

# PROSPECTUS

## Diploma / Certificate Courses

- Diploma in Forensic Science
- Certificate in Forensic Science
- Certificate in Web Application Development



# **PROSPECTUS**

**OF**

- i. CERTIFICATE IN WEB APPLICATION DEVELOPMENT**
- ii. CERTIFICATE IN FORENSIC SCIENCE**
- iii. DIPLOMA IN FORENSIC SCIENCE**

**FOR**

**SEMESTER: AUTUMN 2020**



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

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## **IMPORTANT ACTIVITIES TO BE REMEMBERED**

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

**Note:** Contact concerned Regional office for exact schedule of activities. Continuing Students are sent information for all activities by post. Simultaneously information is placed on website ([www.aiou.edu.pk](http://www.aiou.edu.pk)).

**Most Important:** Continuing admission forms are sent to all students by post. If not received, online admission form can be accessed at <http://online.aiou.edu.pk>. Applying online will give you advantage of fast admission process and fee verification.

## Vice-Chancellor's Message

**Dear Student,**

السلام عليكم

Allama Iqbal Open University (AIOU) is one of the mega universities of the world and it occupies a unique position in the education sector of Pakistan. Because of its affordability and high quality distance and online academic programs. AIOU has now turned into the most favorite university of the country with high international 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 programmes from matric to PhD level in diverse disciplines comprised of four faculties. The

university has established study centres across the country where distance education students are provided necessary guidance by their respective tutors. The university has established full-time study centres and is offering four years' under-graduate degrees. Apart from curricular and extra-curricular activities during the academic year, the AIOU and its regional centres actively participate in the co-curricular activities by arranging educational and literary seminars, workshops and conferences at national and international level, attended not only by the students and faculties of the university but also by the renowned dignitaries and scholars. For the science students and the research scholars, a science complex has been built where they use the latest equipment of international standard for experiments and research. To meet the present day challenges, internet facility is also available in the student hostels and the Central Library where computers have been provided to enable students to access latest information available through open source databases.

## **DEPARTMENT OF COMPUTER SCIENCE**

Department of Computer Science was established in the year 2000. Department has received recognition nation-wide due to its quality education. We have developed curricula of the academic programs at various levels to meet the national and international standards as defined by Higher Education Commission. The curricula include Ph. D (computer Science), MS (Computer Science), BS (Computer Science), and Postgraduate Diploma (PGD in Computer Science). In addition to these, Department is introducing new certification in Web Application Development. Department is equipped with computing facilities and services including a digital class room and state of the art computer labs. We practice the multi-method teaching methodology i.e. face-to-face regular classes for BS (Computer Science) and MS (Computer Science). The online methodology is practiced for PGD (Computer Science) and Foreign Language (French). Certification in Web Application Development shall be offered in blended mode. The skilled-based courses have been developed with the collaboration of Commonwealth of Learning (COL).

### **OER Content Development Under COL**

The compilation of Open Education Resources (OER) has been adopted to develop the contents for skilled-based courses under the COL. The major aim is to promote technology enabled learning strategies in institutions and organizations. These contents shall not only be used to improve teaching and learning for skill development but also serve as a role model for e-content

development. The OER for certificate in Web Application Development has been developed by three Open Universities with COL support. These advanced ICT skill courses are part of COL's Technology-Enabled Learning initiative and are now available for use by any institution to offer courses and programs for improving livelihoods of the youth in the Commonwealth.

## **CERTIFICATE IN WEB APPLICATION DEVELOPMENT**

### **Introduction:**

The scope of Information and Communication Technology (ICT) is gaining momentum with each passing day, to encompass many fields of work and study. The ICT has become an integral part of many individuals, offices, homes and business centers all over the globe. There is a sizeable demand of web application developers in national and international market which is growing rapidly every year.

Department of Computer Science, AIOU is offering a **Certificate in Web Application Development.**

It is a program, covering the recent trends in web application development. The program provides an understanding of the field through concepts, theory and techniques. The Programme is designed in a way that it may be completed in one semester.

