

ADMISSION Autumn 2021

AIOU

MA/MSc PROGRAMMES

1. MSc Mass Communication
2. MSc Administrative Sciences
3. MA TEFL
4. MSc Forestry Extension
5. MSc Sustainable Environmental Design
6. MSc Public Nutrition



Allama Iqbal Open University, Islamabad

www.aiou.edu.pk

Help Line: (051) 111-112-468

Rs. 500/

PROSPECTUS OF MSc PROGRAMMES

1. MSc Mass Communication
2. MSc Administrative Sciences
3. MA TEFL
4. MSc Forestry Extension
5. MSc Sustainable Environmental Design
6. MSc Public Nutrition

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.

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Vice-Chancellor's Message

Dear Student,

السلام عليكم

Allama Iqbal Open University (AIOU) is one of the mega universities of the world and it occupies a unique position in the education sector of Pakistan. Because of its affordability and high quality 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 SOCIAL SCIENCES AND HUMANITIES

First established in 1981 with five departments, the Faculty of Social Sciences and Humanities has, over the years, flourished to become, by far, the largest Faculty of the University. It, today, consists of 14 departments offering

masters programmes in major areas of Social Sciences and Humanities like, Business Administration, Economics, Mass Communication, Sociology, Urdu, Library & Information Sciences, History, Pakistan Studies and Teaching of English as a foreign Language (TEFL). Additionally, efforts are afoot to plan and launch post-graduate programmes in Pakistani Languages and Law.

The Commonwealth-collaborated master's programmes in the areas of Business and Public Administration, which are specially tailored for the modern day busy executives, were launched in Spring 2002 semester.

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

The Faculty of Social Sciences & Humanities also offers several bachelors' level programmes in such professional areas like Bachelors in Library & Information Sciences (BLIS), BS-Business Administration, BS-Commerce and Mass communication. Tens of thousands of students comprising all

demographic groups and, from all over the country, enroll, each year, in these bachelor's level programmes.

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

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

DEPARTMENT OF MASS COMMUNICATION

Introduction

The Department of Mass Communication was established in 1986 for the educational needs of students at various levels ranging from bachelor programme to research-based, social science-focused, advanced-level PhD in Mass Communication studies.

The Department offered its specialized BA cluster programme in Mass Communication in 1988 for the first time in the country at graduate level. Students across the country are taking great interest in the programme. Admissions to Masters Programme

were announced in 1997. This programme is primarily focused on social science prong, involving courses on Advertising, Public Relations, Print Media-I, Print Media-II, Electronic Media-I, Electronic Media-II, Language Skills and Communicative Abilities, Development Support Communication, Mass Communication-I, Mass Communication- II, Media Ethics and Laws-I, Media Ethics and Laws-II, Theories of Mass Communication Part-1, Theories of Mass Communication Part-II, Research Methods in Mass Communication Part-I, Research Methods in Mass Communication Part-II, National & International Current Affairs Part-I, National & International Current Affairs Part-II, Basic Concept in Social Sciences Part-I, Basic Concept in Social Sciences Part-II and research projects of students. Each year thousands of applicants apply for admissions in MSc Mass Communication. However, admission is granted on purely merit basis on a limited number of seats.

Keeping in view the fast growing trend of students studying Mass Communication phenomenon, the Department launched advanced studies of MPhil in Mass Communication in its Autumn Semester 2000. MPhil in Mass Communication involves 24 credit hours of course work and 12 credit hours of thesis. The course work spans evolution and advances in mass communication theory and research, sociology of mass media, and methods of behavioural research in social sciences.

The Department has also offered PhD Programme in Mass Communication. The main objective of the programme is to enable students to understand and explain the dynamics of the social phenomenon of mass communication in Pakistani society, and especially to enable them to independently investigate the contents, uses and effects and sociology of mass media in the society.

The Department has also offered MSc in Television Production, which is a face to face mode and only being offered in Islamabad.

In addition to the above degree programmes, the department also offers three certificate level courses in Journalism, Advertising and Public Relations in the University's Short Term Educational Programmes (STEPS).

MSc MASS COMMUNICATION

The MSc Programme consists of 60 credit hour courses to be completed in a minimum period of two years. The programme provides a broad overview of mass communication theories and methods. Since the programme is being offered through distance education mode, the main emphasis is on text material. However, students are also required to attend fortnightly tutorials, participate in workshops which are mandatory for each course, and to do internship in an accredited media organization. Besides,

research activity is also open for outstanding students to be carried out at the end of the course work on mass communication related issues.

Objectives

The MSc Mass Communication programme has been designed to achieve the following objectives:

- To cater the educational needs of those who due to one or another reason could not continue their education in the formal universities but are highly motivated to enhance their academic qualification for elevation to their jobs
- To prepare and guide interested students for pursuing higher studies and research in mass communication.

