

Admission Autumn 2021

AI^oU

MA Education
M.Ed



Allama Iqbal Open University, Islamabad

www.aiou.edu.pk

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Rs. 500/

PROSPECTUS
OF
MA Education / M.Ed Education
FOR
SEMESTER: AUTUMN, 2021



Allama Iqbal Open University
Islamabad

Price Rs.500/-

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IMPORTANT ACTIVITIES TO BE REMEMBERED

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

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

Minimum and Maximum Duration/Semesters for each Programme

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

Note: Maximum time duration includes semester freeze period.

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

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

Follow these instructions to apply:

APPLY ONLINE (FRESH STUDENTS):

1. Visit website: <https://online.aiou.edu.pk>
2. Press link “Admission for Fresh applications.
3. After filling the admission form, print out your “Challan Form”.
4. Using printed challan form and submit your fee in any branch of FWBL, ABL, MCB or UBL.
5. **You can also deposit fee through Upaisa, Jazzcash & Easypaisa.**

APPLY ONLINE (CONTINUE STUDENTS):

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

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

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

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

FACULTY OF EDUCATION

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

Departments of Faculty of Education

Faculty of Education comprises of the following six departments:

1. Distance, Non-Formal and Continuing Education
2. Educational Planning, Policy Studies and Leadership
3. Early Childhood Education & Elementary Teacher Education
4. Secondary Teacher Education
5. Science Education
6. Special Education

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

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

Educational Planning, Policy Studies and Leadership (EPPSL)

The department was established in 1976 was renamed as EPPSL in 2008. It offers programmes in educational planning and management. These programmes are aimed at producing a cadre of professionals for the educational institutions and organizations in the country. Programmes of EPPSL include Postgraduate Diploma, MA (EPM), MPhil and PhD in Education. The courses of these programmes are attained to the field requirements of target personnel in the areas of educational planning and management.

Secondary Teacher Education

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

The programmes/courses of this department comprise MA, MEd & BEd as professional degree programmes. The department also offers MPhil and PhD in Education,

which are aimed to prepare highly skilled leaderships in the field of teacher education.

Early Childhood Education & Elementary Teacher Education

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

The Department offers Associate Degree in Education, Postgraduate Diploma in ECE, BEd (1-½ year), BEd (2-½), BEd (4 year), MEd, MPhil and PhD programmes. It also offers “Education” as subject at Matric, Intermediate & Graduate level. The department plans to offer non-credit research courses and postgraduate diploma for teaching in higher education.

Science Education

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

Special Education

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

Programmes of Faculty of Education

The Faculty has developed and launched more than 275 courses (up to Spring 2015 Semester) in various disciplines from SSC to PhD level programmes. It is now fully recognized by both the government of Pakistan and International agencies as the prime national provider of professional education and training at all levels.

PhD in Education with following specializations:

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

MPhil Education with following specializations:

- Distance and Non-Formal Education
- Educational Planning & Management
- Elementar

- y Teacher Education
- Teacher Education
- Special Education
- Science Education

MEd Education with following specializations:

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

MA Education with following specializations:

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

B.Ed/PGD/ADE/SSC/HSSC/BA Level Educational Programs

- B.Ed (1-½ years, 2-½ years, 4 years)
- PGD Educational Planning and Management
- PGD Early Childhood Education
- PGD Educational Leadership and Management
- Associate Degree in Education (2 years)
- Courses of Education at SSC, HSSC and BA level
- Certificate in Literacy and Non-Formal Education

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

MA EDUCATION PROGRAMMES

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

Eligibility:

A graduate with second division is eligible to apply for admission to MA Education (DNFE & STE), MA (Special Education) and MA and PGD in Educational Planning and Management.

M.A Educational Planning and Management (M.A - EPM)

The programme of Educational Planning and Management (EPM) is the first Master's degree venture of the Allama Iqbal Open University. The early courses of the EPM were launched in 1976 under the Institute of Education. In 1984, when the status of the Institute of Education was raised to the Faculty of Education the Department of Educational Planning and Management was created within the Faculty of Education to organize the EPM programmes. The Department of EPM offers courses of study in the professional areas of Educational Planning and Management which are aimed at producing a cadre of professionals for educational institutions and organizations of the country for all levels of planning and management jobs.

1) Objectives of Program

To produce a cadre of professionals for educational institutions and other organizations of the country for all levels of managerial and administrative jobs by equipping them with the knowledge and skills of educational planning and management

2) Duration of Program

MA Educational Planning & Management Programme comprises of 20 courses (60 credit hours) Minimum 04 semester (two year) duration program

3) Admission criteria/eligibility

A graduate with second division is eligible to apply for admission to MA in Educational Planning and Management.

4) Semester-wise scheme of study with credit hours

1st Semester

Course code	Course title	Cr.Hrs
6557	Basic Concept of Education Planning-I	3
6558	Basic Concept of Education Planning-II	3
6561	Plan Implementation and Management-I	3
6562	Plan Implementation and Management-II	3

2nd Semester

Student can take maximum 06 courses (Courses code 6559, 6560, 6563, 6564 are compulsory) Student can take maximum 4 collateral area courses through the programme (Autumn and Spring):

Course code	Course title	Cr.Hrs
6559	Processes of Educational Planning-I	3
6560	Processes of Educational Planning-II	3
6563	Curriculum Planning and Evaluation-I	3
6564	Curriculum Planning & Evaluation-II	3
6567	Development Education-I	3
6568	Development Education-II	3
6571	Project Implementation, Monitoring & Evaluation -I	3
6572	Project Implementation, Monitoring & Evaluation -II	3
6573	Population Education-I	3
6574	Population Education-II	3
510	Research Thesis	12
826	Elementary Education	3
827	Secondary Education	3
828	Higher Education	3
829	Teacher Education	3

3rd Semester

Student can take maximum six courses (Student must complete EPM (6569, 6560 courses before enrolling in Research Thesis 510

Course code	Course title	Cr.Hrs
6557	Basic Concept of Education Planning-I	3
6558	Basic Concept of Education Planning-II	3
6561	Plan Implementation and Management-I	3
6562	Plan Implementation and Management-II	3
6565	Economics and Financing of Education-I	3
6566	Economics and Financing of Education-II	3
6569	Educational Research and Statistics-I	3
6570	Educational Research and Statistics-II	3
831	Foundation of Education	3
837	Educational Research	3
838	Curriculum & Instruction	3
840	Educational Psychology	3

4th Semester

Student can take maximum 06 courses

Course code	Course title	Cr.Hrs
6559	Processes of Educational Planning-I	3
6560	Processes of Educational Planning-II	3
6563	Curriculum Planning and Evaluation-I	3
6564	Curriculum Planning and Evaluation-II	3
6567	Development Education-I	3
6568	Development Education-II	3
6571	Project Implementation, Monitoring & Evaluation -I	3
6572	Project Implementation, Monitoring & Evaluation -II	3
6573	Population Education-I	3
6574	Population Education-II	3
510	Research Thesis	12
826	Elementary Education	3
827	Secondary Education	3
828	Higher Education	3
829	Teacher Education	3

Option “A”

Collateral area courses as offered by the department A student can obtain MA EPM degree after completing course work equivalent to 60 credit hours. The student may take 48 credit hours from EPM programme and 12 credit hours from other

master level courses offered by Faculty of Education or he/she may take 54 credit hours from EPM and six credit hours from other master level programmes of Faculty of Education. (Details about the courses are given on next page).