**a) Objectives of Certificate in Web Application Development:**

The objectives of the program are to:

- Provide hands on training to the students, so that they will be able to pursue their career in Web Development.
- Provide high quality education at low cost.
- Learn in-depth knowledge of computer languages for web applications.
- Provide sufficient conceptual and skill based know how so that student could work as web developer in different organizations.

**b) Silent Features:**

- Internationally Developed Curriculum
- Qualified Faculty
- Low fee structure
- Blended mode of study
- Free of cost E-books/videos

**c) Eligibility:**

A candidate is eligible to apply for certification in web application development program having intermediate or equivalent education from any recognized board/institution.

**d) Offering of Certificate in Web Application Development at Islamabad & Lahore**

Department of computer Science is offering certification in Web Application Development in Islamabad & Lahore. The classes shall be conducted at Department of Computer Science, Islamabad and at Approved Study Centres, Lahore.

**e) Apply Online:**

1. Visit website: <https://online.aiou.edu.pk>
2. Press link "Admission form for Fresh students" (Certificate in Web Application Development)
3. After filling the admission form, print out your "Admission Form" and "Challan Form".
4. Using printed challan form and submit your fee in any branch of FWBL, ABL, MCB or UBL. You need to use only challan form for submission of fee and follow instructions below to deliver your admission form and fee submitted challan form to university (How to deliver your admission form to University).

**f) How to deliver your admission form to university?**

After submission of fee you need to deliver your admission form to university using following way:

1. Separate the address label attached with bottom of the first page of admission form.
2. Attach original copy of fee submitted challan (university copy) with your admission form.
3. Now pack this form in an envelope.
4. Now paste address label (already separated from form) on envelope.
5. Visit any nearest branch of Post Office and post it as registered parcel and get the receipt. (Keep save the receipt).

**Note:** Keep in mind that you don't have to pay any amount to Post Office to post your admission. University have paid your postage charges to Post Office in advance.

**g) Selection Criteria**

Admission will be given to all candidates satisfying the eligibility requirements, subject to viable group of students.

**h) Scheme of Study:**

No.	Code	Title	Credits
1.	2301	Introduction to Web Development	3 (2+1)
2.	2302	Principles of Design	3 (1+2)
3.	2303	Digital Imaging	3 (1+2)
4.	2304	Web Programming I (Client Side Scripting)	3 (2+1)
5.	2305	Web Programming II (Server Side Scripting)	3 (2+1)

**Note:** *The Department of Computer Science reserves the right to offer or not to offer any of the listed courses*

**i) Fee Tariff:**

Registration Fee (once at the time of admission in AIOU)	500/-
Admission Fee (once at the time of admission)	500/-
Technology Fee (per semester)	200/-
Course Fee 3700 x 5 =	18,500/-
<b>Rs.19,700/-</b>	

**Note:** *All the eligible candidates are required to deposit fee in authorized bank branches only. Please also attach attested copy of certificate/degree and admission form.*

**j) Attendance Rules/Guidelines:**

- There will be two workshops. 70% attendance shall be compulsory in workshops
- Failure in Assignments or Final Exam results into re-admission in the course by paying full fee for that course as per AIOU rules.

**k) Instructional Methodology**

**i. Course Workshops**

Two program workshops, each up to 2-3 weeks duration shall be conducted at AIOU, Main Campus, H-8, Islamabad/Online. Lectures & lab sessions shall be arranged in the program workshops, which will be held for each course up to 16 hours. **70% attendance in program workshops shall be compulsory.** For hostel reservation students can contact in person with Manager Hostel after the receipt of workshop letter from the Department.

**ii. Course Calendar:**

Course calendar will contain the time table for program workshops & guidelines for whole semester for this certificate program. Activities like program workshops, assignments schedule etc. will be held according to the schedule given in this course calendar. Additional announcements will be made at the LMS website. **Students should carefully observe and follow instructions made in important announcements at the website.**

**iii. Online Course Books:**

Online course books and other learning materials shall be provided to students free of cost.

**iv. Assignments:**

Two assignments are given to students for each course. Assignment have a weightage of 30% of total assessment. Passing marks in each assignment in 50%. Students prepare the solutions and upload it on their portal before due date.