Duration

Duration of MSc Degree in Mass Communication is two years, comprising four semesters. A student shall have to successfully complete 60 credit hour courses and research work.

Eligibility for Admission

The minimum requirement for admission to MSc Mass Communication is at least second division bachelor's degree.

Only selected candidates will be informed by the Admission Department to deposit the fee. The continuing students will have to apply for admission in the ongoing semester on the computerized admission form to be provided by the university

without waiting for their examination or result. If a student does not receive the computerized form, he/she is advised to use new general admission form or download the same from AIOU's website (aiou.edu.pk) and submit it within due date on the address given in the form.

The Department grants admission to a limited number of students purely on merit basis, however some seats are reserved for media professionals associated with leading national media organizations.

1st Semester

S. No.	Course Code	Course Title	Credit Hours
1	967	Advertising	3
2	968	Public Relations	3
3	5625	Print Media Part-I	3
4	5626	Print Media Part-II	3
5	5627	Electronic Media-I	3
6	5628	Electronic Media-II	3

2nd Semester

1	964	Language Skills & Communicative Abilities	3
2	965	Development Support Communication	3

3	5631	Mass Communication Part-I	3
4	5632	Mass Communication Part-II	3
5	6603	Media Ethics & Laws-I	3
6	6604	Media Ethics & Laws-II	3

3rd Semester

1	5629	Research Methods in Mass Communication– I	3
2	5630	Research Methods in Mass Communication– II	3
3	5635	Theories of Mass Communication -I	3
4	5636	Theories of Mass Communication -II	3

4th Semester

4th Semester (Option – 1)			
1	5633	National & International Current Affairs-I	3
2	5634	National & International Current Affairs-II	3
3	5637	Basic Concepts in Social Sciences-I	3
4	5638	Basic Concepts in Social Sciences-II	3
4th Semester (Option – 2)			
1	5639	Social Psychology Part-I	
2	5640	Social Psychology Part-II	
4th semester (Option – 3)			
1	970	Thesis	12

Note:

Students studying in fourth semester can opt only one option either option: 1 or option: 2

Thesis

The students will be required to perform research work of twelve credit hours under supervision of an advisor. There will be an intensive workshop for discussion of research proposal of the students in the beginning of 4th semester. After evaluation of the thesis by the external expert, the students will appear before a viva voce committee to defend his/her thesis.

Postgraduate Diploma (PGD)

If a student wants to discontinue his/her masters programme somewhere along the line, he/she may become eligible for the award of a Post Graduate Diploma in Mass Communication on successfully completing the following courses out of the above given master's scheme 5625, 5626, 5627, 5628 ,967, 968, 5631, 5632, 964, 965, and a two months internship. The diploma so achieved will have to be surrendered to the university, if the student wants to complete his/her master's programme.

Internship

A two months internship in a professionally relevant and accredited media organization; e.g. mass media organizations, advertising agencies, PR firms, news agencies etc. is a

prerequisite for the award of degree. The student will be responsible for finding an internship for himself/herself and immediately reporting it to the department about the commencement and expiry dates of the internship period. He will be required to submit an internship report detailing with proof, the work done during the two months internship period and duly signed by the competent authority of organization where the student is employed or working as an internee. The student's work as an internee shall be judged by the department on the basis of report of the organization.

The full time working journalists employed in some accredited media organization seeking exemption from internship and internship report shall have to conclusively satisfy the department of his/her job status etc. Upon satisfaction, department can allow exemption to the currently employed journalists and professionals.

Fee Tariff: (for MSc / PGD Mass Communication)

Registration Fee: (at 1 st admission in University)	Rs.500/-
Admission Fee: (at 1 st admission in Programme)	Rs.1000/-
Technology Fee + Courier Charges: (in each semester)	Rs.500/-
Per 3 credit hours course fee Rs.2250/- (2250×6)=13500	Rs.13500/-
Total fee for 1st Semester	Rs.15500/-
Thesis Fee: Rs.9000/- (12 Credit Hours)	

Fee Depositing Procedure

Only on receipt of admission offer, the candidate would pay dues in accordance with the fee tariff as directed by admission office.

Note:

- No fee is required at the time of submission of the admission form.
- **Course ‘Language skills and communicative abilities’ Code No. 964 can only be attempted in English language**

Admission Procedure

Ho to Apply for Online Admission

Application sare required to create account online for admission and apply online through university portal.

www.aiou.edu.pk

For clarification about academic matters please contact on the following address:

Department of Mass Communication

AIOU, Sector H-8, Islamabad

Email: masscom@aiou.edu.pk

1. Incomplete admission forms will not be accepted.
2. A candidate passing Bachelor's from AIOU is required to submit a copy of the transcript and not semester result cards.

