters where-as post graduates are offered once a year. The enrolled students are given course books specially prepared by the university on self-instructional principles. However, at post graduate level reprints of foreign books alongwith allied material and university prepared study guides help students to polish their skills.

At present, the AIOU is offering programmes from Matric to PhD level in diverse disciplines comprised of four faculties. The university has established study centres across the country where distance education students are provided necessary guidance by their respective tutors. Moreover, the university has established full-time study centres wherein the students of MBA (IT), MBA (Banking and Finance), MBA (Marketing), MBA (HRM), BS (CS), MSc/BS Chemistry, MSc/BS Microbiology etc. are being provided instruction, guidance and counselling through face-to-face education. AIOU is also offering four years under-graduate degrees.

Apart from curricular and extra-curricular activities during the academic year, the AIOU and its regional centres actively participate in the co-curricular activities by arranging educational and literary seminars, workshops and conferences, attended not only by the students and faculties of the university but also by the renowned dignitaries and scholars. For the science students and the research scholars, a science complex has been built where they use the latest equipment of international standard for experiments and research. To meet the present day challenges, internet facility is also available in the student hostel and the Central Library where computers have been provided to enable students to access latest information available through open source databases.

### **FACULTY OF SOCIAL SCIENCES AND HUMANITIES**

First established in 1981 with five departments, the Faculty of Social Sciences and Humanities has, over the years, flourished to become, by far, the largest Faculty of the University. It, 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 LIBRARY AND INFORMATION SCIENCES**

The Department of Library and Information Sciences was established in 1985 within the Faculty of Social Sciences and Humanities. The department is providing Library and Information Sciences education through distance learning system. Since its establishment the department has been contributing a lot to meet the professional requirements of the existing libraries and training skilled manpower all over the country in accordance with the emerging needs. The department is offering degree, bachelor and certificate levels programmes in library and information sciences through distance learning system.

Presently the Department offers three programmes i.e. Certificate in Librarianship, B.A (Library and Information Sciences) and Master of Library and Information Sciences (MLIS). The certificate and B.A programmes particularly relate to the jobs of paraprofessionals to assist the professional librarians.

### **Objectives**

The main objective of these programmes is to produce highly skilled professional and paraprofessional human resources to serve the libraries of different organizations and diffusion of knowledge.

## **DIPLOMA IN LIBRARY AND INFORMATION SCIENCES**

**(Program Code: 1070)**

**Program 1<sup>st</sup> Launching Year: Spring 2025**

### **Eligibility Criteria:**

An applicant having intermediate higher secondary school pass certificate with any subjects from any recognized institution is eligible for admission. Admission will be offered twice in a year in both semester Spring & Autumn

**Mode: Open Distance Learning      Total Credit Hours: 30**

**First Semester:      ODL**

| Course Title                                        | Course Code | Credit Hours |
|-----------------------------------------------------|-------------|--------------|
| Introduction to Library and Information Professions | 9202        | 3(3+0)       |
| Collection Development and Management               | 9206        | 3(3+0)       |
| Classification & Subject Heading                    | 9208        | 3(3+0)       |
| Integrated Library Automation Systems               | 9210        | 3(3+0)       |
| Information Literacy Instruction                    | 9230        | 3(3+0)       |

**Second Semester:      ODL**

| Course Title                                             | Course Code | Credit Hours |
|----------------------------------------------------------|-------------|--------------|
| Cataloguing and RDA                                      | 9209        | 3(3+0)       |
| Library in Public Services                               | 9211        | 3(3+0)       |
| Communication Skill for Information Professionals        | 9215        | 3(3+0)       |
| Archives Record and Information Management               | 9222        | 3(3+0)       |
| Research Methodology in Library and Information Sciences | 9226        | 3(3+0)       |

### **Programme Coordinator**

Muhammad Jawwad  
m.jawwad@aiou.edu.pk

| Item                                                         | Rate               |
|--------------------------------------------------------------|--------------------|
| <b>Registration Fee:</b><br>(At the time of first admission) | <b>Rs.450/-</b>    |
| <b>Admission Fee:</b><br>(At the time of first admission)    | <b>Rs.650/-</b>    |
| <b>Technology Fee:</b> (in each semester)                    | <b>Rs.550/-</b>    |
| <b>Diploma Fee:</b><br>(At the time of first admission)      | <b>Rs.500/-</b>    |
| <b>Course Fee:</b> (per 3 credit hours) Rs.2820 x 5 =        | <b>Rs.14,100/-</b> |
| <b>Total Fee:</b>                                            | <b>Rs.15,750/-</b> |

## **FACULTY OF ARABIC AND ISLAMIC STUDIES**

### **INTRODUCTION:**

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

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

### **OBJECTIVES OF THE FACULTY**

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



### **PROGRAMMES OFFERED BY THE FACULTY**

1. Postdoctoral Fellowship
2. Ph.D Islamic Studies (General)
3. Ph.D Islamic Studies (with specialization in Quran & Tafseer)
4. Ph.D Islamic Studies (with specialization in Seerat Studies)
5. Ph.D Islamic Studies (with specialization in Interfaith Studies)
6. Ph.D Shariah
7. Ph.D Arabic
8. M.Phil Islamic Studies (General)
9. M.Phil Islamic Studies (with specialization in Quran & Tafseer)
10. M.Phil Islamic Studies (with specialization in Seerat Studies)
11. M.Phil Islamic Studies (with specialization in Interfaith Studies)
12. M.Phil Islamic Studies (with specialization in Hadith and Hadith Sciences)
13. M.Phil (Arabic Language and Literature)
14. M.S Shariah
15. Post Graduate Diploma "IFTAA"
16. Diploma "Islamic Finance"
17. BS Arabic
18. BS Islamic Finance
- 19.1BS Islamic Studies (International)
20. BS Islamic Studies (General)
21. BS Islamic Studies (Specialization in Quran & Tafseer)
22. BS Islamic Studies (Specialization in Hadith)
23. BS Islamic Studies (Specialization in Seerat Studies)
24. BS Islamic Studies (Specialization in Sharia)
25. BS Islamic Studies (Specialization in Dars-e-Nizami)
26. BS Islamic Studies (Specialization in Interfaith Studies)
27. Certificate Course "IFTAA"
28. Certificate Course "Imam and Khateeb"
29. Arabic Teachers Training Course (ATTC)
30. Al- Lisan-ul-Arabi
31. Darse-e-Nizami Program (Matric to BA)
  - Al Shahada al-Sanavia al-Aama
  - Al Shahada al-Sanavia al-Khasa
  - Al Shahada al-Aliya

