

# AIOU

# Autumn, 2020 **PROSPECTUS**

MSc (Face to Face)

MBA



Allama Iqbal Open University, Islamabad

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

Help Line: (051) 111-112-468

**PROSPECTUS**  
OF  
**MSc/MBA Face to Face Programmes**  
FOR  
**SEMESTER: AUTUMN 2020**



**Allama Iqbal Open University**  
**Islamabad**

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Semester:..... Autumn 2020  
Composed/Layout: ..... Muhammad Hameed  
Printing Incharge:..... Shakeel Ahmed Khan  
Printer:..... AIOU Printing Press, Islamabad  
Publisher: ..... Allama Iqbal Open University, H-8, Islamabad.

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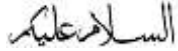
### **Schedule for Merit Based Admission:**

Applicants of the above programme is required to fill online admission form without admission fee as per procedure given in the prospectus. Admission schedule for these programme is given in the advertisement available on AIOU website.

All applicants are advised to write their mobile numbers and emails in admission form. All intimations will be sent through SMS and uploaded at AIOU website **[www.aiou.edu.pk](http://www.aiou.edu.pk)**. For further information please contact the department concerned.

## Vice-Chancellor's Message

Dear Student,



Allama Iqbal Open University (AIOU) is one of the mega universities of the world and it occupies a unique position in the education sector of Pakistan. Because of its affordability and high quality distance and online academic programs. AIOU has now turned into the most favorite university of the country with high international of repute. The university made a landmark progress by ensuring access to quality education rural areas under-privileged students for the people of all ages particularly the females can now select and join the programs of their choice while sitting at their residence and along with continuing their jobs. After assessing the success of many degree programs in Pakistan, AIOU is now going to offer a ranges 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 Post Graduate programs at rural and remote areas providing an unparalleled opportunity to all the poor and deprived sections of the society at an affordable cost. 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 using their Learning Management system (LMS) portal support online.



Committed for your bright future.

**Prof. Dr. Zia-Ul-Qayyum**  
**Vice Chancellor, AIOU**

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

Two Model labs have been developed in the Research Complex with the assistance of the Higher Education Commission to meet the training needs of science teachers. This development is

significant for training of teachers since under the new educational policy four-year BS programme has started in undergraduate educational institutions.

More than fifty highly qualified full-time faculty members are on the 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, Home and Health Sciences, Physics, Mathematics and Statistics. Rules and regulations governing the postgraduate study programmes are those approved by the Higher Education Commission (HEC).

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

## DEPARTMENT OF MATHEMATICS

### Introduction:

The Department of Mathematics has been established in June 2014, when the Department of Mathematics & Statistics was bifurcated as two independent departments. Department of Mathematics has been shifted from Research Complex, Science Block to Block No.7 and has started functioning over there. Presently the Department is offering courses of Mathematics at Secondary School Certificate (SSC), Higher Secondary School Certificate (HSSC) and Bachelor levels. The Department is offering the following face to face programmes at main campus AIOU Islamabad.

- MSc Mathematics
- MPhil Mathematics
- BS Mathematics

These Programmes have been designed for the students who can continue their jobs along with their studies in a non-formal system. These will strengthen the mathematical concepts of the candidates and will enhance their logical thinking. These programmes cater the needs of information Technology and other sciences disciplines.

In future the Department intends to start PhD Mathematics Programme.

### MSc MATHEMATICS PROGRAMME

#### a) Introduction:

MSc Mathematics programme has been designed after consulting syllabus of National and International Universities.

This programme is mainly designed to encourage professionals and fresh graduates to enhance their mathematical backgrounds and skills.

#### b) Objectives:

The objectives of the MSc Mathematics programme are:

1. To enhance the qualification of those who could not continue their education after BSc through formal universities.
2. To provide opportunity to in-service persons to improve their qualification.
3. To get quality teachers of Mathematics at all levels.

#### c) Eligibility:

Candidates having BA/BSc degree with at least second division and a minimum of 45% marks in major Mathematics.

#### Merit Criteria:

The preference order is given as follows:

- (i) Candidates having BSc degree with at least second division from any HEC recognized institute with Maths A and Maths B with at least 45% marks in Mathematics A or B.
- (ii) Candidates having BSc/BA degree with second division from any HEC recognized institute with General Maths with at least 45% marks.
- (iii) Candidates having professional degrees who have studied Mathematics Courses.

All the admissions will be on merit basis.

#### Degree Requirements:

For the award of MSc Mathematics degree, the student will have to complete/qualify the 20 courses equivalent to 60 credit hours within a minimum period of four semesters.

**Hostel Facility:**

The hostel facility is available for both, male and female students of AIOU. Separate fee has to be paid for availing the hostel facility and this facility is subject to availability.

**d) Scheme of Studies (Semester-wise Course Offering):**

The MSc Mathematics programme is of two-years duration. It comprises of four semesters; 60 credit hours. These courses are as follows: In the last semester, the Department will offer 5 optional courses from the given list as per availability of experts.

**1st Semester**

Sr. No.	Course Code	Title of the Course	Credit Hours
1	1520	Computer & Scientific Applications C++	3(3+0)
2	1521	Topology	3(3+0)
3	1522	Linear Algebra	3(3+0)
4	1523	Real Analysis-I	3(3+0)
5	1525	Ordinary Differential Equations	3(3+0)

**2nd Semester**

Sr. No.	Course Code	Title of the Course	Credit Hours
1	1524	Differential Geometry	3(3+0)
2	1527	Complex Analysis	3(3+0)
3	1528	Group Theory	3(3+0)
4	1529	Analytical Mechanics	3(3+0)
5	1530	Real Analysis-II	3(3+0)

**3rd Semester**

Sr. No.	Course Code	Title of the Course	Credit Hours
1	1531	Numerical Methods (Matlab & Mathematica)	3(3+0)
2	1532	Partial Differential Equations	3(3+0)
3	1533	Functional Analysis	3(3+0)
4	1534	Theory of Rings	3(3+0)
5	1538	Mathematical Statistics-I	3(3+0)

**4th Semester**

Sr. No.	Title of the Course	Credit Hours
1	Optional-I	3(3+0)
2	Optional-II	3(3+0)
3	Optional-III	3(3+0)
4	Optional-IV	3(3+0)
5	Optional-V	3(3+0)

**Total Credit Hours of full programme = 60**

**Optional Courses**

Sr. No.	Course Code	Title of the Course	Credit Hours
1	4478	Mathematical Finance-I	3(3+0)
2	4479	Theory of Racks and Quandles	3(3+0)
3	4480	Research Project	3(0+3)
4	1535	Fluid Mechanics	3(3+0)
5	1540	Applied Number Theory	3(3+0)
6	1542	Mathematical Statistics-II	3(3+0)

7	1544	Optimization	3(3+0)
8	1545	Analytical Dynamics	3(3+0)
9	1546	Mathematical Modeling	3(3+0)
10	1547	Graph Theory	3(3+0)
11	1550	Research Report	3(3+0)
12	1537	Operation Research	3(3+0)
13	1539	Combinatorics	3(3+0)
14	1541	Galois Theory	3(3+0)
15	1548	Algebraic Topology	3(3+0)
16	1536	Relativistic Mechanics	3(3+0)
17	9415	History of Mathematics	3(3+0)

**e) Fee Tariff:**

Registration Fee:	Rs.200/-
Admission Fee:	Rs.700/-
Technology Fee (per semester)	Rs.200/-
Per 3 Credit Hours course fee: Rs.6000/- (Rs.6000 x 5) =	Rs.30,000/-
Lab Charges Per Semester	Rs.750/-
<b>1st Semester Total Fee:</b>	<b>Rs.31,850/-</b>

After applying online, the student must submit the printed online admission form along with the AIOU copy of the receipt of (Prospectus Fee Rs.500/-) in the Department of Mathematics Block No # 07, Main Campus AIOU Islamabad.