Faculty Members

S.No.	Name & Designation	Contact No.
1	Dr. Saqib Riaz Chairman/Associate Professor	051-9057828
2	Dr. Bakht Rawan Associate Professor	051-9057263
3	Dr. Saadia Anwar Pasha Assistant Professor	051-9057283
4	Dr. Shahid Hussain Assistant Professor	051-9057245
5	Dr. Babar Hussain Shah Assistant Professor	051-9057687
6	Dr. Asad Munir Lecturer	051-9057172
7	Staff/Officer	051-9057823-24 051-9250076

DEPARTMENT OF BUSINESS ADMINISTRATION

Introduction

The Department of Business Administration was established in 1986 with the objective to impart managerial education and skills in the discipline of Business Administration. Since its inception, the Department has made tremendous progress towards achieving its ultimate goal of becoming a Centre of

Excellence in Business Management education and research in Pakistan. The Department has assembled outstanding teaching faculty and developed extensive teaching material for the improvement of education in Pakistan. The Department is offering programs from BBA to PhD levels with various specializations. These programs contribute significantly to the national goals by developing the professionals equipped with modern business techniques. The graduates from the department are well recognized in the human resource market and enjoy a respectable status in public and private sector organizations, operating in Pakistan and abroad. The department is also publishing a HEC recognized research journal namely “Journal of Contemporary Management Sciences”. The Department has well qualified faculty members including MPhil/ MS and PhD both from national and foreign universities.

The department is offering various programmes for students to achieve objectives such as:

- i. To prepare graduates for public and private sector organizations and to equip them to cater the needs of complex and changing business environment.
- ii. To encourage continuous learning and habitual receptiveness, explore the new ways of identifying and dealing with opportunities and problems, to face future business challenges.

- iii. To provide the business students bottom to top management orientation skills, enhance their business skills, enable them to integrate theory business into practice in their daily lives.

MSc ADMINISTRATIVE SCIENCES

Programme Code:

4	8	0	1
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Introduction

MSc Administrative Sciences is a two years' (level-6) equivalent to 16 years of education program comprising of 60 credit hours to meet the career development needs of learners working in administrative and professional positions in the government and private sectors and not-for-profit organizations. Its primary purpose is to enhance the administrative and leadership skills of graduates.

Learning Outcomes

- a) The development of administrative skills and a mature sense of leadership.
- b) A high level of personal and professional ethics.
- c) An understanding and mature appreciation of major elements of the social and political environment.

Entry Requirements

The admission entry requirement for MSc Administrative

Sciences Program is at least 2nd Division (45% marks) in bachelor 14 years of education or equivalent degree from any HEC recognized university/institution. The eligible candidates would deposit requisite fee in designated branches of banks provided their prescribed admission applications are complete in all respects as per AIOU requirements.

Admission Procedure

- i. Admission in MSc Administrative Sciences Program are invited through the daily newspapers/ AIOU website as per AIOU policy.

For any further clarification about academic matters, you may contact:

Department of Business Administration

Allama Iqbal Open University

Sector H-8, Islamabad.

Office Phone: 051-9057406

Email: majidbagram@aiou.edu.pk

Program Duration

MSc Administrative Sciences Program consists of 60 credit hours. The students are required to qualify 54 credit hours' coursework and 6 credit hours' term paper and the minimum period required for its completion is two years, maximum up to 4 years.

Medium of Instruction and Examination

The medium of instruction and examination is English language.

Teaching Mode and Assignments

As per AIOU's Policy notified from time to time.

Workshop & Presentation

Before final examination, workshops for the courses of MSc Administrative Sciences Program would be held at major regional campuses of AIOU. The duration of workshop for each course would be three days. Attendance and presentation of students in this assessment component is compulsory. The presentation of study report and participation in workshop activities would be duly evaluated and graded. If a student fails to obtain 50% marks in workshop, he/she will be declared fail and will get fresh admission in that course(s). In case of low enrolment in a particular region, the students would be required to participate and attend workshops in other region as directed by the university. Travelling, boarding and lodging charges are the responsibilities of the students.