### **JOURNALS/INDEX OF THE FACULTY:**

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

### **FUTURE PLANE:**

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

### **DEPARTMENT OF ISLAMIC THOUGHT, HISTORY & CULTURE**

The Department of Islamic Thought History and Culture was established to provide advance studies and research in the field of Islamic Thought, History and Culture. To achieve this goal, the department is offering graduate and postgraduate level programs. This department coordinate Ph.D Islamic Studies (General), M.Phil Islamic Studies (General), MA Islamic Studies (General), B.S Islamic Studies (General) Programs as well as going to offer New Academic Program of B.S Islamic Studies (in English medium for international students), B.S Islamic Finance, Certificate course of "Imam and Khateeb", PGD "IFTAA, Certificate Course "IFTAA"

### **DIPLOMA OF ISLAMIC FINANCE**

**(Program Code: 1032)**

#### **Introduction of the Program:**

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

The Diploma in Islamic Finance program at AIOU is developed to offer students a fundamental grasp of the principles governing Islamic finance. This program is structured to equip learners with

essential knowledge and skills required to comprehend and engage with the dynamic landscape of Islamic finance while upholding the principles of Islam.

### **Objectives of the Program:**

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

### **Eligibility for Admission:**

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

### **DETAIL OF COURSES:**

#### **1st Semester:**

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

#### **2nd Semester:**

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

### **FEE TERIFF:**

| Item                                                         | Rate               |
|--------------------------------------------------------------|--------------------|
| <b>Registration Fee:</b><br>(At the time of first admission) | <b>Rs.650/-</b>    |
| <b>Admission Fee:</b><br>(At the time of first admission)    | <b>Rs.1300/-</b>   |
| <b>Technology Fee:</b> (in each semester)                    | <b>Rs.800/-</b>    |
| <b>Diploma Fee:</b><br>(At the time of first admission)      | <b>Rs.1200/-</b>   |
| <b>Course Fee:</b> (per 3 credit hours) Rs.5190 x 5 =        | <b>Rs.25,950/-</b> |
| <b>Total Fee of First Semester:</b>                          | <b>Rs.29,900/-</b> |

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

**Faculty Members:**

| Sr. No. | Name of Faculty Member      | Designation                     | Qualification                                                                                                   |
|---------|-----------------------------|---------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 1       | Prof. Dr. Mohyuddin Hashimi | Dean/<br>Professor/<br>Chairman | PhD Islamic Studies<br>MS/MPhil (USA)<br>M.Phil Islamic Studies<br>University<br>Intensive English (Howard USA) |
| 2       | Dr. Muhammad Riaz Mahmood   | Associate Professor             | PhD Islamic Studies<br>MPhil Islamic Studies                                                                    |
| 3       | Dr. Ahmad Raza              | Assistant Professor             | PhD Islamic Studies<br>MA Islamic Studies<br>Shahadatul Almiya                                                  |

|   |                              |                     |                                                                                         |
|---|------------------------------|---------------------|-----------------------------------------------------------------------------------------|
| 4 | Dr. Hafiz Tahir Islam Askari | Assistant Professor | PhD Islamic Studies<br>MPhil Islamic Studies<br>MA Islamic Studies<br>Shahadatul Almiya |
| 5 | Dr. Ahmed Abdul Rehman       | Lecturer            | PhD Islamic Studies<br>M.S Islamic Commercial Law                                       |
| 6 | Dr. Hafiz Saeed-ur-Rehman    | Lecturer            | PhD Islamic Studies (Continue)<br>MPhil Islamic Studies                                 |

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

**Total Credit Hours: 30  
Programme Code: 1069**

| Sr.No. | Subject                   | Description                                                                    |                             |                                                           |
|--------|---------------------------|--------------------------------------------------------------------------------|-----------------------------|-----------------------------------------------------------|
| 1      | Name of Program           | Diploma (Islamic Law and Jurisprudence)                                        |                             |                                                           |
| 2      | Study Mode                | ODL (Non Merit Based Program)                                                  |                             |                                                           |
| 4      | Duration of Program       | 01 Year (02 Semesters)                                                         |                             |                                                           |
| 5      | Eligibility for Admission | F.A / FSC or equivalence                                                       |                             |                                                           |
| 6      | Components                | Sr. No.                                                                        | Components                  |                                                           |
|        |                           | 1                                                                              | Course Work/ Quizzes        |                                                           |
|        |                           | 2                                                                              | Workshop                    |                                                           |
|        |                           | 3                                                                              | Final Examination           |                                                           |
| 7      | Workshop                  | As Per AIOU Rules                                                              |                             |                                                           |
| 8      | Medium of Instruction     | Urdu / English / Arabic                                                        |                             |                                                           |
| 9      | Course Work Evaluation    | Sr. No.                                                                        | Components                  | Weightage                                                 |
|        |                           | 1                                                                              | Assignment                  | As per AIOU Policy for BS (Islamic Law and Jurisprudence) |
|        |                           | 2                                                                              | Workshop Attendance/Quizzes |                                                           |
|        |                           | 3                                                                              | Final Examination           |                                                           |
|        |                           | 4                                                                              | Passing Marks               |                                                           |
| 10     | Offering Department       | Department of Shariah, Faculty of Arabic and Islamic Studies, AIOU, Islamabad. |                             |                                                           |

### پہلا سمسٹر

| نمبر شمار | کورس کوڈ | نام کورس                                                                                                                                                | کریڈٹ آورز |
|-----------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1         | 2952     | مختب آیات الاحکام اور احادیث الاحکام کا مطالعہ - I<br>(طہارت، نماز، روزہ، زکوٰۃ و عشر اور حج)<br>(Study of Selected Ayaat and Ahadith related to Ahkam) | 03         |
| 2         | 2951     | تعارف فقہ<br>(Introduction of Fiqh)                                                                                                                     | 03         |
| 3         | 2974     | تاریخ و تعارف اصول فقہ<br>(History and introduction to Usool e Fiqh)                                                                                    | 03         |
| 4         | 2968     | اسلام کا قانون زکوٰۃ و عشر<br>(Islamic Law of Zakat and Ushr)                                                                                           | 03         |
| 5         | 2967     | ملکیت اراضی<br>(Land Ownership)                                                                                                                         | 03         |

### دوسرا سمسٹر

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

### FEE TARIFF:

| Item                                                         | Rate               |
|--------------------------------------------------------------|--------------------|
| <b>Registration Fee:</b><br>(At the time of first admission) | <b>Rs.650/-</b>    |
| <b>Admission Fee:</b><br>(At the time of first admission)    | <b>Rs.1300/-</b>   |
| <b>Technology Fee:</b><br>(in each semester)                 | <b>Rs.800/-</b>    |
| <b>Diploma Fee:</b><br>(At the time of first Admission)      | <b>Rs.1000/-</b>   |
| <b>Course Fee:</b><br>(Per 3 credit hours) Rs.2820 x 5 =     | <b>Rs.14,100/-</b> |
| <b>Total Fee of First Semester:</b>                          | <b>Rs.17,850/-</b> |