**f) Instructional Methodology:**

**Study material:**

Books will be provided to the students (soft copy) along with the list of recommended books for further readings. Two assignments for each course will be given.

**Mode of Teaching:**

For each course, 45 hours face to face teaching at Main Campus Islamabad will be required. The classes will be arranged by the Department at AIOU main campus, Islamabad Also there will be about 10–15 days’ workshop at the beginning and about 10–15 days at the end of each semester if required. The final schedule of the lectures will be displayed to the students at the start of the classes/ workshop during each semester at AIOU, Islamabad. At least 70% attendance in face to face teaching would be compulsory.

**Assignments/Test: (continuous assessment):**

Two assignments for each course will be given in a semester for practice only, having no weightage. 30% weightage of the aggregate marks will be given to the sessional tests.

**Final Examination:**

Final examination will be held at Main Campus, AIOU, Islamabad at the end of each semester, 70% weightage of the aggregate marks will be given to the final exam.

**Minimum Passing Marks:**

<b>Assignments/Class test (s)</b>	<b>50%</b>
<b>Final Examination</b>	<b>50%</b>
<b>Aggregate</b>	<b>50%</b>

**Note: The student has to qualify each component of a course separately.**

## **FACULTY MEMBERS:**

1. **Dr. Nasir Rehman**  
Associate Professor / Chairman  
Ph: 051-9057191, 9250056
2. **Dr. Naqeeb-ur-Rehman**  
Assistant Professor  
Ph: 051-9057339
3. **Mr. M. Faisal Iqbal**  
Lecturer  
Ph: 051-9057380
4. **Mr. Muhammad Aatif**  
Lecturer (Coordinator MSc Programme)  
Ph: 051-9057197
5. **Dr. Irfan Mustafa**  
Lecturer  
Ph: 051-9057155
6. **Ms. Fouzia Rehman**  
Research Associate  
Ph: 051-9057393
7. **Dr. M Nazam**  
Lecturer  
Ph: 051-9057734
8. **Staff/Office:**  
Department of Mathematics  
Ph: 051-9057734

## **DEPARTMENT OF PHYSICS**

### **Introduction**

### **Excellence in Research Undergraduate, Postgraduate Education 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 (B.Sc/BSEd)**

**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) Eligibility (for BSc /BSEd Students only):**

i) A candidate possessing 2nd division BSc/BSEd degree with Physics & Mathematics combination is eligible to apply for admission. Admissions will be made strictly on merit. Qualifying the department interview is mandatory for admission. Student are requested to bring all their credential with them.

**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 Interview is mandatory for admission.** Students are requested to bring all their credentials with them.)

**d) Scheme of Studies (for BSc/BSEd students only):**

**Semester-wise Course Offering:**

The MSc Programme is of two-year duration. It comprises four semesters of 65 credit hours.

**1<sup>st</sup> Semester**

Sr. No.	Course Code	Title of the Course	Credit Hours
1	751	Mathematical Methods in Physics-I	3(3+0)
2	752	Classical Mechanics and Relativity	3(3+0)
3	2564	Electronics	3(3+0)
4	2551	Atomic & Molecular Physics	3(3+0)
5	766	Laboratory for General Physics	2(2+0)

**2<sup>nd</sup> Semester**

Sr. No.	Course Code	Title of the Course	Credit Hours
1	755	Mathematical Methods in Physics-II	3(3+0)
2	756	Quantum Mechanics-I	3(3+0)
3	765	Electromagnetic Theory-I	3(3+0)
4	2566	Thermal and Statistical Physics	3(3+0)
5	769	Computational Physics	3(3+0)
6	762	Laboratory for Electronics	2(2+0)

**3<sup>rd</sup> Semester**

Sr. No.	Course Code	Title of the Course	Credit Hours
1	2565	Electromagnetic Theory-II	3(3+0)
2	759	Quantum Mechanics-II	3(3+0)
3	761	Solid State Physics-I	3(3+0)

4	758	Lasers and Optics	3(3+0)
5	2553	Digital & Computer Hardware Electronics	3(3+0)
6	2556	Laboratory for Digital & Computer Hardware Electronics	3(3+0)

**4<sup>th</sup> Semester**

Sr. No.	Course Code	Title of the Course	Credit Hours
1	5464	Research Techniques	3(3+0)
2	760	Nuclear Physics	3(3+0)
3	2560	Advanced Digital & Computer Hardware Electronics	3(3+0)
4	2559	Electronic Communication System	3(3+0)
5	2561	Laboratory for Advanced Digital & Computer Hardware Electronics	4(4+0)

**MSc PHYSICS (B. Tech)**

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

**Zero Semester for Admission in MSc Physics Program**

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 AIU. The pass students will be admitted in MSc Physics program.

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:

Sr. #	Course Code	Course Title	Credit Hours	Fee (Rs.)
1.	1685	Mathematics for B-Tech	3(3+0)	6000/-
2.	1686	Physics- I for B-Tech	3(3+0)	6000/-
3.	1687	Physics-II for B-Tech	3(3+0)	6000/-
4.	1688	Laboratory-I for Physics	2(2+0)	4000/-
5.	1689	Laboratory-II for Physics	2(2+0)	4000/-
6.	Program Registration Fee			200/-
7.	Admission Fee			700/-
8.	Technology Fee (per semester)			135/-
	<b>Total Fee</b>			<b>27,035/-</b>

**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 50% 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	50%

**Semester-wise Course Offering for B. Tech Students**

**1<sup>st</sup> Semester**

Sr. No.	Course Code	Title of the Course	Credit Hours
1	751	Mathematical Methods in Physics-I	3(3+0)
2	752	Classical Mechanics and Relativity	3(3+0)
3	2564	Electronics	3(3+0)
4	2551	Atomic & Molecular Physics	3(3+0)
5	766	Laboratory for General Physics	2(2+0)

**2<sup>nd</sup> Semester**

Sr. No.	Course Code	Title of the Course	Credit Hours
1	755	Mathematical Methods in Physics-II	3(3+0)
2	756	Quantum Mechanics-I	3(3+0)
3	765	Electromagnetic Theory-I	3(3+0)

4	2566	Thermal and Statistical Physics	3(3+0)
5	769	Computational Physics	3(3+0)
6	762	Laboratory for Electronics	2(2+0)

### 3<sup>rd</sup> Semester

Sr. No.	Course Code	Title of the Course	Credit Hours
1	2565	Electromagnetic Theory-II	3(3+0)
2	759	Quantum Mechanics-II	3(3+0)
3	761	Solid State Physics-I	3(3+0)
4	758	Lasers & Optics	3(3+0)
5	2553	Digital & Computer Hardware Electronics	3(3+0)
6	2556	Laboratory for Digital & Computer Hardware Electronics	3(3+0)

### 4<sup>th</sup> Semester

1	760	Nuclear Physics	3(3+0)
2	2560	Advanced Digital & Computer Hardware Electronics	3(3+0)
3	2559	Electronic Communication System	3(3+0)
4	2561	Laboratory for Advanced Digital & Computer Hardware Electronics	4(4+0)
5	5464	Research Techniques	3(3+0)

### Degree Requirement:

For the award of MSc (Physics) degree, the students will have to complete the courses offered equivalent to 66 credit hours (22 courses) within a minimum period of four semesters.