Option “B” (Research Thesis)

A student can complete the requirements for MA EPM degree by completing 48 credits course work and EPM 510 Research Thesis (12 credit hours).

Note:

1. Fresh students are offered only 4 courses (EPM–6557, 6558, 6561 and 6562) in the first semester i.e. Spring Semester.
2. Students can take course work equivalent to 18 credit hours in a semester (Except 1st Semester)
3. A student must complete EPM (6569, 6570) courses before enrolling in EPM Research Thesis-510.
4. A student can apply for award of Diploma in EPM after completing 30 credit hours courses work required for PGD EPM.
6. A student must opt courses in pair (I & II) (e.g. Process of Educational Planning-I also take Process of Educational Planning-II)
7. Student may opt maximum four collateral area courses (Spring/Autumn) for completion of MA-EPM

5) Award of degree

Master degree in Educational Planning and Management can be awarded only when the students have completed 60 credit hours.

6) Method of instructions

Medium of instructions for MA (EPM) is English. from spring 2021 only Online Learning Management System and typed assignments shall be included.

7) Evaluation scheme

i. Assignments

Two assignments for each course (100+100 marks) submitted on LMS

ii. Workshops

A weeklong workshop for each course will be held at the end of each semester at AIOU Main Campus Islamabad / online. Participation in the workshop is mandatory.

iii. Presentation

Nil

iv. Final/mid-term examination

One 100 marks final written paper of each course

8) Fee structure

MA (EPM), candidates may not submit the fee. They should submit only the admission form with all the relevant attested documents including experience certificates to the EPPSL department, AIOU, Islamabad. After determination of the merit, selected candidates will be offered to submit their fee within stipulated period.

Fee Tariff of MA EPM

Registration Fee: (at 1 st Admission in University)	Rs. 500/-
Admission Fee: (at 1 st Admission in University)	Rs. 1000/-
Technology Fee:	Rs. 500/-
Per 3 credit hours fee: Rs. 2250/- (2250×4)=9000/-	Rs. 9000/-
Total Fee of 1 st Semester	Rs. 11000/-

9) Research work/thesis project (if Applicable)

Course code 510, Research Thesis 12 credit hours is available as an optional course. To take admission in Course Code 510, Courses 6569 & 6570 are pre-requisite

10) Concluding Remarks

Note: Admission Form with all credentials and experience certificates must be sent to the following address:

Chairperson

Dr. Afshan Huma

afshan.huma@aiou.edu.pk

Educational Planning, Policy Studies & Leadership
Department

Faculty of Education AIOU, Sector H – 8, Islamabad,
Ph: 051-9057714, 9057717,051-9250059

Program Coordinator

Ms. Tahira Bibi

tahira.naushahi@aiou.edu.pk

Educational Planning, Policy Studies & Leadership
Department

Faculty of Education AIOU, Sector H – 8, Islamabad,
Ph: 051-9057715, 9057717

MA Distance and Non-Formal Education

Eligibility:

(Applicant having Bachelor degree with minimum 45% marks (second division) from any HEC recognized institution.

Objectives

Objectives of the programme are:

1. To provide insight of education and meet the present and future needs and challenges involved in teaching and learning process.
2. To produce educators/ teachers with professional vision and update their knowledge about new developments and trends in the field of Distance and Non-Formal Education.
3. To keep the students abreast with latest curricula, teaching techniques, strategies and methodologies.
4. To provide knowledge on how to effectively use instructional technology in the classroom.
5. To develop attitude and behaviour appropriate for Distance and Non-Formal Education in Pakistan.

Breakup of the Programme

MA Education Specialization in Distance and Non-Formal Education Programme comprises of 60 credit hours with the following details:

1st Semester 18 Credits Hours

S. No.	Course Code	Course Title	Credit Hours
1	831	Foundations of Education	3
2	837	Educational Research	3
3	838	Curriculum Development & Instruction	3
4	840	Educational Psychology	3
5	846	Teaching Strategies	3
6	855	Computer in Education	3

2nd Semester 18 Credits Hours

S. No.	Course Code	Course Title	Credit Hours
1	833	Student Support Services in Distance Education	3
2	834	Educational Technology	3
3	835	Foundations of Adult Education	3
4	841	Educational Measurement and Evaluation	3
5	842	Concept and Methods of Distance Education	3
6	843	Educational Guidance and Counseling	3

3rd Semester 12 Credits Hours

S. No.	Course Code	Course Title	Credit Hours
1	844	Non-Formal Education	3
2	845	Educational Administration & Supervision	3
3	847	Adult Education in Comparative Perspective	3
4	851	System of Distance Education	3
OR			
5	857	Thesis	12

4th Semester 12 Credits Hours

1	832	Planning and Management of Distance Education	3
2	850	Evaluation of Adult Education	3
3*	6550	Teaching Practice I	3
4	6551	Teaching practice II	3
* <i>Student cannot take admission in course 6551 prior to course 6550 as 6550 is pre-requisite to course 6551</i>			

For any information, please contact: Chairman

Distance, Non-Formal & Continuing Education Department
AIOU, Sector H-8, Islamabad,
Ph: 051-9057450

MA (Education) Teacher Education**Eligibility**

Applicant having Bachelors degree with minimum 45% marks (2nd division) from any HEC recognized institution.

Objectives

The programme intends to achieve the following specific objectives:

1. To produce highly skilled, proficient and competent professionals who can positively influence and motivate the vast majority of classroom teachers at all levels.
2. To inculcate research skills to initiate research at grass root level.
3. To enable educators with professional vision through the intensive study of new developments, trends and directions in the field of education in the light of modern scientific and technical advancement.
4. To produce teachers who can make positive contribution to the wholesome growth and development of the individual by enabling him/her to understand how to learn, how to live together and how to work cooperatively as members of the group in team spirit.
5. To produce teachers who can play the role of effective organizers of teaching and learning activities.

Breakup of Programme

MA Education (Specialization in Teacher Education) Programme comprises of 20 courses (60 credit hours) with the following details:

1st Semester 18 Credits Hours

S. No.	Code	Course Title	Credit Hours
1	6500	Foundations of Education	3
2	837	Educational Research	3
3	6501	Educational Psychology & Guidance	3
4	6503	Curriculum and Instruction	3
5	6505	Islamic System of Education	3
6	6507	Educational Measurement and Evaluation	3

2nd Semester 18 Credits Hours

1	6508	Teaching of English	3
2	827	Secondary Education	3
3	828	Higher Education	3
4	829	Teacher Education in Pakistan	3

AND

Please select any one cluster from the following two clusters.