## **DIPLOMA IFTAA**

**(Program Code: 1056)**

**Mode: ODL**

**Programme 1<sup>st</sup> Launching Year: Autumn, 2024**

### **Eligibility Criteria:**

Shahadat-ul-Almiyah (Equivalence from HEC) or M.A Islamic Studies (Specialization in Shari'ah) or LLB Shariah/ BS Islamic Studies (Specialization in Shari'ah)

**Total Credit Hours: 24**

**Passing Marks: 50%**

### **First Semester:**

| Code     | Course Title                                          | Cr. Hrs | Mode |
|----------|-------------------------------------------------------|---------|------|
| ITHC3001 | IFTAA Introduction<br>Evolution, rules and<br>manners | 3(3+0)  | ODL  |
| ITHC3002 | Objectives of Shariah &<br>Shariah Maxims             | 3(3+0)  | ODL  |
| ITHC3003 | Ethics of Disagreement                                | 3(3+0)  | ODL  |
| ITHC3004 | Legal and Judicial<br>System of Pakistan              | 3(3+0)  | ODL  |

### **Second Semester:**

| Code     | Course Title                       | Cr. Hrs | Mode |
|----------|------------------------------------|---------|------|
| ITHC3005 | Modern Medical Issues              | 3(3+0)  | F2F  |
| ITHC3006 | Modern Family and<br>Social Issues | 3(3+0)  | F2F  |
| ITHC3007 | Modern Economic<br>Issues          | 3(3+0)  | F2F  |
| ITHC3008 | Internship                         | 3(3+0)  | F2F  |

### **Program Coordinator**

Dr. Hafiz Tahir Islam

Email: tahir.islam@aiou.edu.pk

Extension No. 3374

### **FEE TARIFF:**

| Item                                                         | Rate              |
|--------------------------------------------------------------|-------------------|
| <b>Registration Fee:</b><br>(At the time of first admission) | <b>Rs.650/-</b>   |
| <b>Admission Fee:</b><br>(At the time of first admission)    | <b>Rs.650/-</b>   |
| <b>Technology Fee:</b> (in each semester)                    | <b>Rs.800/-</b>   |
| <b>Diploma Fee:</b><br>(At the time of first admission)      | <b>Rs.500/-</b>   |
| <b>Course Fee:</b><br>(Per 3 credit hours) Rs.1110 x 4 =     | <b>Rs.4,440/-</b> |
| <b>Total Fee of First Semester:</b>                          | <b>Rs.7,040/-</b> |

## **FACULTY OF EDUCATION**

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

### **DIPLOMA IN LITERACY AND NON-FORMAL EDUCATION**

**(Programme Code: 1073)**

#### **Introduction:**

Pakistan is among countries far from achieving EFA and MDGs especially literacy target. There are millions of illiterate populations in Pakistan along with 23 million out of school children. Several initiatives in literacy have been launched by the Government of Pakistan and development sector organizations and they have their own training programs to train the teachers to depart NFE. However, there was a non-availability of any certified training course when it comes to NFE teacher education.

Allama Iqbal Open University (AIOU) is the premier University to provide part-time educational facilities through correspondence courses, tutorials, seminars, workshops,

laboratories, television, radio broadcasts and other mass communication media. University having a Distance, Non-Formal and Continuing Education Department. Keeping in view the above situation the University took this important initiative to develop certified training courses for Non-Formal Education teachers. In 2018 with the collaboration of UNESCO Pakistan, DNF&CE department of AIOU has developed and launched the teacher training certificate program in Literacy and Non-formal education.

The field of non-formal education is rapidly evolving, and its impact on individuals and communities is becoming increasingly recognized. Educational leaders play a critical role in shaping the direction and success of non-formal education programs, whether they are focused on literacy, personal development, or career advancement.

As the demand for non-formal education programs grows, so does the need for skilled and visionary leaders, competent teachers and expert facilitators who can navigate complex challenges, adapt to changing environments, and promote innovation and creativity. They must possess a deep understanding of the unique needs and characteristics of non-formal education, as well as the ability to develop effective strategies, mobilize resources, and build partnerships to achieve their goals.

This requires a combination of academic knowledge, practical experience, and strong leadership skills, including communication, collaboration, and problem-solving. Educational leaders must also be committed to equity, diversity, and inclusion, and work to ensure that non-formal education programs are accessible and effective for all learners. In this regard



DNF&CE department is offering diploma in Literacy and Non-Formal Education.

### **Programme Goals:**

The Diploma in Literacy and Non-Formal Education aims to provide students with the knowledge and skills necessary to work in the field and equipped to make a positive contribution to the promotion of literacy and non-formal education in their communities and beyond. The program has the following objectives:

1. To provide an understanding of the concept of literacy and non-formal education and their importance in promoting social and economic development.
2. To equip learners with the skills necessary to design, implement and evaluate literacy and non-formal education programs.
3. To develop learners' ability to critically analyze literacy and non-formal education policies, programs, and practices.
4. To develop skills in conducting research in the field of literacy and non-formal education.
5. To promote the use of technology in the delivery of literacy and non-formal education programs.

6. To develop the ability to collaborate effectively with individuals and communities to promote literacy and non-formal education.
7. To promote the importance of lifelong learning and the role of literacy and non-formal education in facilitating it.
8. To provide opportunities for practical experience in the field of literacy and non-formal education through internships and field visits.

### **Admission Requirement:**

- Applicant having matric with certificate in Literacy and Non-Formal Education are with 12 years of education and second division is eligible to apply for admission to Diploma in L&NFE program.
- Applicant having matric with certificate in Literacy and Non-Formal Education from AIOU are also eligible to apply for admission in Diploma in L& NFE.

Candidates are required to send an admission form along attested documents and fee within stipulated period.