**v. Final Examination:**

Final examination has a weightage of 70% for the whole course. The pass percentage in final examination will be 50%. Final Examination shall be in two parts: Theoretical and Practical. Roll No slips are posted to students at their mailing address. Students can also download Roll Number slips from aiou.edu.pk.

**vi. Announcements:**

Announcements are made from time to time on the website. Students are advised to carefully observe these announcements and updates. Faculty can make announcements at the LMS website. Students can view the announcements and may get further information from the concerned faculty.

**vii. Contacts:**

For all matters contact the following. Contact numbers are available on website.

- **Academic matters:**  
Program Coordinator/Computer Science Department
- **Administrative matter:**  
Computer Science Department/ Regional Office
- Examination (Roll No Slip not received, Conflict in date sheet etc.)  
Controller of Examination

For further information, you may contact the department by e-mail [dcs@aiou.edu.pk](mailto:dcs@aiou.edu.pk) or by telephone **051-9057809**.

**viii. Assessment Scheme**

There will be practical assignments for practical courses and written for theoretical courses. The passing of a course requires scoring aggregate of 50% in continues assessment and final examination. In addition, 70% attendance is also compulsory in workshops. The assessment will be as follows:

Assessment Type	Course Weightage		Pass Marks
	Qty	Wt(%)	
<b>Continues Assessment</b>			
Assignments	2	30%	50%
<b>Final Exam/Practical/Viva</b>			
Final Examination/ Practical/Viva	1	70%	50%
		100	

**Note: There will be laboratory test work for lab oriented courses**

**ix. Reappear:**

A student is required to reappear in a course, if he/she fails in the practical/final examination and viva or absent in program workshop and passes the continuous assessments. The student shall avail three such chances. Students shall be however advised to clear their courses as soon as possible, since the viable groups may not be formed at a particular Center or the course may change.

**x. Fail:**

A student, who fails in continuous assessment or has availed three chances in final Examination or absent in workshop (three consecutive chances) has to re-admission himself in that course by paying requisite fee, as per AIOU rules.

**FACULTY MEMBERS:**

**Contact Addresses (Academics):**

➤ **Dr. Moiz Ud din Ahmed**

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➤ **Ms. Sana Nasim Karam**

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➤ **Ch. Muhammad Shahbaz Anjum**

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➤ **Mr. Tahir Javed**

Lecturer/ Program Coordinator (MS), DCS, AIOU  
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## **DEPARTMENT OF CHEMISTRY**

The Department of Chemistry was established in March 1998. Its faculty consists of one Professor, four Associate Professors, One Assistant Professor and four Lecturers. The department has modern equipment/ instrumentation in its teaching and research labs in the Science Block at AIOU main campus. This equipment includes CHNS analyzer, Thermal Analyzer, UV-Visible, Fluorescence and FT-IR Spectrophotometer, GC-MS, HPLC, Atomic spectrophotometer, GC-MS, HPLC, Atomic Absorption spectrometer and Electrochemical System.

The Department has developed all the courses in accordance with the guidelines provided by the Higher Education Commission (HEC). These courses are reviewed from time to time through Committee of Courses to incorporate emerging modern trends in the subject. The Committee of Courses of the department has distinguished professors and scientists of the country as members besides departmental faculty. The Department of Chemistry in consultation with GC University Lahore Fayetteville State University and the University of the North Caroline, USA has started Certificate/Diploma in Forensic Science from Spring 2020.

At present, Department of Chemistry is offering and coordinating the following programs:

1. Certificate in Forensic Science
2. Diploma in Forensic Science
3. Chemistry Courses for F.Sc Students
4. BS Chemistry
5. MSc Chemistry
6. MPhil Chemistry
7. PhD Chemistry

## **CERTIFICATE/DIPLOMA (FORENSIC SCIENCE)**

### **1. Introduction**

Allama Iqbal Open University was founded in 1974 to cater for the educational needs of the masses and fill up the existing gaps in the educational system. For the last forty-four years AIOU is providing educational facilities to a large number of students through its distance teaching methodology at different levels. A part of the mission of AIOU is to offer skill development programs, in this regard, Department of Chemistry intends to offer a Certificate/Diploma Program in Forensic Science.