1	6509	Teaching of Urdu	3
2	6511	Teaching of Pakistan Studies	3
		OR	
1	6515	Teaching of Mathematics	3
2	6516	Teaching of Physics	3

3rd Semester 12 Credits Hours

1	6502	Educational Management and Supervision	3
2	6506	Education in Pakistan	3
3	6554	Workshop and Teaching Practice-I	3
4	6555	Workshop and Teaching Practice-II	3

Student cannot take the course 6555 before 6554. Enrollment in 6554 is prerequisite for course 6555.

4th Semester 12 Credits Hours

S. No.	Code	Course Title	Credit Hours
1	6552	Textbook Development-I	3
2	6553	Textbook Development-II	3
3	6573	Planning for Population Education-I	3
4	6574	Planning for Population Education-II	3

Note:

1. The department will provide detail of workshops later on.
2. Courses offering in the pedagogical/ collaterals specialization and alternate courses of thesis will depend upon availability. The students will be informed about it in the continuing student form/letter at the beginning of each semester.
3. The department may change the course or their sequence.
4. A student can obtain MA Education specialization in Teacher Education after completing course work equivalent to 60 credits.

Chairperson
Department of Secondary Teacher Education
Allama Iqbal Open University,
Sector H – 8, Islamabad Ph: 051-9057705

MA Special Education

Objectives:

Objectives of the MA Special Education programmes are as:

1. To acquaint the teachers of special children with latest curricula, teaching techniques and methodologies.
2. To meet country's increasing demand of trained specialized manpower in Special Education at all levels.
3. To develop attitude and behaviour appropriate for special educational personnel enabling them to meet individual students and group needs.

Eligibility:

Applicant having Bachelors degree or 14 years of education with minimum 45% marks (second division) from any HEC recognized university/institute.

Breakup of Programme

MA Special Education Programme comprises 60 credit hours with the following details.

1st Semester 18 Credits Hours

S. No.	Code	Course Title	Credit Hours
1	671	Educational Psychology	3
2	672	Perspectives of Special Education	3

3	673	Handicapped Person in the Community	3
4	831	Foundations of Education	3
5	837	Educational Research	3
6	838	Curriculum Development & Instruction	3

2nd Semester

(Students can take any specialization area of 12 credit hours)

A. VISUAL IMPAIRMENT

3601	Braille Practical Course—Urdu	3
3602	Braille Practical Course—English	3
677	Independence Training for Visually Handicapped.	3
678	Special Education for Visually Handicapped	3
<i>Note:</i> Students enrolled in courses 3601 and 3602 will arrange Slate/Braille Frame and Braille papers by themselves.		

B. HEARING IMPAIRMENT

680	General Introduction to the Hearing impairment	3
681	Psychology of Deafness & Child Development	3
682	Speech and Hearing	3
683	Audiology and Audiometry	3

C. MENTAL RETARDATION

3603	Introduction and Assessment of Mentally Retarded Children-I	3
3604	Introduction and Assessment of Mentally Retarded Children-II	3
3605	Education of Mentally Retarded Children-I	3
3606	Education of Mentally Retarded Children-II	3

D. PHYSICAL DISABILITY

3607	Physical Handicaps-I	3
3608	Physical Handicaps-II	3
3609	Educational Adaptations for Children with Physical Disabilities-I	3
3610	Educational Adaptations for Children with Physical Disabilities-II	3

3rd Semester 18 Credit hours

S.#	Code	Course Title	Cr.Hrs.
1	3611	Organization and Management of Special Schools-I	3
2	3612	Organization and Management of Special Schools-II	3
3	3613	Community Based Rehabilitation of People with Disabilities-I	3
4	3614	Community Based Rehabilitation of People with Disabilities-II	3
5	3600	Face to Face Component	3
6	846	Teaching Strategies	3

Note: - Course code 3600 comprises three components:

- i) 6 days workshop,
- ii) teaching practice of 40 lessons in special schools/centers and
- iii) Final lessons.

Student who fails or absents in any one component will be declared fail in the course and has to take fresh admission in this course.

4th Semester

694	Thesis	12
OR		
Any 12 credit hours master level courses from the courses offered by Faculty of Education and not attempted previously by the student.		
a. Visual Impairment		
3601	Braille Practical Course Urdu	03
3602	Braille Practical Course English	03
677	Independence Training for the visually Handicapped	03
678	Special Education for the Visually Handicapped Children	03
b. Hearing Impairment		
680	General Introducing to the Hearing Impairment	03
681	Psychology of Deafness and Child Development	03
682	Speech and Hearing	03
683	Audiology and Audiometry	03
c. Mental Retardation		
3603	Introduction and Assessment of Mentally Retarded Children-I	03
3604	Introducing and Assessment of Mentally Retarded Children –II	03
3605	Education of the Mentally Retarded Children –I	03
3606	Education of the Mentally Retarded Children –II	03

d. Physical Disabilities		
3607	Physical Handicaps-I	03
3608	Physical Handicaps-II	03
3609	Education Adaptation for Children with Physical Disabilities-I	03
3610	Education Adaptation for Children with Physical Disabilities-II	03
e. Other Courses Offered by the Faculty		
826	Elementary Education	03
827	Secondary Education	03
828	Higher Education	03
829	Teacher Education in Pakistan	03
833	Students Support Services	03
834	Educational Technology	03
835	Foundations of Adult Education	03
841	Educational Measurement and Evaluation	03
842	Concepts and Method of Distance Education	03
843	Educational Guidance & Counseling	03
851	The System of Distance Education	03
852	Broadcast Media in Distance Education	03
853	Non Broadcast Media in Distance Education	03
854	Development Material for Distance and Non Formal Education	03

Chairperson

Department of Special Education
AIOU, Sector H – 8, Islamabad.
Ph: 051-9057853

Fee Tariff of MA Education

Registration Fee: (at 1 st Admission in University)	Rs. 500/-
Admission Fee: (at 1 st Admission in University)	Rs. 1000/-
Technology Fee:	Rs. 500/-
Per 3 credit hours fee: Rs. 2250/- (2250×6)=13500/-	Rs. 13500/-
Total Fee of 1 st Semester	Rs. 15500/-
Thesis fee: Rs. 9000/- (only students opting for thesis. Thesis Evaluation: Rs. 1775/- (only students opting for thesis) (to be paid at the time of submission of thesis final evaluation).	

Total Fee of 1st Semester:

For MA Education is Rs. 15500/- Specialization in

DNFE	Teacher Education	Special Education
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Programme Coordinators (MA/PGD Education) Specialization in:

1. Distance and Non-Formal Education

Dr. Aftab Ahmed Ph: 051-9057720
Email: aftab.ahmed@aiou.edu.pk

2. Educational Planning and Management

Ms. Tahira Bibi
Ph: 051-9057715 / 051-9057717
Email: tahira.naushahi@aiou.edu.pk

3. Secondary Teacher Education

Dr. Tooba Saleem

Ph: 051-9057890

Email: tooba.saleem@aiou.edu.pk

M.Ed Programme

Specialization in (Distance & Non-Formal Education)

Eligibility

Applicant having Bachelors degree and BEd/BSEd with minimum 45% marks (2nd division) in both degrees from any HEC recognized institution.