**Program Duration: Two Semester (One Year)**

**Plan of Study:  
First Semester**

| S. No | Course Title/Modules                              | Code | Cr. Hours |
|-------|---------------------------------------------------|------|-----------|
| 1.    | Introduction to Literacy and Non-formal Education | 101  | 3         |
| 2.    | Literacy and Life Skills                          | 102  | 3         |
| 3.    | Teaching Aids in Non-Formal Education             | 103  | 3         |
| 4.    | Competency Based Vocational Education             | 104  | 3         |
| 5.    | Teaching Strategies in Non-Formal Education       | 105  | 3         |

**Second Semester**

| S. No | Course Title/Modules                                | Code | Cr. Hours |
|-------|-----------------------------------------------------|------|-----------|
| 1.    | Assessment of Non-Formal Education                  | 106  | 3         |
| 2.    | Community Mobilization and Participation            | 107  | 3         |
| 3.    | Introduction to Curriculum for Non-Formal Education | 108  | 3         |
| 4.    | Guidance and counseling in Non-Formal Education     | 109  | 3         |
| 5.    | Practicum                                           | 110  | 3         |

**FEE TARIFF:**

| Item                                                         | Rate              |
|--------------------------------------------------------------|-------------------|
| <b>Registration Fee:</b><br>(At the time of first admission) | <b>Rs.450/-</b>   |
| <b>Admission Fee:</b><br>(At the time of first admission)    | <b>Rs.650/-</b>   |
| <b>Technology Fee:</b> (in each semester)                    | <b>Rs.550/-</b>   |
| <b>Diploma Fee:</b><br>(At the time of first admission)      | <b>Rs.500/-</b>   |
| <b>Course Fee:</b><br>(Per 3 credit hours) Rs.1170 x 5 =     | <b>Rs.5,850/-</b> |
| <b>Total Fee of First Semester:</b>                          | <b>Rs.8,000/-</b> |

**Number of Courses to Complete the Diploma: 10**

**Credit Hours:** 30

**Medium of Instruction:** English and Multilanguage (Urdu, Local and International languages)

**Assessment:** Two assignments for each course and final exams / As per AIOU Rules and Practices.

**Dr. Tahira Bibi, Assistant Professor**  
**Program Coordinator**  
**tahira.naushahi@aiou.edu.pk**  
**Department of Distance, Non-Formal and Continuing**  
**Education**  
**Faculty of Education, AIOU, Islamabad**

## **FACULTY OF SCIENCES**

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

All the departments (Agricultural Sciences, Biology, Environmental Sciences, Chemistry, Nutritional Sciences and Environmental Design, Computer Science, Physics, Mathematics, Statistics & Engineering & Technology) of The Faculty of Sciences are running a variety of postgraduate technical, scientific, and professional programs successfully.

The departments are equipped with computer labs for practical work, teaching, research, and instrumentation labs for analysis. The University is developing these labs through its resources. The Faculty of Sciences is thankful to the Vice-Chancellor for giving personal attention to the development of the Faculty of Sciences by providing generous amounts of funds and valuable guidance.

Around 80 highly qualified full-time faculty members are in the role of the Faculty of Sciences. Their role in the planning, designing and development of different courses, to meet students’ needs, is vital. Faculty members also engage in imparting and supervising instructions so that high standards are maintained. In addition, highly qualified and experienced Professors are also engaged on the contract or as part-time instructors, for postgraduate study programs. The University faculty is also offering academic positions under the tenure track system to attract the best minds in scientific and technological fields, as a full-time employee of the university.

Research is an integral part of postgraduate study programs MPhil and Ph.D. degrees in Agricultural Sciences, Chemistry, Computer Sciences, Biology (Microbiology and Molecular Genetics), Environmental Sciences, Nutritional Sciences and Environmental Design, Mathematics, Statistics and Physics. Rules and regulations for governing postgraduate study programs are those approved by the Higher Education Commission (HEC).

**Agenda Item # 05:**  
**DIPLOMA IN**  
**CYBER SECURITY PROGRAM**

**(Programme Code: 6008)**

**Introduction:**

A Diploma in Cyber Security equips students with essential skills to tackle evolving cyber threats. With taxing demand for security professionals, this program covers network security, cryptography, ethical hacking, and risk management. Combining theory with practical training, it prepares graduates for roles like security analyst and cyber consultant. Student learn to identify vulnerabilities, design secure systems, and implement defence strategies. As digital reliance grows, this diploma is ideal for those seeking career advancement in a high-demand field.

**Objectives:**

The objectives of this program are tot

1. Provide quality education in cyber security.
2. Develop foundational and advanced cyber security skills.
3. Enhance practical expertise in cyber defense.
4. Understand legal, ethical, and risk management aspects.
5. Prepare for leadership roles in cyber security.

**Salient Features:**

Flexible learning from anywhere (office/home, self-paced)  
LMS-based interactive online teaching  
Access to quality learning materials

Industry-relevant curriculum and skills  
Expert faculty with hands-on training

**Eligibility:**

- Candidates having bachelor's degree with minimum 2nd division in any discipline from recognized institutions are eligible for admission in this program.
- Admission will be granted to all candidates satisfying the eligibility requirements.
- All the eligible candidates will be admitted in Diploma (Cyber Security) program, subject to formation of viable group of students.
- All eligible candidates are required to deposit fee of the program as per laid down procedure.

**Award of Diploma:**

Diploma will be awarded to all those candidates who has successfully complete the scheme of study of the program and passed all the courses.

**Program Status:**

Diploma (Cyber Security) Program is a non-merit programs.

**Mode of Teaching:**

Diploma (Cyber Security) program offered by DCS in a face-to-face mode of teaching through Learning Management System (LMS).

**Award of Diploma:**

The minimum marks required for the award of Diploma (Cyber Security) Degree is 50% of passing marks.

**Program Duration:**

The Diploma (Cyber Security) is 16 credit hours' diploma program and may be completed in one year (Two Semesters). The maximum time limit to complete this program is 3 years from the date of first registration in this program.

**Assessment Criteria:**

Each of the course will be assessed on the basis of quizzes, assignments, midterm and final term as per AIOU criteria. The detail is as:

**Scheme of Study:****1st Semester:**

| Sr. No                    | Course Title                                   | Course Code | Credit Hours |
|---------------------------|------------------------------------------------|-------------|--------------|
| 1                         | Fundamentals of Cyber Security & IT            | CS 4529     | 2            |
| 2                         | Information Security Threats & Risk Management | CS 4530     | 2            |
| 3                         | Ethical Hacking & Penetration Testing          | CS 4531     | 2            |
| 4                         | Security Governance, Compliance, and Laws      | CS 4532     | 2            |
| <b>Total Credit Hours</b> |                                                |             | <b>8</b>     |

**2nd Semester:**

| Sr.no                     | Course title                                  | Course Code | Credit Hours |
|---------------------------|-----------------------------------------------|-------------|--------------|
| 1                         | Vulnerability Analysis & Malware Detection    | CS 4533     | 2            |
| 2                         | Cloud Security & Secure System Administration | CS 4534     | 2            |
| 3                         | Security Architecture & Engineering           | CS 4535     | 2            |
| 4                         | Digital Forensics & Incident Response         | CS 4536     | 2            |
| <b>Total Credit Hours</b> |                                               |             | <b>8</b>     |
| <b>Grand Total</b>        |                                               |             | <b>16</b>    |