### f) Fee Tariff: MSc Physics (1<sup>st</sup> Semester-New Admission)

Program Registration fee	Rs.200/-
Admission fee	Rs.700/-
Technology fee (per semester)	Rs.135/-
Course fee: (Per credit hour) Rs.2000/- For 2 credit hrs = (Rs.2000 x 2) = Rs.4000/- For 3 credit hrs Rs.2000 x 3 = Rs.6000/- 14 credit hours fee = Rs.28,000/-	Rs.28000/-
<b>Total Fee for 1<sup>st</sup> Semester:</b>	<b>Rs.29,035/-</b>

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

### g) 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 / Sessional Test / Presentations / Assignments)	20%
Course Workshop with 70% compulsory attendance	10%
Final Paper	70%
Aggregate	50%

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 Program, Department of Physics New Building  
Ground Floor, Research Complex  
AIOU, H-8, Islamabad.

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

**FACULTY MEMBERS: (Department of Physics)**

1. Prof. Dr. Syed Zafar Ilyas Chairman  
Phone # 051-9057728
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. Dr. Abdul Jalil  
Lecturer  
Phone # 051-9057214
7. Ms. Uzma Nosheen  
Lecturer  
Phone # 051-9057727
8. Ms. Tayaba Aftab  
Lecturer  
Phone # 051-9057728
9. Mr. Hussain Ahmed  
Research Associate  
Phone # 051-9057214
10. Ms. Zeba Sultana  
UDC  
Phone # 051-9057728
11. Muhammad Usman  
UDC  
Phone # 051-9057728
12. Mr. Amjad Satti  
Laboratory Assistant  
Phone # 051-9057728
13. Mr. Muhammad Aman  
Laboratory Attendant  
Phone # 051-9057728
14. Mr. Rashid Mehmood  
Laboratory Assistant  
Phone # 051-9057728
15. Mr. Saeed Murtaza  
Laboratory Assistant  
Phone # 051-9057728

## 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 2<sup>nd</sup> 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-17.

**Merit Criteria:**

MSc Statistics is a merit based program. Documents will be scrutinized for eligibility of candidate. After scrutinize of documents, the department will call the eligible applicants for interview. The Departmental Admission Committee will recommend the suitable candidates for MSc Statistics admission 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 semesters with qualifying the 26 courses each of 3 credit hours.

**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 semesters for zero semester students. The semester wise course offering is as under.

**Zero Semester — Spring 2020**

Sr. No.	Code	Course Title	Credit Hours
1	457	Business Communication	3(3+0)
2	1417	Statistics-I	3(3+0)
3	1418	Statistics-II	3(3+0)
4	1419	Statistics-III	3(3+0)
5	1420	General Mathematics	3(3+0)
6	1431	Basics of Information Communication Technology	3(3+0)

## SEMESTER WISE COURSE OFFERING

### 1<sup>st</sup> Semester

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

### 2<sup>nd</sup> Semester

1	1513	Non Parameters Methods	3(3+0)
2	1556	Probability & Probability Distributions-II	3(3+0)
3	1557	Regression Analysis	3(3+0)
4	1558	Sampling Techniques-II	3(3+0)
5	1559	Design & Analysis of Experiments-II	3(3+0)

### 3<sup>rd</sup> Semester

1	1514	Mathematical Methods for Statistics	3(3+0)
2	1561	Statistical Inference-Estimation	3(3+0)
3	1562	Econometrics	3(3+0)
4	1563	Total Quality Management	3(3+0)
5	1564	Computer Programming (C & C++)	3(3+0)

### 4<sup>th</sup> Semester

1	1566	Statistical Inference-Testing of Hypothesis	3(3+0)
2	1567	Applied Multivariate Analysis	3(3+0)
3	1568	Operation Research	3(3+0)
4	1569	Data Analysis & Statistical Packages	3(3+0)
5	1570	Research Report	3(3+0)

**Total Credit hours for MSc Statistics Program: 60**

### Fee Tariff:

Program Registration Fee:	Rs.200/-
Admission Fee:	Rs.700/-
Technology Fee: (per semester)	Rs.135/-
Per 3 credit hours course fee: Rs.6000/- Rs.6000 × 5 =	Rs.30,000/-
Lab charges per semester	Rs.750/-
<b>Total fee for 1<sup>st</sup> Semester</b>	<b>Rs.31,785/-</b>

**Note:** Fee cannot be refunded or adjusted after dispatch of study material.

Only selected/recommended candidates would be required to deposit the fee.

### Instructional Methodology:

#### *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 as a continuous assessment for each course will be conducted and 50% qualifying marks in sessional exam is mandatory to appear in final examination.
- If a student will have less than 50% marks in sessional tests. The student has to enroll in this course freshly with new fee.
- 30% weightage of sessional tests marks (100) will be included in conflated marks.

**Final Examination:**

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

**Passing percentage:**

Assignments/ Sessional tests	Final Examination	Aggregate
50%	50%	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 is offering a zero semester for those **graduates** who did not study the statistics subject as a major course at graduation level and are not eligible for admission in MSc Statistics.

Initially, such graduates will enroll in zero semester to study the following six courses each of 3 credit hours and then these students will be capable to comprehend MSc Statistics level courses at AIOU.

**Zero Semester courses, codes and fee are as under:**

Course Title	Code	Fee Rs.
Basics of Information & Communication Technology (ODL)	1431	500/-
Business Communications (ODL)	457	500/-
General Mathematics	1420	6000/-
Statistics-I	1417	6000/-
Statistics-II	1418	6000/-
Statistics-III	1419	6000/-
Program Registration Fee:		200/-
Admission Fee:		700/-
Technology Fee (per semester)		135/-
<b>Total zero semester Fee</b>		<b>26,035/-</b>

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*

- ❖ **Step–1:** First of all register yourself on AIOU website and remember user name and password for future contact to AIOU.
- ❖ **Sep–2:** Select your program, semester and generate a dully filled admission form and challan form for fee deposit only mentioned banks.
- ❖ **Step–3:** Post/Submit by hand the stamped Bank Fee receipt and/admission form on the following address.

**Chairman**  
*Department of Statistics*  
*Lower Ground Floor, Science Block*  
*Allama Iqbal Open University, H-8, Islamabad.*  
*Ph. No. 051-9057266, 9250062*  
*Email: statistics@aiou.edu.pk*

**FACULTY MEMBERS**

1. **Prof. Dr. Irshad Ahmad Arshad**  
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7. **Staff Phone:**  
Ph: 051-9057266

## **DEPARTMENT OF BIOLOGY AND ENVIRONMENTAL SCIENCES**

The Department of Biology was established in 1998 with a mission to serve those who could not continue their formal education in various disciplines of Biological Sciences due to economic or job constraints and the production of well-trained manpower to serve various sectors of the country like education and research for the attainment of the goal of self-sufficiency.

According to its vision the Department of Biology and Environmental Sciences is striving hard to uplift the teaching standards and provide a congenial environment for research in the field of Biology and Environment. The Department always seeks to introduce more disciplines at graduate and postgraduate levels as per demand of the society, so as to keep its graduates well informed with the recent advances in Biological Sciences. This will help to produce well-trained manpower meant to serve science both at national and international levels.

Currently the Department is offering graduate programmes in following disciplines:

- BS Microbiology
- MSc Microbiology
- BS Botany
- MSc Botany correction done
- BS Environmental Sciences
- MSc Environmental Sciences

In addition to that, Department is offering some courses from basic to postgraduate levels for main pool of AIOU's general programmes.