Scheme of Studies

1st Semester: 18 Credit Hours

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

2nd Semester: 18 Credit Hours

S. No.	Code	Course Title	Credit Hours
1	852	Broadcast Media in DNFE	3
2	853	Non –Broadcast Media in DNFE	3
3	854	Developing Material for DNFE	3

4	834	Educational Technology	3
5	841	Educational Measurement and Evaluation	3
6	846	Teaching Strategies	3
OR			
1	852	Broadcast Media in DNFE	3
2	854	Developing Material for DNFE	3
3	839	Thesis	12

For any information, please contact:

Chairman Distance, Non-Formal & Continuing Education
Department AIOU, Sector H-8, Islamabad

Ph: 9057706

MEd Programme

Specialization in (Elementary Teacher Education)

Eligibility

- i. Applicant having Bachelors degree and BEd/BSEd with minimum 45% marks (2nd division) in both degrees from any HEC recognized institution.
- ii. According to AIOU Rules graduates of B.Ed (Arabic) have to pass 651 and all compulsory courses of B.Ed (General) along with- BA (with English) to be eligible for M.Ed Admission in Next offering it will be also mentioned in prospectus.

1st Semester: 18 Credit Hours

S. No.	Code	Course Title	Credit Hours
1	840	Educational Psychology	3
2	826	Elementary Education	3
3	838	Curriculum Development and Instruction	3
4	1627	Classroom Assessment	3
5	837	Educational Research	3
6	622	Elementary School Management	3

2nd Semester: 18 Credit Hours

S. No.	Code	Course Title	Credit Hours
1	625	Perspective of Elementary Education	3
2	627	ICT in Education	3
3	831	Foundations of Education	3
4	623	Teaching Strategies at Elementary level	3
5	629	Guidance & Counselling in Elementary School	3
6	626	Elementary Teacher Education	3
OR			
1	625	Perspective of Elementary Education	3
2	627	ICT in Education	3
3	699	Thesis	12

Note: Course offering will depend on its availability. The department may change the sequence of courses' offering. For each 3 credit course there will be a workshop for two days.

There will be one week workshop for thesis. The workshop will be organized according to the guidelines of the department. Instead of thesis, the student may take courses of 12 credit hours.

For any information, please contact:

Chairman

Early Childhood Education & Elementary Teacher
Education Department, AIOU, Islamabad.

Ph: 051-9057718, 051-9057719

MEd Programme *Specialization in (Teacher Education)*

Eligibility

Applicant having Bachelors degree and BEd/BSEd with minimum 45% marks (2nd division) in both degrees from any HEC recognized institution.

Scheme of Studies

1st Semester: 18 Credit Hours

Code	Course Title	Cr. Hrs
831	Foundations of Education	3
837	Educational Research	3
838	Curriculum Development and instruction	3
840	Educational Psychology	3
6507	Educational Measurement & Evaluation	3
6505	Islamic System of Education	3

2nd Semester: 18 Credit Hours

826	Elementary Education	3
827	Secondary Education	3
828	Higher Education	3
829	Teacher Education in Pakistan	3
6552	Textbook Development-I	3
6553	Textbook Development-II	3

For any information, please contact:**Chairperson**

Department of Secondary Teacher Education
AIOU, H-8, Islamabad, Ph: 051-9057705

**M.Ed Programme
Specialization in (Science Education)****Eligibility**

BSc with BEd (at least 2nd Div) **OR** BS ED (2nd Div) **OR** BSCS with BEd, BS Engineering / Medical / all science related areas with BEd (Science).

Scheme of Studies**1st Semester:****18 Credit Hours**

Code	Course Title	Cr. Hrs
831	Foundations of Education	3
837	Educational Research	3
838	Curriculum Development & Instruction	3
840	Educational Psychology	3
695	Foundations of Science Education	3
696	Teaching Strategies in Science Education	3

2nd Semester 18 Credit Hours

697	Assessment in Science Education	3
698	Laboratory Organization, Management And Safety Methods	3
848	Thesis	12
OR in lieu of Thesis		
846	Teaching Strategies	3
855	Computers in Education	3
6506	Education in Pakistan	3
6507	Educational Measurement & Evaluation	3

For any information, please contact:

Incharge/Head of Department Department of Science
Education, Ph: 051-9057249

**MEd Programme
Specialization in (Special Education)****Eligibility**

Applicant having Bachelors Degree 2nd Division and BEd/BS.Ed with minimum (2nd division) from any HEC recognized institution.

1st Semester: 18 Credit Hours**Core Courses**

Code	Course Title	Credit Hours
671	Educational Psychology	3
672	Perspectives of Special Education	3
673	Handicapped Person in the Community	3
831	Foundations of Education	3
837	Educational Research	3
838	Curriculum Development and Instruction	3

2nd Semester: 18 Credit Hours, Specialization Courses:

846	Teaching Strategies	3
3600	Face to Face Component i. Workshop, ii. Teaching Practice in Special School/ Centers iii. Final Lessons	3
Note: Student fail or absent in any one of the 3 components mentioned above will be declared fail in the course. He/she will be get enrolled as fresh student in the course. No re-appear chance.		

Specialization Areas: (Any one of the following four specialization)		
A. VISUAL IMPAIRMENT		
3601	Braille Practical Course-Urdu	3
3602	Braille Practical Course-English	3
677	Independence Training for the Visually Handicapped.	3
678	Special Education for the Visually Handicapped	3
Note: Students enrolled in course 3601 & 3602 will arrange Slate/ Braille Frame and Braille paper by themselves.		
B. HEARING IMPAIRMENT		
680	General Introduction to the Hearing Impairment	3
681	Psychology of Deafness & Child Development	3
682	Speech and Hearing	3

683	Audiology and Audiometry	3
C. MENTAL RETARDATION		
3603	Introduction and Assessment of Mentally Retarded Children-I	3
3604	Introduction and Assessment of Mentally Retarded Children-II	3
3605	Education of Mentally Retarded Children-I	3
3606	Education of Mentally Retarded Children-II	3
D. PHYSICAL DISABILITIES		
3607	Physical Handicaps-I	3
3608	Physical Handicaps-II	3
3609	Educational Adaptations for Children with Physical Disabilities-I	3
3610	Educational Adaptations for Children with Physical Disabilities-II	3

Chairperson
Department of Special Education
Ph: 051-9057859, 051-9250078

Fee Tariff:

Registration Fee: (at 1 st admission in University)	Rs.500/-
Admission Fee: (at 1 st admission in Program)	Rs.1000/-
Technology Fee + Courier Charges	Rs.500/-
Per 3 credit hours fee: Rs.2250/- (Rs.2250×6)=	Rs.13500/-
Total fee of 1st Semester	Rs. 15500/-
Thesis fee: Rs.9000/- (only for students opting for thesis Thesis evaluation:Rs.1775/-(only for students opting for thesis) (to be paid at the time of submission of thesis final evaluation).	