Workshops activities may include the following:

1. Lectures of Resource Persons
2. Simulation and role-playing activities
3. Presentation of the students

Evaluation Scheme

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

Scheme of Studies

Semester-I

S #	Code	Course Title	Credit Hours
1.	5001	Economic Analysis	03
2.	5002	Business Communications	03
3.	5003	Management Theory & Practice	03
4.	5004	Financial Accounting	03
5.	5005	Marketing Theory & Practice	03

Semester-II

S#	Code	Course Title	Credit Hours
1.	5006	Training & Development	03
2.	5007	Organizational Behavior & Culture	03
3.	5008	Human Resource Change Management	03

4.	5009	Business Research Methods	03
5.	5010	Knowledge Management	03

Semester-III

S#	Code	Course Title	Credit Hours
1.	5011	Total Quality Management	03
2.	5012	Social Marketing	03
3.	5013	Strategic Management of Public Sector	03
4.	5014	Technology Policy and Administration	03
5.	5015	Business Policy & Strategy	03

Semester-IV

S#	Code	Course Title	Credit Hours
1.	5016	Business Process Reengineering	03
2.	5017	Corporate Governance	03
3.	5018	International Relations	03
4.	5000	Term Paper	06

Degree Requirements

Following are the requirements for the award of MSc Administrative Sciences degree:

- i. Successful completion of all required courses.
- ii. Successful completion of Term Paper & Viva Voce Exam.

Term Paper

The student will be required to complete Term Paper of 06 Credit Hours as per AIOU rules and regulations and submit it to the department for evaluation as per guidelines given by the department. Supervisors will be appointed by the Department. Guidelines regarding the Term Paper will be provided by the Department and according to AIOU rules and regulations.

Viva Voce Examination

On successful completion of Term Paper, viva voce examination of students shall be held according to AIOU rules and regulations. The Viva Voce will be arranged by the department at the Main Campus of AIOU, Islamabad.

Fee Structure

1	Registration Fee (At the time of first admission)	Rs.200/-
2	Admission Fee (At the time of first admission)	Rs.1000/-
5	Technology Fee	Rs.135/-
3	Course Fee : per course	Rs.2585/-
4	Term Paper Fee Course Code: Rs.5000/-	Rs.8685/-
6	Total Fee for First Semester	Rs.14260/-

Fee Deposit Procedure

Students qualifying admission criteria of MSc Administrative Sciences Program are required to deposit fee and admission form along with attested copies of their educational certificates/degrees in the **branches of FWBL, ABL, MCB and UBL** as given in this prospectus.

Rules and Regulations

Rules and regulations in line with the HEC guidelines and applicable in the AIOU, as amended from time to time will be applicable in the program. AIOU reserve the right for amending rules as and when required.

Faculty Members

1. **Prof. Dr. Syed Hassan Raza**

Chairman

Ph: 051-9057722

Email: hassan_raza@aiou.edu.pk

2. **Dr. Muhammad Majid Mahmood Bagram**

Associate Professor/Program Coordinator

Ph: 051-9057406

Email: majidbagram@aiou.edu.pk

3. **Dr. Adnan Riaz**

Assistant Professor

Ph: 051-9057272

Email: adnan_riaz@aiou.edu.pk

4. **Dr. Salman Ali Qureshi**

Assistant Professor

Ph: 051-9057840

Email: Salman_qureshi@aiou.edu.pk

5. **Dr. Mubashar Hassan Zia**

Assistant Professor

Mubashar.hassan@aiou.edu.pk

6. **Mr. Mahmood-ul-Hassan**

Lecturer

Ph: 051-9057855

Email: mehmood_ul_hassan@aiou.edu.pk

7. **Mr. Sadar Ayub Khan**

Lecturer

Ph: 051-9057416

Email: Sadar_ayub@aiou.edu.pk

8. **Mrs. Mobashira Hamid Alvi**

Lecturer

Ph: 051-9057186

Email: Mobashira.alvi@aiou.edu.pk

9. **Syeda Attiya Rahat**

Lecturer

Ph: 051-9057840

10. **Mr. Ahmed Hassan Jamal**

Lecturer

Ph: 051-9057379

11. **Mr. Ehsan Javaid**

Lecturer

Ph: 051-9057250

12. **Staff:**

Ph: 051-9057723

DEPARTMENT OF ENGLISH LANGUAGE AND APPLIED LINGUISTICS

Introduction

The Department of English Language & Applied Linguistics was established with the inception of Allama Iqbal Open University in 1974. The present dynamics of English language learning and teaching in Pakistan, the Department offers programmes with the following objectives:

Objectives

- To bring education to the students' doorsteps through distance learning mechanisms combining the print and multimedia support.
- To offer English compulsory courses at SSC, HSSC and Bachelor's levels.
- To offer teacher training programmes for in-service and

aspiring school, college and university teachers who wish to further enhance their professional competence and skills at Diploma and Master's levels.

- To develop understanding of the teachers about the theoretical and practical implications of English language teaching.
- To facilitate research in English language teaching.
- To create awareness among the prospective teachers about the latest pedagogical trends, methodologies and techniques of English language teaching.

MA IN TEACHING OF ENGLISH AS FOREIGN LANGUAGE (TEFL)

MA TEFL is a one year programme. it spreads over two semesters. It deals with different subjects in the field of English language teaching.