### **1. MSc MICROBIOLOGY**

#### **Introduction**

Presently there is a revolution in the scientific knowledge and this can be called as "Scientific Revolution". Among the scientific disciplines of Biological sciences, Microbiology is one of the most important fields, particularly in Pakistan where it is contributing in a wide spectrum of areas including

Medicine, Dairy, Poultry, Agriculture and Industry.

Although, the subject of Microbiology has been introduced since long, but the demand from on-job personnel has never been fulfilled in the past. Due to rapid increase in the country's population and based on a great demand from the in-service employees working in public and private institutions, a BS programme in the subject of Microbiology has already been introduced. Now, to cater the need of graduates in relevant disciplines, an MSc programme is being proposed. This programme is designed with an aim to

- Fulfill the gap of trained manpower in the discipline of Microbiology.
- Strengthen the on-going research projects being run in the country in microbiology-related disciplines.

Create awareness among the students regarding new research techniques and modern approaches applicable in the field of

Microbiology to address the challenges in the fields of Medicine, Dairy, Poultry, Agriculture and Industry.

### **Objectives**

The curriculum designed for the MSc Microbiology will produce the graduates to:

- Cope up with the issues for wide spectrum of areas including Medicine, Dairy, Poultry, Agriculture and Industry.
- Play a vital role in the economic growth and to bring qualitative changes in the above mentioned areas in the country.
- Create awareness about public health and safety and facilitate the establishment of liaison between Microbiologist and industry.

### **Launching Scheme**

Face to face classes will be scheduled only at main campus of Allama Iqbal Open University, H-8, Islamabad.

### **Guideline for Online Application:**

1. The online application form can be accessed from university official website [www.aiou.edu.pk](http://www.aiou.edu.pk)
2. Applicants are required to fill all the desired fields on online application form.
3. Applicants are desired to deposit application fee on the prescribed challan form in specified banks.
4. The challan number after fee submission should be entered in online application form for successful completion.
5. Incomplete forms shall not be entertained.
6. Selection of candidates will be made strictly on merit and as per policy of the AIOU.
7. Only selected candidates will be required to pay their fee/dues by the prescribed dates.

8. The deposited fee will not be refundable or adjustable for future admission.
9. The document showing fee deposit must be provided in the office of Chairperson, Department of Biology, AIOU on or before the last date for the fee submission.
10. In case of non-compliance, it would be assumed that fee has not been deposited and the student is not any more interested in getting admission. The department may invite a candidate in waiting list for admission against the vacant seat.

### **Eligibility and Selection Criteria**

BSc Degree with 2<sup>nd</sup> Division with Botany and Zoology as major; BSc Veterinary Sciences, MBBS, BSc Medical Lab. Technology, B Pharmacy, BSc Microbiology with at least Second Division are eligible to apply. The admission will be strictly on merit, which will be determined by the departmental admission committee.

### **TEACHING METHODS AND MEDIUM OF INSTRUCTION:**

The following teaching methodology will be adopted for this programme:

#### **1. Medium of Instruction:**

The medium of instruction will be English.

#### **2. Study Material:**

The study material will consist of print material and CDs if available. Lecture handouts will be provided to the students by the concerned Resource Person. However, the students are also advised to consult other reference books available in the University Library.

### 3. Teaching Support:

- a) The university will provide face-to-face teaching to all students registered in this programme.
- b) The schedule of classes and dates of submission of assignments will be conveyed to the students well in time.

### 4. Assessment and Evaluation:

For each course, the registered students will be assessed and evaluated on the basis of the followings:

- a) Performance in the face to face teaching component.
- b) Continuous assessment through written assignments, midterm examination, or workshops or practical activities in the laboratory.
- c) For final assessment a three hours written examination will be conducted for each course (both in theory and practical) in which face to face classes were held.
- d) A student has to achieve 50% marks to pass the course in every individual component i.e. continuous assessment, Practical Examination and the Final Exam.
- e) Project assessment will be carried out as per prevailing practice in AIOU. The thesis will be evaluated by the committee formulated by the Chairman/Chairperson department.

**Note:** - The continuous assessment and final examination will contribute 30% and 70% to the student's final course grade, respectively. For successful completion of each course, the student will be required to qualify each of the two above components separately.

### Class Work

In this programme, face to face theory classes of one-hour duration per week for each credit hour will be held at the

campus. As per AIOU rules, a minimum attendance of 70% is required in class work to appear in the final examination.

### Laboratory Work

For each laboratory course in a semester a workshop of 4 to 7 days duration depending upon the number of practicals will be arranged during the semester at AIOU campus, Islamabad. The practicals will be conducted in the Microbiology laboratory.

### Degree Requirement

In order to become eligible for the award of degree in MSc Microbiology the students must earn a total of 70 credit hours including six credit hours for research project or as specified by the department.

### Duration and Structure

The minimum duration of MSc Microbiology will be two years comprising four semesters. Failing which, a student can be given an extension of 2 years in maximum after the completion of the initial period.

## SEMESTER WISE BREAKUP OF COURSES

### 1<sup>st</sup> Semester

Sr. No.	Course Code	Course	Credit Hours
1	4403	Fundamentals of Microbiology	4(3+1)
2	4481	Introductory Biochemistry	4(3+1)
3	4482	Biostatistics	3(3+0)
4	4407	Microbial Genetics	4(3+1)
5	4408	Virology	4(3+1)
		<b>Total Credits</b>	<b>19</b>

### 2<sup>nd</sup> Semester

1	4445	Environmental Microbiology	4(3+1)
2	4419	Molecular Biology	4(3+1)
3	7413	Scientific Research	3
4	4411	Food and Dairy Microbiology	4(3+1)
5	4405	Microbial Anatomy and Physiology	4(3+1)
<b>Total Credits</b>			<b>19</b>

### 3<sup>rd</sup> Semester

1	4415	Immunology	4(3+1)
2	4413	Medical Microbiology	4(3+1)
3	4420	Industrial Microbiology	4(3+1)
4	4410	Soil Microbiology	4(3+1)
<b>Total Credits</b>			<b>16</b>

### 4<sup>th</sup> Semester

1	4417	Epidemiology	4(3+1)
2	4418	Research Project	6
3	4414	Genetic Engineering	4(3+1)
4	4400	Seminar	1
<b>Total Credits</b>			<b>15</b>

**Total Credit Hours: 19+19+16+15 = 69**

### Fee Tariff: Fee Semester-1 (19 Credit Hours)

Registration fee	Rs.200/-
Admission fee	Rs.700/-
Technology fee (per semester)	Rs.135/-
Per 4 credit hours course fee: Rs.8000/- 8000 x 4 =	Rs.32000/-
Per 3 credit hours course fee: Rs.6000	Rs.6000/-
Laboratory Charges (Per Semester)	Rs.3000/-
<b>1<sup>st</sup> Semester Total Fee:</b>	<b>Rs.42,035/-</b>

## 2. MSc ENVIRONMENTAL SCIENCE

### Introduction

Environmental conservation, alleviation of poverty and sustainable development are high on the agenda of global concerns (UN conferences: Stockholm 1972, Rio de Janeiro, 1992, New York, 1997 and Johannesburg, 2002). In the context of Pakistan, sustainable development demands justice in the use of resources by the present generation keeping in view the needs of the future generations. Unsustainable management of natural resources hampers the development of mankind and contributes to the unequal distribution of economic welfare. Pollution, depletion of resources and disintegration of ecological functions are of global, regional and local concerns. To prevent continued environmental degradation and the decline of human society, interactions between the mankind and the environment have to be harmonized. This is achievable through an integrated, collective approach encompassing natural science, socio- economic and political factors with technological, economic and social interventions. Environmental science is systematic study of the world around us and our proper place in it. This emerging science is interdisciplinary in nature, integrating natural sciences, social sciences and humanities in a holistic study of the world around us. In contrast to more theoretical disciplines, environmental science is mission oriented. It seeks new, valid and contextual knowledge, skills and attitudes and their impartial, fair and balanced application to the contemporary world.