Items	Rate
Registration Fee: (once at the time of 1 st admission)	Rs.500/-
Admission Fee: (once at the time of 1 st semester)	Rs.1000/-
Technology Fee + Courier	Rs.500/-
Per 3 Credit Hours course fee Rs.2250/- 18 Credit Hours course fee: Rs. 2250×6=13500/-	Rs.13500/-
Total fee for 1st Semester	Rs.15500/-

Thesis (12 Credit hours) Fee: Rs.9000/-

Thesis Evaluation fee: Rs.1775/-

At the time of submission of thesis evaluation and viva voce

Fee Depositing Procedure:

Eligible candidates for (OPEN MERIT PROGRAMMES) are required to deposit fee in any 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)

Admission Form (original) to be sent to Directorate of Admissions and mailing through Post Office or any other courier service.

Instructions

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

Programme Coordinators

Please contact to concern coordinators, if need, any help

Specialization in:

1. **Distance and Non-Formal Education**
Dr. Amtul Hafeez Ph: 051-9057706
Email: amtulhafeezch@yahoo.com
2. **Science Education**
Dr. Farkhunda Rasheed Chaudhry
051-9057797
Email: farkhanda.rasheed@aiou.edu.pk
3. **Secondary Teacher Education**
Dr. Tooba Saleem
Ph: 051-9057890
Email: tooba.saleem@aiou.edu.pk
4. **Special Education**
Dr. Zahid Majeed
Ph: 051-9057294, 051-9250078
Email: zahid_majeed@aiou.edu.pk
5. **Early Childhood Education & Elementary Teacher**
Dr. Muhammad Athar Hussain
Ph: 051-9057703
Email: muhammad.athar@aiou.edu.pk

Scheme of Studies

Method of Instruction

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

i) Self-Instructional Material

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

ii) Tutorials (if applicable)

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

iii) Workshops (Compulsory)

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

Evaluation Procedure

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

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

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

Grading System

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

Specific Information

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

Attainment of Certificate/Degree

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

FACULTY MEMBERS

Chairpersons of Departments

1. **Dean /Professor Dr. Nasir Mahmood**
Science Education Department
Ph: 051-9057719, 051-9057718
Email: Nasir.mahmood@aiou.edu.pk
2. **Dr. Tanzila Nabeel**
Special Education Department
Ph: 051-9057853, 051-9250078
Email: tanzilanabeel@gmail.com
3. **Dr. Naveed Sultana**
Secondary Teacher Education Department
Ph: 051-9057890
Email: drnaveeda@gmail.com
4. **Dr. Muhammad Ajmal Chaudhary**
Distance, Non-Formal & Continuing Education
Department Ph: 051-9250055
Email: drajmal@aiou.edu.pk
5. **Dr. Fazal ur Rehman**
Early Childhood Education & Elementary Teacher
Education Department
Ph: 051-9250167
Email: fazalaiou@yahoo.com
6. **Dr. Afshan Huma**
Educational Planning, Policy Studies & Leadership
Department Ph: 051-9250059
Email: afhsan.hum@aiou.edu.pk

Associate Professor

Dr. Muhammad Athar Hussain

Distance, Non-Formal & Continuing Education
Department, Ph: 051-9057268
Email: Muhammad.athar@aiou.edu.pk

Assistant Professors

1. **Dr. Munazza Ambreen**
Secondary Teacher Education Department
Ph: 051-9057713
Email: munazza.ambreen@aiou.edu.pk
2. **Dr. Azhar Mumtaz Saadi**
Educational Planning, Policy Studies & Leadership
Department Ph: 051-9057709
Email: azhar.mumtaz@aiou.edu.pk
3. **Dr. Muhammad Tanveer Afzal**
Secondary Teacher Education Department
Ph: 051-9057711
Email: tanveer.afzal@aiou.edu.pk
4. **Dr. Rehmatullah Bhatti**
Distance, Non-Formal & Continuing Education
Department Ph: 051-9057706
Email: rehmat.ullah@aiou.edu.pk
5. **Dr. Hafiz Tahir Jameel**
Special Education Department
6. **Dr. Muhammad Samiullah**
Early Childhood Education & Elementary Teacher
Education Department
Ph: 051-9057851

7. **Dr. Zafar Iqbal Lilla**
Distance, Non-Formal & Continuing Education
Department Ph: 051-9057720
Email: zafarar72@yahoo.com
8. **Dr. Amtul Hafeez**
Distance, Non-Formal & Continuing Education
Department Ph: 051-9057706
Email: amtulhafeezch@yahoo.com
9. **Dr. Sidra Rizwan**
Secondary Teacher Education Department
Ph: 051-9057707
Email: sidra.rizwan@aiou.edu.pk
10. **Dr. Farkhunda Rasheed Ch.**
Science Education Department Ph: 051-9057797
Email: farkhunda.rasheed@aiou.edu.pk
11. **Dr. Hina Noor**
Special Education Department
12. **Dr. Naila Naseer**
Distance, Non-Formal & Continuing Education
Deptt. Ph: 051-9057194
Email: naila.naseer@aiou.edu.pk

Lecturers

1. **Dr. Aftab Ahmed**
Distance, Non-Formal & Continuing Education
Deptt. Ph: 051-9057249
Email: aftab.ahmed@aiou.edu.pk

2. **Dr. Zaheer Ahmad**
Distance, Non-Formal & Continuing Education
Deptt. Ph: 051-9057720
Email: zaheer.ahmad@aiou.edu.pk
3. **Mr. Arshad Mehmood Qamar**
Science Education Department Ph: 051-9057168
Email: arshad.mehmood@aiou.edu.pk
4. **Ms. Tahira Bibi**
Educational Planning, Policy Studies & Leadership
Deptt. Ph: 051-9057715 / 051-9057717
Email: tahira.naushahi@aiou.edu.pk
5. **Dr. Sarwat Maqbool**
Educational Planning, Policy Studies & Leadership
Deptt. Ph: 051-9057704
Email: sarwatmaqbool@gmail.com
6. **Mr. Hamid Ali Nadeem**
Educational Planning, Policy Studies & Leadership
Deptt. Ph: 051-9057709
Email: hamid.ali@aiou.edu.pk
7. **Dr. Rukhsana Durrani**
Early Childhood Education and Elementary
Education
8. **Ms. Mubeshera Tufail**
Early Childhood Education and Elementary
Education

GENERAL INFORMATION

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. 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.
- iii. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme
- iv. On payment of the registration fee, each student will be issued a student ID. This number must be quoted in all the future correspondence.
- v. Study material shall be available on website for downloading.
- vi. 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.
- vii. 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.
- viii. It is the responsibility of the student to remain in touch with the department regarding the academic activities.
- ix. 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.