**FEE TARIFF:**

| Item                                                         | Rate               |
|--------------------------------------------------------------|--------------------|
| <b>Registration Fee:</b><br>(At the time of first admission) | <b>Rs.650/-</b>    |
| <b>Admission Fee:</b><br>(At the time of first admission)    | <b>Rs.1300/-</b>   |
| <b>Technology Fee:</b> (in each semester)                    | <b>Rs.800/-</b>    |
| <b>Diploma Fee:</b><br>(At the time of first admission)      | <b>Rs.500/-</b>    |
| <b>Course Fee:</b><br>(Per 3 credit hours) Rs.980 x 16 =     | <b>Rs.15,680/-</b> |
| <b>Total Fee of First Semester:</b>                          | <b>Rs.18,930/-</b> |

## **GENERAL INFORMATION**

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A candidate is required to apply for admission (LMS) online only.
- iii. If an applicant does not receive any information regarding admission within three months from submission of application, he/she should presume no admission.
- iv. A course taken by any student cannot be changed during the semester. However, in real hardship cases, the change in courses will be allowed before the start of study period after deposit of prescribed fee. Study period schedule is available on AIOU website.
- v. The address of a student will not be changed during the semester.
- vi. On payment of the registration fee, each student will be issued a student ID. This number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.
- vii. Study material shall be available at the LMS and Website at their given addresses.
- viii. After confirmation of admission students are usually intimated about the part time tutors for each course through student CMS portal. If you do not found information about tutors, you are required to contact the concerned AIOU Regional Office immediately without any delay.
- ix. Rules and regulations framed, enhanced and changed from time to time by the authorities, bodies of the university will be effective as deemed necessary. The student will have to abide by all such rules and regulations from the date of their implementation.
- x. A student who fails in continuous assessment component is not eligible to reappear but will be allowed to re-register for the same course at its next offering semester by the university.
- xi. It is the responsibility of the student to remain in touch with the department regarding the selected programme.
- xii. A student already admitted to a programme or a specialization of a programme shall not be allowed to transfer or to get admission to another programme unless he/she formally postpones it till the completion of the new programme or withdraws from the previous programme.
- xiii. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.

- xiv. The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.
- xv. The student must inform the Admission Department in writing about admission mistakes within the period of 15 days, which is not according to the admission form/ check list or mistake in name and address. No request for any change will be entertained after the stipulated period.
- xvi. Admission form received without prescribed fee, less fee or fee deposited after due date will not be considered in any case.
- xvii. In case of discrepancies in the name of student/ Father's name of the student or difference in name mentioned in his/her other educational certificates, the name on the Matric certificate of the student will be considered as correct name. The Examinations Department shall also issue certificate/ degree on the said name.
- xviii. In case provision of forged documents for admission, not only the admission will be refused to the applicant but the fee deposited by him/her will also be forfeited. The university may proceed further in the matter.
- xix. The degree/diploma/certificate of the student will be quashed:
  - i) If any mistake found in compilation or declaration of result at any stage.
  - ii) If any candidate found ineligible for a degree/ diploma/certificate during the cross verification process of result and documents at any stage.

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

**Note:** Beware that University has not authorized any person or private institute to collect payment/forms. All the students are instructed to deposit fee by themselves in 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.

### **FEE DEPOSITING PROCEDURE**

The university has introduced a new method of depositing the fee and admission forms for the convenience of the students. For making the process more consistent and effective, the university has entered into a formal agreement. According to this agreement, the student can deposit the prescribed fee in any branch of all the

**First Woman Bank Limited (FWBL)**

**Allied Bank Limited (ABL)**

**Muslim Commercial Bank (MCB)**

**National Bank of Pakistan (NBP)**

The bank branch will issue a receipt of depositing the admission form and fee. This process will give relief to the students from making bank drafts and maintaining the records of the draft copies. It will also save the additional expenditure on draft making and mailing the admission forms to the university. In this way the admission forms and fee will safely reach the admission department.

## PROCEDURE OF FEE DEPOSIT THROUGH TELECOS

### Easypaisa

#### Through Easypaisa App

The account may be created after downloading the Easypaisa Mobile App from Playstore. For using this mode, student must have balance equal to his/her payable fee in Easypaisa mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through Easypaisa App.

1. Login to Easypaisa App
2. Press “View All”
3. In “Payment” Section, select “Fee Collection”
4. Select “AIOU”
5. Enter “Challan Number”
6. Easypaisa App will show the payable amount & due date
7. Press “Pay Now”
8. Fee will be Paid and student will receive confirmation SMS from 3737
9. Student will write **Transaction ID** and “**Paid via Easypaisa App**” on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

### Upaisa

#### Through Upaisa App

The account may be created after downloading the Upaisa Mobile App from Playstore. For using this mode, student must have balance equal to his/her payable fee in Upaisa mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through Upaisa App.

1. Login to Upaisa App
2. Please click on “Payments”
3. Click on “AIOU”
4. Enter “Challan Number”
5. Upaisa App will show the payable amount
6. Press “Pay Now”
7. Fee will be Paid and student will receive confirmation SMS
8. Student will write **Transaction ID** and “**Paid via Upaisa App**” on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU.

### Jazz Cash

#### Through Jazzcash App

The account may be created after downloading the Jazzcash Mobile App from Playstore. For using this mode, student must have balance equal to his/her payable fee in Jazzcash mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee



payment through Jazzcash App.

1. Login to Jazzcash App
2. Please click on “Education Fee”
3. Select “Universities” from the Menu
4. Select “AIOU” from the Sub Menu
5. Enter “Challan Number”
6. Jazzcash App will show the payable amount and due date
7. Enter MPIN
8. Fee will be Paid & student will receive confirmation SMS
9. Student will write **Transaction ID** and **“Paid via Jazzcash App”** on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU.

Admission form (Original) to be sent to Directorate of Admission and Mailing through Post Office or any other courier service.

**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**

- (i) The Applicant/candidate/student who have submitted his/her fee for Admissions but do not wish to continue and applied for refund of fee before the start of his/her study period as per Academic Calendar available on the AIOU website corresponding to his/her respective semester i.e Autumn or Spring, the fees will be refunded after the deduction @ 10% of the total fee.
- (ii) The Applicant/Candidate who was not eligible but deposited the fee for admission and applied for refund within one year from the date of fee deposit, the fee shall be refunded after deduction @15% of total fee.
- (iii) The student who has deposited his/her fee in excess of due fee that total excess amount shall be refunded or adjusted as the case may be.
- (iv) The Treasurer Department shall verify the fee of students and shall send the case to the Audit Department for pre-audit.
- (v) The cheque will be issued to the candidate by the Campus Payment Section (CPS), Treasurer’s Department.
- (vi) In the case of death, the full fee will be refunded through crossed cheque in favour of the Blood Relative of deceased student, after fulfilling all the codal formalities. The refund case must be submitted within one year of fee deposit.