In pursuit of the best national interest and to align with the international needs and standards, the Government of Pakistan developed the National Conservation Strategy (NCS) in 1992 for environmental education. It is worth mentioning that while developing the NCS the GoP has emphasized the significant role

of AIOU in disseminating environmental awareness and education in Pakistan. Considering the enormous demand in the teaching institutions as well as the governmental and non-governmental sectors, the experts produced in the field of environment are extremely low. The minimum requirement is of about 13,000 environmental experts to fill the void in the country, whereas, the public and private institutions are presently producing annually 300 experts only, keeping in view the dearth of qualified environmental experts and to produce quality graduates for emerging need in Pakistan in Environmental Science.

### **Scope of the programme**

This programme will enable the students to address the challenges of maintaining environmental integrity for sustainable development in relation to human development. It aims at producing dynamic young graduates in the field of Environmental Science by developing strong skill, academic foundation, communication abilities and professionalism enabling them to compete in both the governmental and non-governmental sectors.

### **Aim**

The programme aims at developing human resources for sustainable development through appropriate education and training.

### **Objectives**

On accomplishing the course, the students will be able to:

1. Demonstrate comprehensive understanding of Environmental Science as an interdisciplinary and multidisciplinary subject.
2. Achieve awareness about the past, current and expected future situation of environmental considerations in pursuit of sustainable development.
3. Understand the relationship between economic growth and

environment and its ramifications.

4. Encourage and develop critical thinking among students in dealing with the real world environmental challenges preferably of local origin.
5. Acquire skills, knowledge and competencies to mitigate environmental problems and make pathways to sustainable development.

### **Eligibility for Admission**

Candidates with the following qualification may apply for admission in Master Programme in Environmental Science:

- i. Candidates having BSc Degree with at least second division with any of the two majors (Botany, Zoology, Microbiology, Chemistry, Geography, Geology, Environment, Physics etc.), except for double math and math-stat combinations.
- ii. Candidates having BSc (Hons) with at least second division in Agriculture, Forestry, Wildlife & Range Management, Horticulture, Geology.

### **Guideline for Online Application:**

1. The online application form can be accessed from university official website [www.aiou.edu.pk](http://www.aiou.edu.pk)
2. Applicants are required to fill all the desired fields on online application form.
3. Applicants are desired to deposit application fee on the prescribed challan form in specified banks.
4. The challan number after fee submission should be entered in online application form for successful completion.
5. Incomplete forms shall not be entertained.
6. Selection of candidates will be made strictly on the basis of merit and as per policy of the AIOU.
7. Only selected candidates will be required to pay their

- fee/dues by the prescribed dates.
8. The deposited fee will not be refundable or adjustable for future admission.
  9. The document showing fee deposit must be provided in the office of in charge, Department of Biology, AIOU, H-8, Islamabad on or before the last date for the fee deposition
  10. In case of non-compliance, it would be assumed that fee has not been deposited and the student is not any more interested in getting admission. The department may invite a candidate in waiting list for admission against the vacant seat.

#### **Registration for Courses**

The selected candidates must register for the courses offered in a semester by the prescribed date.

#### **Degree Requirement**

In order to become eligible for the award of degree in MSc (Environmental Science) the students must earn a total of 70 credit hours (including six credit hours for research project) or as specified by the department.

#### **Duration and Structure**

The minimum duration of Master Programme in Environmental Science will be two years comprising four semesters. Failing which, a student can be given an extension of 2 years in maximum after the completion of the initial period.

#### **Medium of Instruction**

The medium of course material, assignments, workshops as well as presentation would be English for all the courses.

#### **The Study System**

Mode of instruction for programme will be face to face teaching, including regular classes, continuous assessment (assignments, tests, quizzes, presentations), practical / lab work

and the final assessment (final examination).

#### **Study Material**

As per AIOU policy, specifically designed / compiled / adopted course material for students will be provided.

#### **Class / Lectures**

Face to face theory classes of one-hour duration per week for each credit hour will be held at the campus. As per AIOU rules, a minimum attendance of 70% is required in classwork to appear in the final examination.

#### **Lab Work / Practical work**

For each laboratory course in a semester a workshop of 4 -7 days duration depending upon the number of practical will be arranged during the semester at AIOU campus, Islamabad.

#### **The Assessment System**

**For each course the student's progress will be assessed as follows:**

##### **a) *Continuous Assessment***

- During the semester, the performance of students will be assessed through two assignments (200 marks) for each three credit hour course.
- During the semester, the performance of students will be assessed through 2 assignments (200 marks) and practical work (100 marks) for each four credit hour course.

##### **b) *Final Examination***

A three-hour written examination for each course will take place at the end of the semester.

##### **c) *Project / Thesis***

Student will choose topics for research after consultation with the faculty members of the department. Evaluation of the project will be based on the presentation of the project (30%) and project report

(70%). Project report will be evaluated at department level.

**d) Final Evaluation**

For working out the final course grade the marks of Assignments and Final Examination will be calculated in the ratio of 30:70 for these programmes as per AIOU policy. Students have to secure at least 50% marks in assignments and at least 50% marks in Final Examination individually as well as 50% marks in aggregate to pass the course as approved for other equivalent programmes.

**SEMESTER-WISE DISTRIBUTION OF COURSES  
(Total Credit Hours 70)**

All the courses have been designed in accordance with HEC Curriculum of Environmental Science for Bachelors and Masters Programme. Recent advances will be incorporated in the existing courses in subsequent years.

**1<sup>st</sup> Semester**

S. No.	Course Code	Course Name	Credit Hours
1	4441	Introduction to Environmental Sciences	4(3+1)
2	4467	Physics of the Environment	4(3+1)
3	4443	Environmental Chemistry	4(3+1)
4	4482	Biostatistics	3(3+0)
5	4458	Environmental Policies and Regulations	3(3+0)
<b>Total Credit</b>			<b>18</b>

**2<sup>nd</sup> Semester**

S. No.	Code	Course Name	Credit Hours
1	7413	Scientific Research	3(3+0)
2	4445	Environmental Microbiology	4(3+1)
3	4444	Introduction to Environmental Economics	3(3+0)
4	4438	Natural Resource management	3(3+0)
5	4442	Environmental Pollution	4(3+1)
6	4448	Energy & Environment	3(3+0)
<b>Total Credit</b>			<b>20</b>

**3<sup>rd</sup> Semester**

1	4452	Biodiversity and Conservation	4(3+1)
2	4455	Health, Safety & Environmental Management Systems	4(3+1)
3	4450	Environmental Impact Assessment	4(3+1)
4	4453	Sustainable Development	3(3+0)
5	4456	Environmental Toxicology	3(3+0)
<b>Total Credit</b>			<b>18</b>

**4<sup>th</sup> Semester**

1	4418	Research Project	6
2	4460	Project Management	3
3	4483	GIS & Remote Sensing	3
<b>Total Credit</b>			<b>12</b>

**Total Credits = 18+20+18+12 = 68**

**Fee Tariff for 1<sup>st</sup> Semester:**

Registration Fee	Rs.200/-
Admission Fee	Rs.700/-
Technology Fee (per semester)	Rs.135/-
4(3+1) credit hour courses Rs. 8000 × 3 =	Rs.24000/-
(3+0) credit hours course Rs. 6000 x 2 =	Rs.12000/-
Lab Charges	Rs.2000/-
<b>Total Fee for 1<sup>st</sup> Semester:</b>	<b>Rs.39,035/-</b>

All students are required to pay full fee in advance as prescribed at the beginning of each semester. The university reserves the right to revise the fee structure or add any fee considered appropriate at any time during the study period. All such changes will be applicable to all students.