- x. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.
- xi. The university reserves the right to change contents of this prospectus without any prior notice as per university policy.
- xii. 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.
- xiii. 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 THROUGH BANKS

- Eligible candidates for (OPEN MERIT PROGRAMMES) are required to deposit fee in any branch of the following banks:
 - (1) Allied Bank Limited (ABL)
 - (2) First Women Bank (FWB)
 - (3) Muslim Commercial Bank (MCB)
 - (4) United Bank Limited (UBL)

PROCEDURE OF FEE DEPOSIT THROUGH TELECOS

Easypaisa

Through Easypaisa App

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

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

Through USSD String *786#

The Easypaisa mobile wallet account may be created by dialing *786#. For using this mode, student must have balance equal to his/her payable fee in Easypaisa mobile account. There are **no transactions charges**, if student use this mode

to pay his/her fee. Following is the procedure of fee payment through USSD string *786#

1. Dial *786#
2. Select “4” (Payments)
3. Select “7” (Fee Collections)
4. Select “99” (Next)
5. Select “AIOU”
6. Enter Challan No.
7. Screen will show the payable amount & due date
8. Enter Mobile Account PIN
9. Fee will be Paid and student will receive confirmation SMS from 3737
10. Student will write **Transaction ID** and “**Paid via Easypaisa786 String**” on the challan and admission form. Further, students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Through Easypaisa Retailer (Agent) Shop/Telenor Franchise / Telenor Bank Branches

Fee can also be paid by visiting any Easypaisa Agent shop, Telenor franchise and Telenor Microfinance Bank branch. For using this mode, student has to pay **Rs. 15 per transaction** in addition to the payable fee. Following is the fee payment procedure through this mode.

1. Student may visit any nearest Easypaisa Retailer (Agent) Shop, Telenor franchise or Telenor Microfinance Bank branch
2. Student will inform the retailer/franchisee/teller that he/she wish to pay fee of AIOU

3. Retailer/Franchisee/Teller will ask the student to share CNIC number , Mobile Number & Challan Number
4. Retailer/Franchisee/Teller will enter the Challan Number in his Easypaisa Tab/system
5. Tab/System will show the payable amount & due date
6. Student will handover the fee amount to retailer/franchisee/teller
7. Once the fee amount is handed over, the retailer/franchisee/teller will process the fee transaction
8. Fee will be paid and student will receive confirmation SMS from 3737 on mobile number. Transaction charges will be mentioned in the confirmation SMS
9. Student will write **Transaction ID** and **“Paid via Easypaisa Agent/Franchisee/Teller”** on the challan and admission form. Bank stamp will be embossed only in case the fee is paid through Telenor Microfinance Bank branches. Further students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Upaisa

Through Upaisa App

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

1. Login to Upaisa App

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

Through USSD String *786#

The Upaisa mobile wallet account may be created by dialing *786#. For using this mode, student must have balance equal to his/her payable fee in Upaisa mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through USSD string *786#

1. Dial *786#
2. Select “Payments”
3. Select “AIOU”
4. Enter Challan No.
5. Screen will show the payable amount
6. Student will enter his/her Mobile Number and PIN
7. Fee will be Paid & student will receive confirmation SMS
8. Student will write **Transaction ID** and **“Paid via Upaisa786 String”** on the challan and admission form.

Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Through Upaisa Agent Shop/Ufone Franchise /PTCS OSS/U Microfinance Bank Branches

Fee can also be paid by visiting any Upaisa Agent shop, Ufone franchise, PTCL One stop shop (OSS) and U Microfinance Bank branch. For using this mode, student has to pay **Rs. 15 per transaction** in addition to the payable fee. Following is the fee payment procedure through this mode.

1. Student may visit any nearest Upaisa Retailer (Agent) Shop, Ufone Franchise, PTCL OSS or U Microfinance Bank branch
2. Student will inform the retailer/franchisee/teller that he/she wish to pay fee of AIOU
3. Retailer/Franchisee/Teller will ask the student to share CNIC number , Mobile Number & Challan Number
4. Retailer/Franchisee/Teller will enter the Challan Number in his Upaisa Tab/system
5. Tab/System will show the payable amount & due date
6. Student will handover the fee amount to retailer/franchisee/teller
7. Once the fee amount is handed over, the retailer/franchisee/teller will process the fee transaction
8. Fee will be paid and student will receive confirmation SMS on mobile number. Transaction charges will be mentioned in the confirmation SMS

9. Student will write **Transaction ID** and **“Paid via Upaisa Agent/Franchisee/Teller”** on the challan and admission form. Bank stamp will be embossed only in case the fee is paid through U Microfinance Bank branches. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Jazz Cash Through Jazzcash App

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

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

Through USSD String *786#

The Jazzcash mobile wallet account may be created by dialing *786#. For using this mode, student must have balance equal to his/her payable fee in Jazzcash mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through USSD string *786#

1. Dial *786#
2. Select "Payments"
3. Select "Education Payments"
4. Select "AIOU"
5. Enter Challan No.
6. Screen will show the payable amount
7. Enter MPIN
8. Fee will be Paid & student will receive confirmation SMS
9. Student will write **Transaction ID** and "**Paid via Jazzcash786 String**" on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Through Jazzcash Agent Shop/Jazz Franchise /Mobilink Microfinance Bank Branches

Fee can also be paid by visiting any Jazzcash Agent shop, Jazz franchise and Mobilink Microfinance Bank branch. For using this mode, student has to pay **Rs. 20 per transaction** in addition to the payable fee. Following is the fee payment procedure through this mode.

1. Student may visit any nearest Jazzcash Retailer (Agent) Shop, Jazz Franchise or Mobilink Microfinance Bank branch

2. Student will inform the retailer/franchisee/teller that he/she wish to pay fee of AIOU
3. Retailer/Franchisee/Teller will ask the student to share CNIC number , Mobile Number & Challan Number
4. Retailer/Franchisee/Teller will enter the Challan Number in his Jazzcash Tab/system
5. Tab/System will show the payable amount & due date
6. Student will handover the fee amount to retailer/franchisee/teller
7. Once the fee amount is handed over, the retailer/franchisee/teller will process the fee transaction
8. Fee will be paid and student will receive confirmation SMS on mobile number. Transaction charges will be mentioned in the confirmation SMS
9. Student will write **Transaction ID** and "**Paid via Jazzcash Agent/Franchisee/Teller**" on the challan and admission form. Bank stamp will be embossed only in case the fee is paid through Mobilink Microfinance Bank branches. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU.

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

1. The students who has submitted their fees for Admission but do not wish to continue and have applied for refund of fee before dispatch of study material/ books, the fees will be refunded after deduction @ 10% of total fee.
2. the student who was not eligible but deposited fee for Admission, the fee shall be refunded after deduction @ 15% of total fee.
3. The students who have deposited their fee in excess of due fee the total excess amount shall be refunded or adjusted as the case may be.
4. The Treasurer Department shall verify the fee of students and shall send the case to the audit for pre-audit.
5. the cheque will be issued to the candidate by the campus payment section, Treasurer Department.
6. Admission fee will be refunded/ adjusted maximum up to one year.
7. After dispatching the study material, the candidate shall not be eligible for the refund of fee.