### **2. Aims and Objectives**

Forensic Science offers latest techniques and technology for crime investigation. Police forces are regularly involved in forensic investigations. The Certificate/Diploma in Forensic Science is designed to give knowledge and training to personnel working or those who intend to work in law enforcement agencies. A strong technical back ground in the different science disciplines that forms the basis of Forensic investigations will lead to proper investigation of crime scenes.

### **3. Target Groups**

The Certificate/Diploma in Forensic Science is particularly designed for Students who have obtained at least twelve years of education (FA/F.Sc or equivalent) preferably employed in Law enforcement agencies, like Police Department etc. or desirous to work in law enforcement agencies.

#### **4. Eligibility (for admission in Forensic Science Certificate/Diploma Program)**

Candidates who have obtained at least twelve years of education (FA/F.Sc. or equivalent) will be eligible to apply for Forensic Science Certificate/Diploma Program.

#### **5. Online Admission Procedure**

- i. Visit Website <https://online.aiou.edu.pk>
- ii. Click on “Merit Based Admissions”  
(Forensic Science Certificate/Diploma Program)
- iii. Click Register and fill details
- iv. After successful registration, click on login.
- v. Fill login details and login to the portal.
- vi. After login Click on step-1 and complete your profile.  
Note: All four tabs should be filled before applying for admissions.
- vii. After completion of step-1, click on Step-2 then click on “Download Challan” against program you wish to apply.
- viii. Visit any ABL, FWBL, MCB OR UBL branch to submit application fee on or after NEXT WORKING DAY. After fee submission, please go to Step-2 and click on “Apply” and fill application fee details.

Candidates meeting the basic criteria will be informed via SMS/Email for verification of documents, the status can also be checked on <https://online.aiou.edu.pk> in Step -3. These candidates are required to send one (01) set of attested copies of the documents, printed and signed admission form to the address below.

#### **The Chairperson**

Department of Chemistry  
Science Block, AIOU, Islamabad.  
Tel: 051-9057754, 051-9057818, 051-950081

Admission will be merit based because seats are limited. Interview of the eligible candidates will be conducted by the Departmental Admission Committee and the merit will be determined on the basis of qualification, marks (acquired in matric, F.Sc/FA) and interview.

For clarification about academic matters please contact on the phone number given below:

051-9057754, 051-9057818, 051-9250081

**Note: Candidates who offered admission according to merit should submit final programme fee.**

#### **6. Scheme of Studies for Forensic Science Certificate/Diploma Programs**

In order to become eligible for the award of Certificate of Forensic Science, the student will have to complete 12 credit courses as per AIOU description, within a minimum period of one semester. For the award of Diploma of Forensic Science, the student will have to complete 24 credit courses, within a minimum period of two semesters.

**DESCRIPTION OF THEORY COURSES**  
(Forensic Science Certificate/Diploma Program)

<b>Forensic Science Certificate Program</b>		
<b>SEMESTER 1</b>	<b>Code</b>	<b>CH</b>
Basics of Forensic Science ( <b>Compulsory course</b> )	4101	3(3+0)
Forensic Chemistry ( <b>Compulsory course</b> )	4104	3(3+0)
<b>Note: One optional course will be offered from the given list below:</b>		
Introduction to Criminology ( <b>Optional course</b> )	4105	3(3+0)
Crime Scene Investigations ( <b>Optional course</b> )	4102	3(3+0)
Forensic Biotechnology ( <b>Optional course</b> )	4103	3(3+0)
Practical Training ( <b>Compulsory course</b> )	4106	3(0+3)