### 3. MSc BOTANY

**Introduction**

Historically, all living things were classified as either animals or plants and botany covered the study of all organisms not considered to be animals.

The study of plants is vital because they underpin almost all animal life on Earth by generating a large proportion of the oxygen and food that allow humans and other organisms to exist. Plants are one of the major groups of organisms that carry out photosynthesis, a process that absorbs carbon dioxide, a

greenhouse gas that is a small but important variable that influences global climate. As a by-product of photosynthesis, they release oxygen into the atmosphere, a gas that is required by nearly all living things to carry out cellular respiration. Additionally, they are influential in the global carbon and water cycles and plant roots bind and stabilize soils, preventing soil erosion. Plants are crucial to the future of human society as they provide food, oxygen, medicine, and products for people, as well as creating and preserving soil.

**Scope of the Programme**

This programme has interdisciplinary and multidisciplinary scope enabling students to understand the significance and concepts of Botany. It aims at producing dynamic young graduates in the field of Botany by developing strong skill, academic foundation, and professionalism enabling them to complete in governmental and nongovernmental sectors. Botany covers a wide range of scientific disciplines including the study of plant structure, growth, reproduction, metabolism, development, diseases, chemical properties, evolutionary relationships and plant taxonomy Graduates MSc in Botany can progress to a wide range of careers. They can work in national and international organization Researchers, Environmental Scientists, Nature Reserve Managers, Research Scientists, Wildlife Management Advisors, Project Officers, Ecological Consultants and Conservation Officers, Quality Control Officers, Salesperson etc.

**Aim**

The programme aims at developing human resources in the field Botany through appropriate education and research.

### **Objectives**

On accomplishing the course, the students will be able to:

1. Demonstrate comprehensive understanding of Botany as an interdisciplinary and multidisciplinary subject
2. Achieve awareness about the evolutionary trends, plant systematic and environmental considerations in pursuit of nature conservation.
3. Understand the relationship between economic growth and importance of indigenous plant resources.
4. Acquire skills, knowledge and competencies to take up research projects for nature conservation and exploration.

### **Criteria for Admission**

- a) Criteria for admission in MSc Botany Programme:
  - i. BSc (majors in Botany with at least 2<sup>nd</sup> division) from the formal education system.
  - ii. Candidates having BS in Agriculture (with at least 2<sup>nd</sup> Division) in either public or private sectors as Teachers, Biodiversity
- b) Foreign degree holders will need to produce equivalence certificate from HEC for admission in MSc.

### **Guideline for Online Application:**

1. The online application form can be accessed from university official website [www.aiou.edu.pk](http://www.aiou.edu.pk)
2. Applicants are required to fill all the desired fields on online application form.
3. Applicants are desired to deposit application fee on the prescribed challan form in specified banks.
4. The challan number after fee submission should be entered in online application form for successful completion.
5. Incomplete forms shall not be entertained.

### **The Chairperson**

**Department of Biology and Environmental Science,  
Research Complex, Allama Iqbal Open University  
Sector H-8, Islamabad.**

1. Selection of candidates will be made strictly on the basis of merit and as per policy of the AIOU.
2. Only selected candidates will be required to pay their fee/dues by the prescribed dates.
3. The deposited fee will not be refundable or adjustable for future admission.
4. The document showing fee deposit must be provided in the office of Incharge, Department of Biology, AIOU, H-8, Islamabad on or before the last date for the fee deposition
5. In case of non-compliance, it will be assumed that fee has not been deposited and the student is not any more interested in getting admission. The department may invite a candidate in waiting list for admission against the vacant seat.

### **Registration for Courses**

The selected candidates must register for the courses offered in a semester by the prescribed date.

### **Degree Requirement**

In order to become eligible for the award of degree in MSc. (Botany) the students must earn a total of 66 credit hours (including six credit hours for research project) or as specified by the department.

### **Duration and Structure**

The minimum duration of Master Programme in Botany will be two years comprising four semesters. Failing which, a student can be given an extension of 2 years in maximum after the completion of the initial period.

### **Medium of Instruction**

The medium of course material, assignments, workshops as well as presentation would be English for all the courses of this programme.

### **The Study System**

Mode of instruction for programme will be face to face teaching, incorporating regular classes, continuous assessment (assignments, tests, quizzes, presentations), practical / lab work and the final assessment (final examination).

### **Class / Lectures**

In this programme, face to face theory classes of one-hour duration per week for each credit hour will be held at the campus. As per AIOU rules, a minimum attendance of 70% is required in class to appear in final examination.

### **Lab Work / Practical work**

For each laboratory course in a semester a workshop of 4-7 days duration depending upon the number of practicals will be arranged during the semester at AIOU campus, Islamabad.

### **The Assessment System**

**For each course the student's progress will be assessed as follows:**

#### **a) *Continuous Assessment***

- During the semester, the performance of students will be assessed through two assignments (200 marks) for Non-Practical Courses.
- During the semester, the performance of students will be assessed through two assignments (200 marks) and practical work (100 marks) **for courses with Lab Work.**

#### **b) *Final Examination***

A three-hour written examination for each course will take place at the end of the semester.

#### **c) *Project / Thesis***

Student will choose topics for research after consultation with the faculty members of the department. Evaluation of the project will be based on the presentation of the project (30%) and project report (70%). Project report will be evaluated at department level.

#### **d) *Final Evaluation***

For working out the final course grade the marks of Assignments and Final Examination will be calculated in the ratio of 30:70 for these programmes as per AIOU policy. Students have to secure at least 50% marks in assignments and at least 50% marks in Final Examination individually as well as 50% marks in aggregate to pass the course as approved for other equivalent programmes.

### **SEMESTER WISE DISTRIBUTION OF COURSES (Total Credit Hours 66)**

#### **1<sup>st</sup> Semester**

<b>S. #</b>	<b>Code</b>	<b>Course</b>	<b>Cr. Hrs.</b>
1	7401	Diversity of Vascular Plants	3(2+1)
2	7402	Plant Anatomy	3(2+1)
3	7403	Phycology and Bryology	03
4	7404	Bacteriology and Virology	3(2+1)
5	4481	Introductory Biochemistry	4(3+1)
<b>Total Credit</b>			<b>16</b>

**2<sup>nd</sup> Semester**

1	7405	Plant Ecology -I	3 (2+1)
2	7406	Plant Physiology - I	3 (2+1)
3	7408	Mycology and Plant Pathology	3 (2+1)
4	7410	Plant Systematic	3(2+1)
5	7407	Plant Biochemistry	3
<b>Total Credit</b>			<b>15</b>

**3<sup>rd</sup> Semester**

1	7409	Plant Ecology -II	3 (2+1)
2	4419	Molecular Biology	4 (3+1)
3	7411	Plant Physiology - II	3 (2+1)
4	7412	Genetics - I	3
5	4482	Biostatistics	3
6	7413	Scientific Research	3
<b>Total Credit</b>			<b>19</b>

**4<sup>th</sup> Semester**

1	4418	Research Project	6
2	7414	Genetics - II	3
3	4439	Ethnobotany	3
4	4446	Environmental Biology	4 (3+1)
<b>Total Credit</b>			<b>16</b>

**Special Courses (Research Project Replacement for Selected Students)**

1	7417	Biological Safety: Principles & Applications	03
2	7488	Laboratory Techniques & Instrumentation	03

**Fee for 1<sup>st</sup> Semester**

Registration fee	Rs.200/-
Admission fee once at the time of admission	Rs.700/-
Technology fee (per semester)	Rs.135/-
Per 3 (2+1) credit hours course fee: Rs.6000 × 3 =	Rs.18000/-
Per 4 (3+1) credit hours course fee: Rs.8000/-	Rs.8000/-
Per 3 (3+0) credit hours course fee: Rs.6000/-	Rs.6000/-
Lab Charges	Rs.3000/-
<b>Total</b>	<b>Rs.36,035/-</b>

All students are required to pay full fee in advance as prescribed at the beginning of each semester. The university reserves the right to revise the fee structure or add any fee considered appropriate at any time during the study period. All such changes will be applicable to all students.