GENERAL CONDITIONS FOR REFUND

1. The University must have received the fees in its bank account.
2. All refund requests must be submitted on the Fee Refund Application form. The Bank Challan/ Deposit

Slip, any other record of fee and ID Card copy must be attached to it.

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

REFUND OF OTHER FEE

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

IMPORTANT TELEPHONE NUMBERS

Sr. No.	Name	Telephone Nos.
1.	Director Admissions	051-9057298 051-9250043 051-9250162 (Fax)
2.	Assistant Registrar (Mailing)	051-9057281-82 051-9250185, 051-9057611
3.	Controller of Examinations	051-9057310 051-9057328 051-9250012
4.	Director Students Affairs	051-9250174
5.	Dy. Registrar (Teachers Education)	051-9057428 051-9057299

ALLAMA IQBAL OPEN UNIVERSITY, REGIONAL NETWORK

FEDERAL AREA, ISLAMABAD

Additional Regional Director,
Regional Campus, AIOU,
Block No.27, (Services Block)
SectorH-8, ISLAMABAD.
Ph: (051)9250171(051)9057608
Email: reg_isb@aiou.edu.pk

PUNJAB

Deputy Regional Director,
Regional Centre, AIOU, Street No.5, Major
Tahir Sadiq Road, Dar-ul-Salam Colony,
ATTOCK. Ph: (057)2610610,9316418
Email: rd_attock@aiou.edu.pk

Additional Regional Director,
Regional Campus, AIOU, Chak No. 12-A/BC,
Near Airport Hasilpur By Pass Road,
BAHAWALPUR. Ph: 0304-9983138-9
Email: rd_bahawalpur@aiou.edu.pk

Assistant Regional Director,
Regional Centre, AIOU, Opposite Allied Park,
Near Food Godam Railway, By Pass Road,
CHAKWAL. Ph: (0543)553566
E mail: rd_chakwal@aiou.edu.pk
Additional Regional Director,
Regional Campus, AIOU,
Railway Road, Near Veterinary Hospital,
DERA GHAZI KHAN. Ph: (064) 9260386-7
Email: rd_dgkhan@aiou.edu.pk

Regional Director,
Regional Campus, AIOU, F-Block, Near STN
Tower, Millat Town, **FAISALABAD.**
Ph: (041) 9330790-3
Email: rd_faisalabad@aiou.edu.pk
Regional Director,
Regional Campus, AIOU,
10-X Block, Peoples Colony, **GUJRANWALA.**
Ph: (055)9230251-3
Email:rd_gujranwala@aiou.edu.pk

Additional Regional Director,
Regional Campus, AIOU, Toba Road,
Opposite Officers Colony, **JHANG.**
Ph: (047) 7630953,7631166
Email: rd_jhang@aiou.edu.pk

Assistant Regional Director,
Regional Centre, AIOU, Ghaffar Chwok
(Bhatta Corianwal), Main Road, **KASUR
CITY.** Ph: 0492-723723
Email: rd_kasur@aiou.edu.pk

Additional Regional Director,
Regional Campus, AIOU, 346 - Raza Block,
Allama Iqbal Town, **LAHORE**
Ph: (042)99260023-9
Email: rd_lahore@aiou.edu.pk

Incharge,
Model Study Center, AIOU, Near Sat
SiraChowk, Marala Road,
MANDI BAHAUDDIN. Ph: (0546)571171
Email: msc_mbdin@aiou.edu.pk

Additional Regional Director,
Regional Campus, AIOU, Near Under Pass,
MIANWALI. Ph: (0459) 920024-6
Email: rd_mianwali@aiou.edu.pk

Additional Regional Director,
Regional Campus, AIOU, CF-7, Shah Rukn-e-
Alam Colony, Near Thana Stop, **MULTAN .**
Ph: (061)6772499, 9220202-03
Email: rd_multan@aiou.edu.pk

Assistant Regional Director,
Regional Centre, AIOU, Al Huda Street, Amin
Colony, Near Govt. High School, **NAROWAL.**
Ph:(0542)413122, 412122
Email: rd_narowal@aiou.edu.pk

Deputy Regional Director,
Regional Campus, AIOU, Hidayat Campus,
Near Sheikh Zaid Air Port, **RAHIM YAR
KHAN,** Ph: (068)9239046, 9239166
Email: rd_rykhan@aiou.edu.pk

Additional Regional Director,
Regional Campus, AIOU, House No.CB/190-
A, Lane No.4, Street No.1, Near Maryam
Memorial Hospital, Peshawar Road,
RAWALPINDI. Ph: 051-9334264-5
E mail: rd_rawalpindi@aiou.edu.pk

Deputy Regional Director,
Regional Centre, AIOU, House No.88, Main
Road Bilal Colony, **SAHIWAL**
Ph: (040) 9330456-7
Email: rd_sahiwal@aiou.edu.pk

Assistant Regional Director,
Regional Centre, AIOU, House No. 145,
Muradabad Colony, Near Daewoo Terminal,
University Road, **SARGODHA CANTT.**
Ph: (048)3211217-8
Email: rd_sargodha@aiou.edu.pk

Deputy Regional Director,
Regional Centre, AIOU, Mohallah Mumtaz
Pura, Haji Pura, Daska Road, **SIALKOT.** Ph:
(052)3241300, 3241400
Email: rd_sialkot@aiou.edu.pk

Deputy Regional Director,
Regional Centre, AIOU, House No. P06,
Mohallah Faiz Colony, Qasmia Road,
TOBA TEK SINGHPh: (046)9201020, 9201021
Email: rd_ttsingh@aiou.edu.pk

Deputy Regional Director,
Regional Centre, AIOU, House No. 166,
Faisal Town, Opposite Govt. Boys Post
Graduate College, **VEHARI.**
Ph:(067)3360636-7
Email: rd_vehari@aiou.edu.pk

Assistant Regional Director,
Regional Centre, AIOU, Opposite Office of
Punjab Food Authority, Near Railway Phattak,
Main Chishtian Road, **BAHAWALNAGAR.**
Ph: (063)9330012
Email: rd_bahawalnagar@aiou.edu.pk

Deputy Regional Director,
Regional Centre, AIOU, Street No. 01, Jamil
Town, Lahore Road, Near Superior College
HEIKHUPURA. Ph: (056)3545041
Email: rd_sheikhupura@aiou.edu.pk

Deputy Regional Director,
Regional Centre, AIOU, Mujahid Abad, Near
Jada, Main G.T.Road, **JHELUM.**
Ph:(0544)273378-9
Email: rd_jhelum@aiou.edu.pk

SINDH

Deputy Regional Director,
Regional Centre, AIOU, Bungalow No.46, B1-
8, Unit No.02. Railway Employee Housing
Society, Autobahn Road Latifabad, Near Lal
Qila Resurant, **HYDERABAD.**
Ph: (022)9330052-3
Email: rd_hyderabad@aiou.edu.pk