- (vii) In case the students who are not allowed/granted admission to a program offered by the University due to less enrollment/non formation of viable group/non offering of courses, full fee will be refunded to them.
- (viii) If the admission of an Applicant/Candidate is not matured due to any reason beyond the control of the University or due to unforeseen issues, the whole paid fee, without any deductions shall be refunded to the respective applicant/candidate. The refund case must be submitted within one year of fee deposit.

### **DISABILITY COORDINATORS**

In compliance with Higher Education Commission (HEC) revised policy i.e., “Policy for students with disabilities at HEIs in Pakistan 2021”, the following Officers have been appointed as Disability Coordinators to facilitate the students with disabilities at AIOU:

| <b>Sr. #</b> | <b>Name of the Officer</b>                                                              | <b>Telephone Nos.</b> |
|--------------|-----------------------------------------------------------------------------------------|-----------------------|
| 1.           | Dr. Hira Ibrahim, Medical Officer                                                       | 051-9571110           |
| 2.           | Mr. Umair Bin Nadeem, Assistant Director Press & Media, Directorate of Public Relations | 051-9571372           |

### **IMPORTANT TELEPHONE NUMBERS**

| <b>Sr.#</b> | <b>Name</b>                        | <b>Telephone Nos.</b>               |
|-------------|------------------------------------|-------------------------------------|
| 1.          | Director Admissions                | 051-9250043<br>051-9250162<br>(Fax) |
| 2.          | Assistant Registrar (Mailing)      | 051-9250185                         |
| 3.          | Controller of Examinations         | 051-9250012                         |
| 4.          | Director Students Affairs          | 051-9250174                         |
| 5.          | Assistant Registrar (Postgraduate) | 051-9057403                         |

## PTRC ADDRESSES

| S.# | Region     | Regional Coordinators                                                                                                                                                               | Mobile #     |
|-----|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1   | Gilgit     | Mr. Imtiaz Hussain, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School Tehsil Danyor District Gilgit                                                   | 0346-5260815 |
| 2   | Gilgit     | Mr. Niamatullah, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School Tehsil & District Astore                                                           | 0315-7331152 |
| 3   | Gilgit     | Mr. Mahfuzullah, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Higher Secondary School, Tehsil Darel, District Diamir                                        | 0355-5355009 |
| 4   | Gilgit     | Mr. Ahmad Raza, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Girls High School, Tehsil Chalt, District Nagar                                                      | 0346-9239995 |
| 5   | Hyderabad  | Mr. Khalid Nadeem, Regional Coordinator, Allama Iqbal Open University, HST, Govt. Boys High School Sanghar Tehsil Sanghar                                                           | 0333-2911690 |
| 6   | Hyderabad  | Mr. Rasheed Ahmad, Regional Coordinator, Allama Iqbal Open University, HST, Govt. Shah Abdul Latif High School Tando Adam Tehsil Tando Adam                                         | 0333-2881340 |
| 7   | Hyderabad  | Mr. Muhammad Mobin, Regional Coordinator, Allama Iqbal Open University, Head Master (R), House No.B546, Qaim Khani Mohallah, Ward No. 06, Jhudo Tehsil Jhudo                        | 0331-3891884 |
| 8   | Rawalpindi | Mr. Muhammad Raza Vaince, Regional Coordinator, Allama Iqbal Open University, Senior Headmaster (Rtd.), Rakh Printing Press, Pindi Road, Tehsil Kallar Syedan, District Rawalpindi. | 0300-9700563 |
| 9   | Rawalpindi | Mr. Rashid Shahzad, Regional Coordinator, Allama Iqbal Open University, S.S.S., KRL Model College for Boys Tehsil Kahuta District Rawalpindi                                        | 0300-9143860 |
| 10  | Rawalpindi | Mr. Ayaz Qureshi, Regional Coordinator, Allama Iqbal Open University, Incharge/Headmaster, Govt. High School PAF Base Lower Topa, Tehsil Muree District Muree.                      | 0314-9517902 |

|    |            |                                                                                                                                                                 |              |
|----|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 11 | Rawalpindi | Mr.Danish Majeed, Regional Coordinator, Allama Iqbal Open University, Incharge/Headmaster, Govt. High School, Anwali, Tehsil Kotli Sattian, District Rawalpindi | 0334-5097767 |
| 12 | Rawalpindi | Dr. Muhammad Anwar, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. High School, Bhabra Tehsil Wah Cantt District Rawalpindi.             | 0300-5363883 |
| 13 | Rawalpindi | Mr. Shakeel Ahmed, Regional Coordinator, Allama Iqbal Open University, EST, Village & Post Office Rupper Kalan, Sub Tehsil Chakbeli Khan, District Rawalpindi.  | 0334-5290864 |
| 14 | D.M.Jamali | Mr.Faisal Nawaz, Regional Coordinator, Allama Iqbal Open University, SST, Govt Boys High School, Mohib Ali Khabn Khosa, Dera Allah Yar Khan District Jaffarabad | 0333-7342922 |
| 15 | D.M.Jamali | Mr. Muhammad Yousaf Khajjak, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School, Railway Colony, District Sibi                     | 0333-7717125 |
| 16 | Skardu     | Mr. Mehboob Ali Abbas, Regional Coordinator, Allama Iqbal Open University, SST, Govt Boys High Tehsil & District Shigar                                         | 0321-5400098 |
| 17 | Skardu     | Mr. Muhammad Tayyib, Regional Coordinator, Allama Iqbal Open University, Dy. DEO, Dy. District Education Office, Tehsil & District Kharmang                     | 0346-8116172 |
| 18 | Skardu     | Mr. Muhammad Ali, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Model High School, Shout Tehsil Roundu District Skardu                   | 0355-524609  |
| 19 | Skardu     | Mr. Ghulam Nabi, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School, Tehsil Mashabrum, District Ghancha                            | 0346-1158637 |