Eligibility

- i) Diploma in TEFL with 30 credit hours from AIOU or equivalent qualification.
- ii) Candidates with 24 credit hours Diploma TEFL from AIOU or equivalent qualification will be offered admission with the condition to complete a 6 credit hour workshop component as a makeup course. All such candidates must enclose a copy of their transcript with

the admission form.

Medium of Instruction: English

Teaching Methodology

Students have to attend the required number of classes. They have to write two assignments for each of the courses they study. The 2nd assignment of each course is based on practical work as a project on which they have to give presentations. In the beginning of the second semester, students have to attend the thesis workshop in which they are given intensive training for writing research proposals and thesis on the selected topics. At the end of each semester, students have to appear in the final examination for each course. After submission of the thesis, they have to appear in the viva voce examination based on their research work/thesis.

Credit Hours Required

Students have to complete 30 credit hours.

Duration: One year (two semesters)

COURSES OFFERED

1st Semester (12/18 Credit Hours)

S.#	Code	Course Title	Cr. Hrs
1	5664	Educational Psychology and the Management of Learning	3
2	5665	Language Variation & Stylistics	3

3	5666	Semantics & Discourse Analysis	3
4	5669	Research Methodology	3
5	5663	Workshop (make up course: to be offered to the candidates with 24 credit hours Diploma TEFL or equivalent qualification only. The course will be offered only if a sizable group is available.)	3+2+1=6

2nd Semester: (18 Credit Hours)

1	5667	English for Specific Purposes	3
2	5668	Modern Grammatical Theory	3
3	5670	Thesis	12

Note: Students have to attend at least 7 out of 10 classes in each course except Phonology in which they have to attend at least 13 out of 18 classes. Students failing to attend the compulsory number of classes are declared fail even if they have fulfilled all other requirements. It will be the responsibility of the students to make sure that they have attended the required number of classes before appearing in the examination. Also, presentation of the 2nd assignment of each course is compulsory. Students have to pass both the written report and the presentations failing which they will be declared fail. The university will arrange classes in the cities where there is a sizeable group of students.

The University also reserves the right to make any change in the scheme of studies and/or in implementing it at any stage without any prior notice.

Fee Tariff (Diploma / MA TEFL)

Registration Fee (one at 1 st time in university)	Rs.500/-
Admission Fee (once at 1 st time of programme)	Rs.1000/-
Technology Fee	Rs.500/-
Per 3 Credit Hours course fee	Rs.3000/-
Per 6 Credit Hours course fee	Rs.6000/-
Thesis Fee	Rs.12000/-

Admission Procedure for Dip/MA TEFL Programme

Only the selected candidates will be informed by the Admission Section of the University about their selection for admission to the programme. A proforma will be provided with the admission intimation letter. They will pay the required fee and send the proforma (duly filled in) to the University as directed by the Admission Section.

Applicants are advised not to pay/send fee until they are informed by the admission section about their final selection for admission.

Candidates are required to send complete admission forms along with the attested copies of certificates/degrees, domicile certificates (may be needed), detailed mark sheets and other documents/ testimonials as required at the following address.

Chairman

**Department of English Language & Applied Linguistics
Allama Iqbal Open University, H-8, Islamabad**

Faculty Members

1. Dr. Malik Ajmal Gulzar

Associate Professor

Ph: 051-9057768

Email: agmsf@gmail.com

2. Dr. Shamim Ali

Assistant Professor

Ph:051-9057765

Email: shamim.ali@aiou.edu.pk

3. Dr. Saira Maqbool

Assistant Professor

Ph:051-9057765

Email: saira.maqbool@aiou.edu.pk

4. Dr. Mohammad Kamal Khan

Associate Professor

Ph: 051-9057756

Email: kamal.khan@aiou.edu.pk

5. Ms. Rashida Imran

Lecturer

Ph: 051-9057653

Email: rashida.imran@aiou.edu.pk

6. Ms. Lubna Umar

Lecturer

Ph: 051-9057763

Email: lubna.umar@aiou.edu.pk

7. Dr. Ubaidullah Khan

Lecturer

Email: ubaidullah.khan@aiou.edu.pk

FACULTY OF SCIENCES

Faculty of Sciences forms an important and integral part of the university. Since its establishment in 1982 with five teaching departments, it has undergone major development changes. It now comprises nine teaching and research departments which are offering courses at the undergraduate and postgraduate levels to more than ten thousands students. The Faculty operates under the basic guidelines of the University Act and on “Education for All as Convenient” basis so that maximum students get benefit from its academic programmes and educational facilities. This principle has necessitated some structural changes in the non- formal mode, particularly at the postgraduate level, in the offering of theory courses and practical lab work. This conceptual adjustment has been quite

successful and many of its in-service students are benefiting from the postgraduate study programmes. Improvement in qualifications for a better life is a right of everyone and the Faculty’s programmes meet this challenge by offering opportunities to all. In particular a significant number of beneficiaries are those who cannot afford education in formal institutions due to a variety of reasons.