Assistant Regional Director,
Regional Campus, AIOU, ST-6, D-1, Block
No.14, Federal 'B' Area, **KARACHI.**
Ph: (021) 99246099-101
Email: rd_karachi@aiou.edu.pk

Additional Regional Director,
Regional Centre, AIOU, Bungalow No. A-05,
Garden City, Dadu Road, **MORO.**
Ph: 0321-3139843
Email: rd_moro@aiou.edu.pk

Assistant Regional Director,
Regional Centre, AIOU, Sachal Colony,
Banglow No.67, Near City Hospital
(Bakhtiarwar Park), **LARKANA CITY.**
Ph: (074)9239044
Email: rd_larkana@aiou.edu.pk

Assistant Regional Director,
Regional Centre, AIOU, Post Graduate Block,
Govt. Boys Degree College, **MITHI,**
Ph: (0232)261289, 26163,
Email: rd_mithi@aiou.edu.pk

Incharge,
Regional Centre, AIOU, Banglow/H. No. 74,
Main Ghulamullah Raod, Near City School
Makli Society, **THATTA.** Ph: (0298)920717-8
Email: rd_thatta@aiou.edu.pk

Deputy Regional Director,
Regional Centre, AIOU, Plot No. 31,
Block-A, Jaffria Co-operative Housing Society,
Shikarpur Road, **SUKKUR.** Ph: (071)5807213
Email: rd_sukkur@aiou.edu.pk

Incharge,
Noor Model Study Centre, AIOU, Old Girls
College Hostel, Opp: DCO Office, **UMERKOT.**
Ph:(0238)920010-16
Email: msc_uk@aiou.edu.pk

Incharge,
Model Study Centre AIOU, House No.61,
Shaheed Zulfiqar Colony, Near Daro Road,
DADU, Ph: (025)9239072
Email: msc_dadu@aiou.edu.pk

Assistant Regional Director,
Model Study Centre Malir, AIOU, First Floor,
Plot No. 16, ROW A, Block II Survey NC 90 Deh
Khanto, Sindhi Jamat Cooperative Housing
Society, Bin Qasim Town, District Malir,
KARACHI. Ph: 021-99333846
Email: msc_malir@aiou.edu.pk

KHYBER PUKHTOON KHWA

Deputy Regional Director,
Regional Campus, AIOU, Murree Road,
Adjacent B.I.S.E, **ABBOTTABAD.** Ph:
(0992)390925-390927
Email: rd_abbottabad@aiou.edu.pk

Assistant Regional Director,
Regional Centre, AIOU, Near BISE Peshawar
Camp Office, Governor Cottage Road
Goldoor, Chitral Town, District Lower,
CHITRAL. Ph: (0943) 413811 -412138
Email: rd_chitral@aiou.edu.pk

Assistant Regional Director,
Regional Campus, AIOU, NeeliKothi, Behind
District Auditorium, District Courts, **DERA
ISMAIL KHAN** Ph: (0966) 9280168-9280178
Email: rd_dikhan@aiou.edu.pk

Additional Regional Director,
Regional Campus, AIOU, Plot No.14, Sector
A-3, Phase V, Hayatabad **PESHAWAR**
Ph: (091)9217603-6
Email: rd_peshawar@aiou.edu.pk

Deputy Regional Director,
Regional Centre, AIOU, College Colony,
Opposite Shahuda Park, Saidu Sharif, **SWAT.**
Ph: (0946)9240205-6
Email: rd_swat@aiou.edu.pk

Deputy Regional Director,
Regional Centre, AIOU, Bunglow No. 237,
Sector-E, Sadberg Road, Sheikh Maltoon
Township, **MARDAN.** Ph: (0937)841020,
841030
Email: rd_mardan@aiou.edu.pk

Additional Regional Director,
Regional Centre, AIOU, House No.43, Sector
A/2, Phase No. II, KDA, **KOHAT.**
Ph: 0922-513882
Email:rd_kohat@aiou.edu.pk

Assistant Regional Director,
Regional Centre, AIOU, Blambat Road,
TIMERGARA. Ph: 0945-9250070
Email: rd_timergara@aiou.edu.pk

BALUCHISTAN

Assistant Regional Director,
Regional Centre, AIOU, Bus Stand Road,
Near Ghazali Public School, Gola Chowk,
DERA MURAD JAMALI Ph: (0838)710375
Email: rd_dmjamali@aiou.edu.pk

Assistant Regional Director,
Regional Centre, AIOU, Near B & R Rest
House, **KALAT** Ph: (0844)210569
Email: rd_kalat@aiou.edu.pk

Additional Regional Director,
Regional Campus, AIOU Eastern By Pass
Takhtani Road, **QUETTA ,** Ph: (081)2674429-
2674398, Email: rd_quetta@aiou.edu.pk

Deputy Regional Director,
Regional Campus,
AIOU, Pishkan Road, Near Bahria
Collage, **GWADAR.** Ph: (0864)410300
Email: rd_turbat@aiou.edu.pk

Assistant Regional Director,
Regional Centre,
AIOU House No. G/176, KhawajaKhal House,
Khawaja Khal Mohallah, **ZHOB.**
Ph: 0822-413018
Email: rd_zhob@aiou.edu.pk

Incharge, Model Study Centre,
AIOU, Near Wapda Office, **KHARAN**
Ph: 0332-8099850
Email: msc_kharan@aiou.edu.pk

GILGIT BALTISTAN

Additional Regional Director,
Regional Centre, AIOU, Shakra-i-Quaid-i-
Azam, Near Army Public School & College,
Khumer Cantt. **GILGIT.**
Ph:(05811) 960378, 960603
Email: rd_gilgit@aiou.edu.pk

Assistant Regional Director,
Regional Campus, AIOU, Near Elementary
College Sundus, **SKARDU.**
Ph:(05815)960258, 960915
Email:rd_skardu@aiou.edu.pk

Incharge, Model Study Centre,
AIOU, Village Thole, Tehsil Sikandarabad,
District **NAGAR.** Ph:05813-923028
Email: msc_nagar@aiou.edu.pk

AZAD JAMMU KASHMIR

Deputy Regional Director,
Regional Campus, AIOU, House No.1-A,
Sector, F-1, Kotli Road, **MIRPUR (A.K)**
Ph:05827-960028,960029
Email: rd_mirpur@aiou.edu.pk

Assistant Regional Director,
Regional Campus, AIOU, Zero Point,
Jalalabad, **MUZAFFARABAD (A.K)**
Ph: (05822)960839 Fax: (05822)960840
Email:rd_muzaffarabad@aiou.edu.pk

Incharge,
Regional Centre, AIOU, Officer Colony Near
New Rawalakot, International Hotel
CMH/Bagh Road, Supply Bazar,
RAWALAKOT (POONCH) A.K.Ph:
(05824)960241
Email: ard_rawalakot@aiou.edu.pk