|    |              |                                                                                                                                                                          |              |
|----|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 20 | Skardu       | Mr. Muhammad, Regional Coordinator, Allama Iqbal Open University, Assistant Headmaster, Govt. Girls High School, Shgari Bala Tehsil Bamba District Skardu                | 0346-9555658 |
| 21 | Skardu       | Mr. Muhammad Ilyas Noori, Regional Coordinator, Allama Iqbal Open University, Dy. HM, Govt. Boys High School, Tehsil, Keris, District Ghanche                            | 0312-9905901 |
| 22 | Skardu       | Mr. Inayat Hussain, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Boys Higher Sec. School, Tehsil Dagboni, District Ghanche                       | 0355-4104368 |
| 23 | Skardu       | Mr. Ghulam Nabi, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. High School, Hatchi, Khaplu Bala Tehsil Khaplu District Ghanche                   | 0355-5657393 |
| 24 | Skardu       | Mr. Muhammad Ali, Regional Coordinator, Allama Iqbal Open University, Vice Principal, Shining Star Public School, Ghursay, Tehsil Mashbroom, District Ghanche            | 0355-4115448 |
| 25 | Muzaffarabad | Mr. Naseer Ahmed, Regional Coordinator, Allama Iqbal Open University, SST, C/o Zahoor Shopkeeper, Main Bazar, Pattika P/O & Tehsil Patika, Muzaffarabad                  | 0343-5791465 |
| 26 | Muzaffarabad | Mr. Zia Arif Awan, Regional Coordinator, Allama Iqbal Open University, Headmaster, C/o Hamdani Block Depot, Huttian Bala, Tehsil & District Huttian Bala                 | 0333-2333327 |
| 27 | Muzaffarabad | Mr. Naqaash Mehmood, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School, Chakothi P/o Chakothi, Tehsil Huttian Bala, District Jhelum Valley | 0312-8600098 |

|    |              |                                                                                                                                                                 |              |
|----|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 28 | Muzaffarabad | Mr. Malik Mushtaq Ahmed, Regional Coordinator, Allama Iqbal Open University, AP, Govt. Boys Degree College, Leepa Tehsil Leepa, District Jhelum Valley          | 0355-8155551 |
| 29 | Muzaffarabad | Mr. Mushtaq Ahmed Mughal, Regional Coordinator, Allama Iqbal Open University, Librarian, Govt. Boys Degree College, Authmuqam, Tehsil Authmuqm, District Neelum | 0355-8152453 |
| 30 | Muzaffarabad | Mr. Muhammad Iqbal, Regional Coordinator, Allama Iqbal Open University, Senior Teacher, Govt. Boys High School, Sharda, Tehsil Sharda District Neelum           | 0355-8111812 |
| 31 | Muzaffarabad | Mr. Sajid Qayyum, Regional Coordinator, Allama Iqbal Open University, Lecturer, Govt. Boys Inter College, Kel, Tehsil Sharda District Neelum                    | 0355-8129706 |
| 32 | Muzaffarabad | Mr. Abdul Hameed, Regional Coordinator, Allama Iqbal Open University, SST, Village Sardari, P/O Halmat Tehsil, Sharda, District Neelum                          | 0355-7179695 |

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# ALLAMA IQBAL OPEN UNIVERSITY, REGIONAL NETWORK

## ISLAMABAD CAPITAL TERRITORY (ICT)

### ISLAMABAD

Regional Center, AIOU,  
Block No.27, Services Block, Sector H-8  
Ph: 051-9250171, 051-9057219  
Email: rd\_islamabad@aiou.edu.pk

### PUNJAB

#### ATTOCK

Regional Center, AIOU,  
Street No.5, Major Tahir Sadiq  
Road, Dar-ul-Salam Colony  
Ph: 057-9316418  
Email: rd\_attock@aiou.edu.pk

#### BAHAWALNAGAR

Regional Center, AIOU,  
Opposite office of Punjab Food Authority,  
Near Railway Phattak,  
Main Chishtian Road  
Ph: 063-9330012  
Email: rd\_bahawalnagar@aiou.edu.pk

#### BAHAWALPUR

Regional Center, AIOU,  
Chak No. 12-A/BC, Near Airport  
Hasilpur By Pass Road  
Ph: 0341-2727744  
Email: rd\_bahawalpur@aiou.edu.pk

#### CHAKWAL

Regional Center, AIOU,  
Opposite Allied Park, Near Food Godam  
Railway, By Pass Road  
Ph: 0543-553577  
Email: rd\_chakwal@aiou.edu.pk

#### DERA GHAZI KHAN

Regional Center, AIOU,  
Railway Road, Near Veterinary Hospital  
Ph: 064-9260387  
Email: rd\_dgkhan@aiou.edu.pk

#### FAISALABAD

Regional Center, AIOU,  
F-Block, Millat Town  
Ph: 041-9330790  
Email: rd\_faisalabad@aiou.edu.pk

#### GUJRANWALA

Regional Center, AIOU,  
10-X Block, Peoples Colony  
Ph: 055-9230253  
Email: rd\_gujranwala@aiou.edu.pk

#### JHANG

Regional Center, AIOU,  
Toba Road, Opposite Officers Colony  
Ph: 0477-631166  
Email: rd\_jhang@aiou.edu.pk

## JHELUM

Regional Center, AIOU,  
Mujahid Abad, Near Jada,  
Main G. T. Road  
Ph: 0544-273378  
Email: rd\_jhelum@aiou.edu.pk

## KASUR

Regional Center, AIOU,  
H. No. 607-B, Gulberg Colony  
Ph: 049-2723723  
Email: rd\_kasur@aiou.edu.pk

## LAHORE

Regional Center, AIOU,  
346 - Raza Block, Allama  
Iqbal Town  
Ph: 042-99333580  
Email: rd\_lahore@aiou.edu.pk

## MANDI BAHU UD DIN

Model Study Center, AIOU,  
Near Sat Sira Chowk  
Marala Road  
Ph: 0546-571171  
Email: msc\_mbdin@aiou.edu.pk

## MIANWALI

Regional Center, AIOU,  
Near Under Pass  
Ph: 0459-920026  
Email: rd\_mianwali@aiou.edu.pk

## MULTAN

Regional Center, AIOU,  
CF-7, Shah Rukn-e-Alam Colony  
Ph: 061-6772499  
Email: rd\_multan@aiou.edu.pk

## NAROWAL

Regional Center, AIOU,  
Main Ransawal Phatak Chowk,  
Lahore Road  
Ph: 0542-413122  
Email: rd\_narowal@aiou.edu.pk

## RAHIM YAR KHAN

Regional Center, AIOU,  
Hidayat Center, Near Sheikh  
Zaid Air Port  
Ph: 0321-9259429  
Ph: 0331-6783360  
Email: rd\_rykhan@aiou.edu.pk

## RAWALPINDI

Regional Center, AIOU,  
Block No. 26, First Floor,  
Sector H-8, ISLAMABAD  
Ph: 041-9334265  
Email: rd\_rawalpindi@aiou.edu.pk

## SAHIWAL

Regional Center, AIOU,  
COMSATS University Road  
Ph: 0409-330457  
Email: rd\_sahiwal@aiou.edu.pk

## SARGODHA

Regional Center, AIOU,  
House No.145, Muradabad Colony,  
Near Daewoo Terminal, University Road  
Ph: 0483-211217  
Email: rd\_sargodha@aiou.edu.pk