<b>Forensic Science Diploma Program</b>		
<b>SEMESTER 1</b>	<b>Code</b>	<b>CH</b>
Basics of Forensic Science ( <b>Compulsory course</b> )	4101	3(3+0)
Forensic Chemistry ( <b>Compulsory course</b> )	4104	3(3+0)
<b>Note: One optional course will be offered from the given list below</b>		
Introduction to Criminology ( <b>Optional course</b> )	4105	3(3+0)
Crime Scene Investigations ( <b>Optional course</b> )	4102	3(3+0)
Forensic Biotechnology ( <b>Optional course</b> )	4103	3(3+0)
Practical Training ( <b>Compulsory course</b> )	4106	3(0+3)
<b>SEMESTER 2</b>	<b>Code</b>	<b>CH</b>
Forensic Analysis ( <b>Compulsory course</b> )	4107	3(3+0)
Forensic Toxicology and Narcotics ( <b>Compulsory course</b> )	4110	3(3+0)
<b>Note: Two optional courses will be offered from the given list below:</b>		
Instrumental Analysis ( <b>Optional course</b> )	4111	3(3+0)
Forensic Law ( <b>Optional course</b> )	4109	3(3+0)
Forensic Internship ( <b>Optional course</b> )	4108	3(0+3)

**Note: Besides compulsory courses, the remaining required courses will be selected depending on availability of expertise.**

## 7. Offering

In the first phase this program will be offered in Islamabad/Rawalpindi region from Spring 2020. Later on it will be opened for the entire country wherever the appropriate tutorial support and laboratories will be available.

## 8. Assessment

Minimum required marks to pass each theory course are 50%. Two written tests for the theory course will be conducted during the semester. The marks obtained in the written tests will contribute 30% to the final course result. The final examination will be of 100 marks for each theory course. The marks obtained in the final examination will contribute 70% to the final course result.

Assessment for laboratory courses will be totally based on continuous assessment. As already mentioned, the laboratory courses will be offered in the form of workshops. A specific number of practical will be conducted in each workshop. Each experiment will be assessed separately, and attendance in these workshops will be compulsory for every student. Minimum required marks to pass each laboratory course will be 50%.

## 9. Attendance

The programme is based on face to face teaching. Classes would be compulsory and to appear in the final examination minimum 70% attendance will be required.

## 10. a. Fee Structure for

### 1<sup>st</sup> Semester (Certificate and Diploma)

Item	Rates
Registration fee:	Rs. 500/-
Admission fee	Rs. 500/-
Technology fee (per Semester)	Rs. 200/-
Fee for Three Credit Theory Course (6000x3)	Rs. 18000/-
Fee for (Course Code 4106)	Rs. 6000/-
Lab Charges	Rs. 6000/-
<b>Total Fee</b>	<b>Rs. 31,200/-</b>

### b. Fee Structure for 2<sup>nd</sup> Semester (Diploma)

Item	Rates
Technology fee	Rs. 200/-
Fee for 3 three credit theory course (6000 x 3)	Rs. 18000/-
Fee for (Course Code 4108)	Rs. 6000/-
<b>Total Fee</b>	<b>Rs. 24,200/-</b>

\*For not opting internship, students have to opt theory course.

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

## **Important Addresses and Telephone Numbers**

### **Contact Addresses (Academics)**

1. Prof. Dr. Naghmana Rashid  
Chairperson Chemistry  
Naghmana.rashid@aiou.edu.pk  
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Tel:051-9057225
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muhammad.sohail@aiou.edu.pk  
Tel:051-9057417

## **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 January and July, 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 branch of the following banks:
  1. Allied Bank Limited (ABL)
  2. First Women Bank Limited (FWBL)
  3. Muslim Commercial Bank (MCB)
  4. United Bank Limited (UBL)
- The applicant can deposit fee through bank challan, attached with the admission form to any approved branch.

**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.
- v. The amount deposited by the candidates/ student in excess (more than the prescribed fee) will be refunded/ adjusted within a year.
- vi. Cases of refund of admission fee will be processed after finalization/ completion of admission of the semester and only on the production of original Bank Challan/Receipt No. 3 & 4.
- vii. If candidates/ students deceive the university and get admission in two different programmes simultaneously in a semester admission will be cancelled in both the programmes and the fee deposited for both the programmes will be forfeited.

## **IMPORTANT TELEPHONE NUMBERS**

<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)	051-9057422 051-9057401

# ALLAMA IQBAL OPEN UNINVERSIY, REGIONAL NETWORK

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