**FACULTY MEMBERS**

<b>1. Dr. Hina Fatimah</b> Incharge, Department of Biology and Environmental Science, Ph. 051-9057279	<b>5. Ms. Saba Farooq</b> Lecturer Ph. 051-9057730
<b>2. Dr. Muhammad Waseem</b> Assistant Professor Ph. 051-9057267	<b>6. Ms. Samar Naseer</b> Lecturer Ph. 051-9057185
<b>3. Dr. Zahid Ullah</b> Assistant Professor Ph. 051-9057735	<b>7. Ms. Zaib un Nisa</b> Research Associate Ph: 051-9057688
<b>4. Dr. Rizwana Kausar</b> Assistant Professor Ph. 051-9057293	<b>8. Ms. Sadia Latif</b> Research Associate Ph: 051-9057185

## **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 21<sup>st</sup> 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 BBA, PGD, MS Management Sciences and PhD Business Administration. The department is introducing MBA programme revised as per the new guidelines of NCRC in Autumn, 2020. It is hoped that these programs would contribute significantly to the national goal of development of professions equipped with modern business techniques. These programs 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 programs 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.

### **MASTERS OF BUSINESS ADMINISTRATION (MBA) PROGRAM**

#### **1. Introduction:**

The purpose of MBA programme is to enable business and non-business students and professionals to better respond to the organizational demands and to help them acquire the skills needed for managing self and meet organizational needs in a better way. The courses of MBA are aimed at developing an understanding of the ways in which individuals and groups behave in relation to an organization and have expertise in the area of management. It also focuses on the way organizations to shape individual action and are in-turn shape the society. The specialized courses of MBA Programme will enable the students to develop an understanding of particular kind of

organizations and to learn different skills appropriate to administrative tasks associated with these organizational types.

It is designed to enable students to develop knowledge and skills appropriate for them to effectively manage their own activities with an organization. At Department of Business Administration, the combination of theory and practice blended to formulate its Programs.

## 2. Programme Summary:

	For Non-Business Graduates	For Business Graduates
<b>Programme Duration</b>	<b>2 Years</b>	<b>1.5 Years</b>
<b>Programme Credit Hours</b>	<b>60</b>	<b>30</b>

## 3. Objectives:

- i. To develop the business graduates as per the requirements of the public and private sector organizations and to equip them to cater the needs of complex and dynamic business environment.
- ii. To provide the business students and professionals' bottom to top management orientation, enhance their business skills, and integrate theory into practice in the professional lives.
- iii. To encourage continuous learning and habitual receptiveness, explore the new ways of identifying and

dealing with the opportunities and problems, and face future business challenges.

## 4. Duration and Specializations:

As per guidelines of HEC, MBA will spread over 4 semesters for Non Business education applicants and 3 semesters for applicants with business education applicants. The programme consists of 60 credit hours and 30 credit hours for non-business and business education holder applicants respectively. The minimum period required for its completion will be 2 years for applicants having non-business education and 1.5 years for the applicants having business education while maximum period will be 4 years. MBA will be offered on face to face basis. However, department reserves the right to offer it online keeping in view the situation.

## 5. Eligibility:

Applicants having 16 years of education from any HEC recognized institution with minimum 50% marks or equivalent CGPA would be eligible to apply.

## 6. Written Test/ Interview

Admission will be given to selected candidates on the basis of merit.

## 7. Admission Procedure:

There shall be an MBA admission committee of the department responsible to finalize the admission.

Admission in MBA Programme will be made once or twice a year as decided by the Competent Authority. Applications will be invited through the daily newspapers/AIOU website as per AIOU policy.

Preliminary selection of the candidates will be made strictly on the basis of strictly on the basis of Written Test and Interview Conducted by the Department. Total number of seats would be 50 for business graduates and 50 for non-business graduates.

Written test would be decided by the department either arranged by AIOU or NTS.

MBA Programme will be merit based; therefore, any fees/dues will not be required to be deposited until applicant receives the admission letter from the Admission Department of the University.

Only selected candidates will be informed about their admission and to deposit the fee. The candidate will be informed about the deposit of fee by the Director Admission confirming the admission of the candidate. The prevailing University rules and regulations regarding MBA and MS programs enforced from time to time shall strictly be followed for this program.

### 8. Scheme of Studies:

The detail of courses and tentative semester wise offering of courses in MBA Programme will be as under. However, the department reserves the right to change its offering at any time, if desired so. The detail

of courses and semester wise offering of courses is as under:

**For Non-Business Graduates:** The Department will reserve the right to offer any elective courses in a given semester. Students will complete 60 credit hours in total as per scheme of studies provided by the department in order to fulfil the degree requirements.

#### Semester-I

Sr. #	Course Title	Code	Credit Hours
1.	Financial Accounting	8501	3
2.	Management Theory & Practice	8506	3
3.	Business Communication	8570	3
4.	Business Mathematics & Statistics	8532	3
5.	Marketing Management	8511	3

#### Semester-II

Sr. #	Course Title	Code	Credit Hours
1.	Managerial Accounting	8508	3
2.	Business Research	8510	3
3.	Production & Operations Management	8509	3
4.	Consumer Behavior	8515	3
5.	Project Management	8516	3

**Semester-III**

Sr. #	Course Title	Code	Credit Hours
1.	Financial Management	8513	3
2.	Organization Behaviour	8517	3
3.	Human Resource Management	8502	3
4.	International Business & Finance	8536	3
5.	Managerial Economics	8522	3

**Semester-IV**

Sr. #	Course Title	Code	Credit Hours
1.	Business Policy & Strategy	8505	3
2.	Elective – I		3
3.	Elective – II		3
4.	Elective – III		3
5.	Elective – IV		3

**OR**

Sr. #	Course Title	Code	Credit Hours
1.	Business Policy & Strategy	8505	3
2.	Elective – I		3
3.	Elective – II		3
4.	Research Project	8565	6

**For Non-Business Students:****Semester-IV**

Sr. #	Course Title	Code	Credit Hours
1.	Business Policy & Strategy	8505	3
2.	Research Project		6

**2 Electives courses to be chosen and 2 additional elective courses in lieu of Research Project**

**Finance Specialization Courses**

Sr. #	Course Title	Code	Credit Hours
1.	Corporate Finance	8524	3
2.	Investment and Securities Management	8545	3
3.	Analysis of Financial Statements	8551	3
4.	Behavioral Finance	5595	3

**HRM Specialization Courses**

Sr. #	Course Title	Code	Credit Hours
1.	Strategic Human Resource Development	8539	3
2.	Organizational Theory and Design	8540	3
3.	Human Resource Change Management	8542	3
4.	Industrial & Organizational Psychology	8596	3

### Marketing Specialization Courses

Sr. #	Course Title	Code	Credit Hours
1.	International Marketing	8527	3
2.	E-Marketing	8529	3
3.	Strategic Marketing	8537	3
4.	Strategic Brand Management	8548	3

### List of Elective Courses (in lieu of Research Project)

Sr. #	Course Title	Code	Credit Hours
1.	Financial Markets & Institutions	8525	3
2.	Marketing of Services	8528	3
3.	Distribution Channels	8530	3
4.	International Human Resource Management	8541	3
5.	Risk Management & Insurance	8546	3
6.	Retail Management	8549	3
7.	Islamic Banking	8552	3
8.	International Financial Management	8543	3
9.	Leadership in Organizations	5597	3

**For Business Graduates:** The Department will reserve the right to offer any elective courses in a given semester. Students will complete 30 credit hours in total as per scheme of studies provided by the department in order to fulfill the degree requirements.