Realizing the importance of science education and growing needs of the Faculty of Sciences, the University has completed a building, the Research Complex, at a cost of Rs 35 million. The Research Complex now accommodates departments of Agricultural Sciences, Biology, Chemistry, Environmental Sciences, Home & Health Sciences, Mathematics, Statistics and Physics. These departments are running a variety of postgraduate technical, scientific and professional programmes successfully. The Research Complex also has a Computer Lab with Internet and On-line Library Facility for literature survey, Seminar Room, Lecture Hall and Library. In addition, there are many labs for practical work, teaching and research, and instrumentation labs for analysis. The University is developing these labs through its own resources. The Faculty of Sciences is fortunate to have Prof. Dr. Zia Ul-Qayyum as the University’s Vice-chancellor, who has given personal attention to the development of the Faculty of Sciences by providing generous amount of funds and valuable guidance.

Two Model labs have been developed in the Research Complex with the assistance of the Higher Education Commission to meet the training needs of science teachers. This development is significant for training of teachers since under the new educational policy four-year BS programme has started in undergraduate educational institutions.

More than fifty highly qualified full-time faculty members are on the roll of the Faculty of Sciences. Their role in the planning, designing and development of courses to meet student's needs is vital. Faculty members also engage in imparting and supervising of instructions so that high standards are maintained. In addition, highly qualified and experienced professors are also engaged on contractual basis or as part time instructors for postgraduate study programmes. The Faculty is also offering academic positions under the tenure-track system to attract the best minds in scientific and technological fields.

Research is an integral part of the postgraduate study programmes leading to MSc, MPhil and PhD degrees in Agricultural Sciences, Chemistry, Computer Sciences, Home and Health Sciences, Physics, Mathematics and Statistics. Rules and regulations governing the postgraduate study programmes are those approved by the Higher Education Commission (HEC).

The Faculty has launched BS programme in Chemistry and Microbiology from semester Spring 2009. The four-year BS programme is structured according to the recent policies of the

Higher Education Commission for the improvement of the standard of education so as to bring it at par with the international standards.

DEPARTMENT OF AGRICULTURAL SCIENCES (DAS)

Introduction

The Department of Agricultural Sciences (DAS) is making earnest efforts aiming at supplementing, supporting and re-enforcing extension services and offering agriculture related programmes at different levels.

Agriculture progress in most developing countries has mainly involved an increase in the production of staple crops, the introduction of industrial crops and development of livestock production.

At present, higher education in agriculture is imparted by four formal agricultural universities in Pakistan, which are not catering in-service personnel. AIOU conducted a survey to get an idea about the higher education in Agricultural Extension, Livestock Management, Forestry Extension & Rural Development and received a positive response from candidates who could not improve their qualification from formal Agricultural Universities for one or other reason and are now working in different governmental departments and NGOs.

Programmes

The DAS offers the following programmes/courses at different level.

1. PhD Agricultural Extension
2. MSc (Hons) Livestock Management
3. MSc (Hons) Agricultural Extension
4. MSc (Hons) Rural Development
5. MSc Forestry Extension

Besides Postgraduate programmes the department also offers Higher Secondary School Certificate (HSSC), Secondary School Certificate (SSC) and Short Term Courses.

MSc FORESTRY EXTENSION

a) Introduction

Forestry extension is an important vehicle for expansion of forest resources in the country, and a tool for forest resources conservation and development. Planning forestry extension is important for a successful forestry development programme in the country in an efficient, timely and cost-effective way.

The MSc Forestry extension programme offered by Department of Agricultural Sciences looks into issues of resource degradation, impact of decreasing resources on rural communities, biodiversity, global climate, silviculture systems, timber harvesting methodology and technology. It is being recognized by the foresters and other professionals involved in the forestry and

environment sectors. At present not a single institution in the country is offering Forestry Extension programme at postgraduate level. Allama Iqbal Open University, Islamabad is therefore, the pioneer in this regard to offer this programme.

b) Objectives

The general objectives of the MSc Forestry Extension Programme are:

- * To assist learners to develop and use improved forestry and agricultural technology.
- * To develop non-formal methods of adult education in forestry practices.
- * To introduce behavioral changes of the target group to blend tree growing activities along with other farming activities.
- * To establish linkages between research group and users.

c) Eligibility

Candidates possessing BSc or MSc Forestry degree with at least second division or BSc (Hons) Agriculture or MSc (Hons) Agriculture with at least 02nd division from national or international recognized institutions or BSc or MSc in Botany with at least 02nd division with three years field experience in Forestry are eligible for admission.