## SHEIKHUPURA

Regional Center, AIOU,  
Street No.03, Jamil Town,  
Lahore Road  
Ph: 056-3543041  
Email: rd\_sheikhupura@aiou.edu.pk

## SIALKOT

Model Study Center, AIOU,  
Mohallah Mumtaz Pura,  
Haji Pura, Daska Road  
Ph: 052-3241400  
Email: rd\_sialkot@aiou.edu.pk

## VEHARI

Regional Center, AIOU,  
House No. 166, Faisal Town  
Ph: 067-3360637  
Email: rd\_vehari@aiou.edu.pk

## SINDH

### HYDERABAD

Regional Center, AIOU,  
Bungalow No.46, B1-8,  
Unit No.02, Railway Employee Housing  
Society, Autobahn Road Latifabad  
Ph: 022-9330053  
Email: rd\_hyderabad@aiou.edu.pk

### KANDHKOT

Model Study Center, AIOU,  
District Complex, Goli Maar Road  
Ph: 0722-921614  
Email: msc\_kandhkot@aiou.edu.pk

### KARACHI

Regional Center, AIOU,  
ST-6, D-I, Block No.14, Federal 'B' Area  
Ph: 021-99246099  
Email: rd\_karachi@aiou.edu.pk

### LARKANA

Regional Center, AIOU,  
Bungalow No. 43, Al-Noor Housing  
Society, Near OPF Colony Naudero Road  
Ph: 074-4752263  
Email: rd\_larkana@aiou.edu.pk

## MALIR

Model Study Center, AIOU,  
Plot No. R-240, Block-C, Bagh E Malir  
Ph: 021-99333846  
Email: msc\_malir@aiou.edu.pk

## MITHI

Regional Center, AIOU,  
Near Session Court Mai Bhaghi Chowk  
Ph: 0232-920089  
Email: rd\_mithi@aiou.edu.pk

## MORO

Regional Center, AIOU,  
National Highway N-5  
Ph: 0300-3267178  
Email: rd\_moro@aiou.edu.pk

## SUKKUR

Regional Center, AIOU,  
Main National Highway,  
Arore Taluka Rohri  
Email: rd\_sukkur@aiou.edu.pk

## THATTA

Regional Center, AIOU,  
H. No. 74, Main Ghulam Ullah  
Road Makli Society  
Ph: 0298-920201  
Ph: 0298-920202  
Email: rd\_thatta@aiou.edu.pk

## UMERKOT

Noor Model Study Center, AIOU,  
Old Girls College Hostel  
Ph: 0238-920016  
Email: msc\_uk@aiou.edu.pk

## KHYBER PAKHTUNKHWA

### ABBOTTABAD

Regional Center, AIOU,  
Murree Road  
Ph: 0992-390927  
Ph: 0992-390925  
Email: rd\_abbottabad@aiou.edu.pk

### CHITRAL

Regional Center, AIOU,  
Chitral Town, District Lower  
Ph: 0943-413419  
Ph: 0943-412138  
Email: rd\_chitral@aiou.edu.pk

### DERA ISMAIL KHAN

Regional Center, AIOU,  
Neli Kothi  
Ph: 0966-9280427  
Ph: 0966-9280178  
Email: rd\_dikhan@aiou.edu.pk

## KOHAT

Regional Center, AIOU,  
House No.43, Sector A/2,  
Phase No. II, KDA  
Ph: 092-2513882  
Email: rd\_kohat@aiou.edu.pk

## MARDAN

Regional Center, AIOU,  
House No.39, Sector-I EW/3,  
Ghulam Nabi Road,  
Sheikh Maltoon Town  
Ph: 0937-841020  
Ph: 0937-841030  
Email: rd\_mardan@aiou.edu.pk

## PESHAWAR

Regional Center, AIOU,  
Plot No.14, Sector A-3,  
Phase-V, Hayatabad  
Ph: 091-9217606  
Ph: 091-9217603  
Email: rd\_peshawar@aiou.edu.pk

## SWAT

Regional Center, AIOU,  
College Colony,  
Saidu Sharif  
Ph: 0946-9240205  
Email: rd\_swat@aiou.edu.pk

## TIMERGARA

Regional Center, AIOU,  
Bungalow No. 02  
Village Andheri,  
Link Road, Balambat  
Ph: 094-9250070  
Email: rd\_timergara@aiou.edu.pk

## BALUCHISTAN

### DALBANDIN

Model Study Center, AIOU,  
Killi Khudai Rahim  
Ph: 082-5210516  
Email: msc\_dalbandin@aiou.edu.pk

### DERA MURAD JAMALI

Regional Center, AIOU,  
Gola Chowk  
Ph: 0838-710375  
Email: rd\_dmjamali@aiou.edu.pk

### GWADAR

Regional Center, AIOU,  
Pishkan Road  
Ph: 0333-7622445  
Email: rd\_turbat@aiou.edu.pk

## KALAT

Regional Center, AIOU,  
Near B & R Rest House  
Ph: 0844-210569  
Email: rd\_kalat@aiou.edu.pk

## QUETTA

Regional Center, AIOU,  
Eastern By Pass Takhtani Road  
Ph: 081-2674429, 081-2674398  
Email: rd\_quetta@aiou.edu.pk

## ZHOB

Regional Center, AIOU,  
H. # 34, Street No. 26, Muhala  
Khudaidad Imambara Road  
Circular No. 01  
Ph: 0822-413018  
Email: rd\_zhob@aiou.edu.pk

## AZAD JAMMU & KASHMIR

### MIRPUR

Regional Center, AIOU,  
House No.1-A, Sector, F-1, Kotli Road  
Ph: 0582-7960029, 0582-7960030  
Email: rd\_mirpur@aiou.edu.pk

### MUZAFFARABAD

Regional Center, AIOU,  
Zero Point, Jalalabad  
Ph: 058-22960539, 058-22960540  
Email: rd\_muzaffarabad@aiou.edu.pk

### RAWALAKOT

Regional Center, AIOU,  
D-156, Bank Road  
Ph: 05824-960241  
Email: rd\_rawalakot@aiou.edu.pk

## GILGIT BALTISTAN

### GILGIT

Regional Center, AIOU,  
Shahra-i-Quaid-i- Azam,  
Khumar Cantt  
Ph: 058-11960378, 058-11960087  
Email: rd\_gilgit@aiou.edu.pk

### NAGAR

Model Study Center, AIOU,  
Mohallah Cina Khan Tehsil Ali  
Abad District Hunza  
Ph: 0312-0864072  
Email: msc\_nagar@aiou.edu.pk

### SKARDU

Regional Center, AIOU,  
Sundus Road  
Ph: 05815-960915  
Ph: 05815-960258  
Email: rd\_skardu@aiou.edu.pk