### Semester-I

Sr. #	Course Title	Code	Credit Hours
1.	Managerial Accounting	8508	3
2.	International Business and Finance	8536	3
3.	Production & Operations Management	8509	3
4.	Consumer Behavior	8515	3

### Semester-II

Sr. #	Course Title	Code	Credit Hours
1.	Financial Management	8513	3
2.	Business Policy & Strategy	8505	3
3.	Advanced Research Methods	8535	3
4.	Corporate Governance	8723	3

### Semester-III

Sr. #	Course Title	Code	Credit Hours
1.	Elective – I		3
2.	Elective – II		3
<b>OR</b>			
3.	Research Project	8565	6

**Semester-III  
Elective Courses**

**1. Finance Specialization Courses**

Sr. #	Course Title	Code	Credit Hours
1.	Corporate Finance	8524	3
2.	Analysis of Financial Statements	8551	3

**2. HRM Specialization Courses**

Sr. #	Course Title	Code	Credit Hours
1.	Organizational Theory and Design	8540	3
2.	Human Resource Change Management	8542	3

**3. Marketing Specialization Courses**

Sr. #	Course Title	Code	Credit Hours
1.	Strategic Brand Management	8548	3
2.	Strategic Marketing	8537	3

**List of Elective Courses (2 Courses in lieu of  
Research Project)**

Sr. #	Course Title	Code	Credit Hours
1.	Financial Markets & Institutions	8525	3
2.	International Marketing	8527	3
3.	Marketing Services	8528	3
4.	E-Marketing	8529	3
5.	Distribution Channels	8530	3
6.	Strategic Human Resource Development	8539	3
7.	International Human Resource Management	8541	3
8.	Human Resource Change Management	8542	3
9.	Investment & Securities Management	8545	3
10.	Risk Management & Insurance	8546	3
11.	Retail Management	8549	3
12.	Islamic Banking	8552	3
13.	Behavioral Finance	5595	3
14.	Industrial & Organizational Psychology	5596	3
15.	International Financial Management	8543	3
16.	Leadership in Organizations	5597	3

## 9. Medium of Instruction:

The medium of instruction and examination will be English.

### Assignments

The students will send two compulsory assignments for each 03 credit hours course to their tutors who return the same after marking and providing necessary academic guidance.

### Classes

MBA is a face to face program. However, in lieu of tutorials, workshop component (equivalent to 48 hours in each course) is adopted in this program. MBA workshops will be conducted in two phases. First phase (for 20 days) will be conducted in the beginning of the semester and second phase (for 20 days) well before the examination. The workshops will be arranged only at the Main Campus, AIOU, H-8, Islamabad. The participation of the students in the workshops will be compulsory. No relaxation on any ground will be provided to the students in this regard. However, depending on the situation, Department of Business Administration reserves the right to offer these workshops online. The workshops (classes) will be organized in order to provide the students proper guidance in course contents through intensive lectures, group discussions, etc. The programme of the workshops will be chalked out by the Department and intimated to

students well in time, workshop is mandatory component of scheme of studies and only one chance is available to pass the workshop.

## 10. Evaluation Scheme

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

For successful completion of each course the student will be required to qualify each component.

To take final examination, the student has to pass in assignments and should have 75% attendance in the workshops.

The conditions to qualify each component are given below:

*A minimum of 50% marks in assignments (aggregate).*

*A minimum of 50% marks in final written examination.*

*75% attendance in workshops.*

## 11. Degree Requirements:

Noncredit viva voce will have to be passed by every candidate after the completion of the course work.

## 12. Degree Requirements:

Degree will be awarded on the successful completion of required courses

## 13. Fee Structure

Item	Fee
Registration Fee: (At the time of first admission)	Rs.200/-
Admission Fee: (At the time of first admission)	Rs.1,000/-
Course Fee: (per course)	Rs.8,850/-
Project Fee: (6 credit hours)	Rs.17,700/-
Project Evaluation Fee: (Once at the time of admission in Thesis)	Rs.5,000/-
Security Fee: (At the time of first admission)	Rs.5000/-
Technology Fee (per semester)	Rs.135/-

## 14. Rules and Regulations:

Rules and regulations, in line with HEC guidelines and applicable in AIOU as amended from time to time, will be adopted in this program.

## 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.

### **PROCEDURE FOR DEPOSITING FEE**

- Eligible candidates for (OPEN MERIT PROGRAMMES) are required to deposit fee in any branch of the following banks:
  1. First Women Bank Limited (FWBL)
  2. Allied Bank Limited (ABL)
  3. Muslim Commercial Bank (MCB)
  4. United Bank Limited (UBL)
- The applicant can deposit fee through bank challan, attached with admission form, to any approved branch.
- The bank will issue a receipt of depositing 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 will be cancelled nor fee will be refunded to them.
- iii. 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.
- iv. 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.

## **IMPORTANT TELEPHONE NUMBERS**

<b>Sr.#</b>	<b>Name</b>	<b>Telephone Nos.</b>
1.	Director Admissions	051-9250043 051-9250162 (Fax)
2.	Assistant Registrar (Mailing)	051-9250185
3.	Controller of Examinations	051-9250012
4.	Director Students Affairs	051-9250174
5.	Deputy Registrar (Postgraduate)	051-9057401/ 051-9057422

# ALLAMA IQBAL OPEN UNINVERSITY, REGIONAL NETWORK

## KHYBER PAKHTOON KHWA

DRD, Regional Campus, AIOU  
Plot No. 14, Sector A-3, Phase V,  
Hayatabad

### PESHAWAR

Ph: (091) 9217603

Email:rd\_peshawar@aiou.edu.pk

DRD, Regional Centre, AIOU  
Haji sharzaman Khan Plaza  
Opposite Govt. Primary School,  
G.T Road Post Office Rahimabad.

ARD, Regional Centre, AIOU  
Near D.C. Office, Jang Bazar,

### CHITRAL

Ph: (0943) 413419-413811

Email:rd\_chitral@aiou.edu.pk

RD, Regional Centre, AIOU  
House No.CB-301, Adjacent  
United Bank Main Building Branch,  
Mansehra Road,

### ABBOTTABAD

PH: (0992) 9310119-9310379

Email:red\_abbottabad@aiou.edd.pk

DRD, Regional Campus, AIOU  
Neli Kothi, behind District  
Auditorium, District Courts

### DERA ISMAIL KHAN

Ph: (0966) 9280168-928178

## BALUCHISTAN

DRD, Regional Campus, AIOU  
Eastern By Pass Takhtani Road,  
**QUETTA**

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