Note:-Eligible candidates should send the application forms to Chairman, Department Agricultural Sciences, Allama Iqbal Open University, Islamabad.

Selection will be based on merit that will be determined by the departmental admission committee as per AIOU postgraduate admission rules. Rules and Regulations changed from time to time by Authorities of the university will be applicable for both new & old students necessary. The students will have to abide by all such rules and regulations framed and changed from time to time.

**d) Scheme of Studies: - Semester Wise Course Offering
1st Semester**

S. No.	Code	Course Title	Credit Hours
1.	2500	Principles of Rural Sociology-I	3(3+0)
2.	2501	Range Land Management in Pakistan	3(3+0)
3.	2502	Tree Management	3(3+0)
4.	2512	Principles of Rural Sociology-II	3(3+0)

2nd Semester

1.	794	Statistics	3
2.	2504	Research Methods	3(3+0)
3.	2511	Soil Conservation & Watershed Management	3(3+0)
4.	2516	Environment and Forestry	3(3+0)

3rd Semester

1.	2505	Diffusion of Innovation	3(3+0)
2.	2507	Forestry Extension Education	3(3+0)
3.	2510	Agro-Forestry	3(3+0)
4.	2514	Approaches of Rural Development	3(3+0)

4th Semester

1.	2503	Participatory Forestry	3(3+0)
2.	2506	Mass Communication	3(3+0)
3.	2508	Economics of Forestry	3(3+0)
4.	2509	Social & Community Forestry	3(3+0)

5th Semester

1.	798	Thesis	12
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e) Fee Tariff

Item	Rate
Registration Fee: (once at the time of 1 st admission in University)	Rs.500/-
Admission Fee: (once at the time of 1 st admission in Programme)	Rs.1000/-
Technology Fee + Courier Charges (in each semester)	Rs.500/-
Per 3 Credit Hours course fee: Rs.4500/-	

For 4 courses Fee:Rs.4500×4=Rs.18000/-	Rs.18000/-
Other head Fee: Rs.2660/-	Rs.2660/-
1st Semester Fee:	Rs.22660/-
Thesis Fee:	Rs.18000/-

a) Instructional Methodology

Field Activity Based Assignments

Students are given two written assignments for each half credit course and four written assignments for each full credit course. The assignments in each course will be field activity based.

Workshop

The workshop is a compulsory component of the programme and will provide an opportunity for the students to discuss issues raised in the courses and explore their significance for specific course of study and professional development. Attendance of the students in the workshop will be mandatory.

Attainment of Certificate/Degree

On successful completion of the programme the student will have to apply to the Controller of Examination for the issuance of degree.

Faculty Members

- 1. Prof. Dr. Sher Muhammad**
Chairman, Ph: 051-9057750
- 2. Dr. Shafique Qadir Memon**
Assistant Professor
Ph: 051-9057626
Email:shafiq_qm@yahoo.com
- 3. Dr. Farhat Ullah Khan**
Assistant Professor Ph: 051-9057757
Email: farhatkhan7@yahoo.com
- 4. Dr. Muhammad Tarique Tunio**
Assistant Professor Ph: 051-9057286
Email: tarique-tunio@hotmail.com
- 5. Dr. Sabir Hussain Shah**
Assistant Professor Ph: 051-9057752
Email: sabir.hussain@hotmail.com
Email: fauziaanjum184@gmail.com
- 6. Dr. Mahwish Siraj**
Lecturer, Ph: 051-9057749
Email: mahwish.siraj@hotmail.com
- 7. Dr. Zaid Mustafa**
Lecturer, Ph: 051-9057192
Email: zahid.mustafa@hotmail.com
- 8. Dr. Muhammad Shoukat**
Lecturer, Ph: 051-9057626
Email: muhammad.shoukat@hotmail.com

DEPARTMENT OF ENVIRONMENTAL DESIGN, HEALTH AND NUTRITIONAL SCIENCES

Introduction

Pakistan is a developing country and it is need of the hour to improve standard of education in all the disciplines especially in Science, and Technology in order to face the challenges of the 21st century. The Department was established in 1981. During last few years the Department has developed a range of professional programmes in Environmental Design, Health, Nutrition and Home Economics. The teaching/research laboratories for the Environmental Design and Food and Nutrition programmes are now operational to provide a comprehensive environment for imparting practical training at the main campus.

Aims and Objectives

- i. To prepare learners for the career related disciplines considering the professional interests of individuals in the areas of Environmental Design, Health, Home Economics, Nutrition, and Dietetics etc.
- ii. To prepare the individuals/professionals for the development and up gradation of community & environment.
- iii. To enable the individual to integrate and apply knowledge and skills of Environmental Design, Food and Nutrition & Home Economics, for future studies.

Currently the department is offering following programmes (for new + continue students)

- i. MS Environmental Design (for Built Environment Professionals) for continue students
- ii. MSc Sustainable Environmental Design
- iii. PGD Environmental Design (**for continuing students**)
- iv. PhD Food & Nutrition (**for continuing students**)
- v. MS Community Health & Nutrition (for continue Students)
- vi. MSc Public Nutrition
- vii. PGD Dietetics/Nutrition (**for continuing students**)
- viii. HSSC courses in Home Economics
- ix. SSC courses in Health/Home Economics

MSc SUSTAINABLE ENVIRONMENTAL DESIGN *(Minimum 2 years)*

Introduction

The emergence of environmental movement has brought forward the interconnection between ecological conditions and built environment. The failure of many buildings on account of performance, functionality and environmental quality (for example poor thermal comfort, heavy reliance on artificial lighting, inadequate noise control and deficient indoor air quality causing redness in eyes, headache and sore throat) has now motivated an increasing number of designers, developers

and building users to pursue more environmentally sustainable design and construction strategies.

As part of wide-spread movement for the sustainable development and realization for the significant impact of building design and construction on the overall environment AIOU initiated the continuing education programme for the built environment professionals in 2003. After running this programme for last fifteen years as MSc and MS Environmental Design.

Department is offering Master's Degree with course work under Professional Track in the form of MSc Sustainable Environmental Design.

Objectives

1. Understand the application of ecological principles in the design of sustainable cities.
2. Understand sustainable urban technologies and design strategies.
3. Comprehend issues of equity and social justice as they relate to sustainable cities and regions.
4. Evaluate and monitor the present state and future potential of built environments in terms of sustainability.

Salient features

Development of MSc/MS Environmental Design programme is facilitated by British Council under the DFID Higher

Education Link Scheme. Experts from a foreign university (Roland Ashcroft, Prof. Jeanette Paul, University of Dundee) and local Engineering Universities/Colleges (UET, Lahore, NED University, UET Taxila, MUET, Jamshoro, NCA, Lahore) have participated in curriculum designing. The programme is designed to address local environment issues for better design and construction practices.

c) Eligibility

At least sixteen years of education at least with 2nd class in the following disciplines eligible for admission in this programme:

- Architects/Interior Designers
- BS Urban Planners
- BS Home Economics
- BS Geology
- BS/BSc Environmental Sciences
- BS Town Planner
- BS Environmental Planning and Management
- B Tech (hons)
- BE (Civil, Mechanical, Electrical)

Duration of the programme

Course work duration will be as per AIOU rules.

Course Work Evaluation

The distribution of the marks of each 3 credit hours course work of MSc shall be as follows:

d) Scheme of Studies & Course Contents**Duration:** Minimum 4 Semesters (2year)**Credit Hours Requirement:** 60 Credit Hours

After the completion of course work, the students will be allowed to undertake research work. Minimum duration for submission of research project is one Semester (six months).

PROPOSED SCHEME OF STUDY**1st Semester**

S. No.	Code	Course Title	Credit Hours
1.	3671	Environmental Planning & Practice	4(3+1)
2.	3672	Climate Responsive Design	4(3+1)
3.	3673	Ecological Building Design & Materials	4(3+1)
4.	3674	Environmental Aesthetics	4(3+1)

2nd Semester

1.	3675	Sustainable Communities	4(3+1)
2.	3676	Environmental Pollution (air, water, noise, visual)	4(3+1)
3.	3677	Water Conservation & Management	4(3+1)
4.	3678	Ethics in Built Environment	4(3+1)

3rd Semester

1.	3680	Ecology & Ethics in Design and Architecture	4(3+1)
2.	3681	Environmental Control Systems (Heating, Cooling and Lighting)	4(3+1)
3.	3682	Waste Management	4(3+1)
4.	3684	Research Methods	3(2+1)

4th Semester

1.	3683	Culture and Building Design	4(3+1)
2.	3685	Basic Statistics	3(2+1)
3.	3686	Project	6
Total Credits			60

Note:

Student failing to opt any course in any particular semester amongst the courses offered in that semester will have to wait for at least one semester in order to get admission in that particular course since all the courses are being offered on alternate basis.

g) Instructional Methodology

Allama Iqbal Open University employs media mix or blended mode of learning as methodology of instruction in which study material in the form of practical books/notes/study manuals is supported with non-broadcast audio-visual programmes and lecture sessions (video conference/LMS Technology etc.).

Course Books: The University provides especially written/ compiled/reprinted course books and allied materials depending on the needs of the students.

(Lecture Sessions/ Course Workshops)

Twenty-seven hours interactive lecture sessions for each 03-04 credit hour course are arranged at AIOU Main Campus and Regional Offices of AIOU.

Three days workshops are conducted for each course towards the end of each semester before the commencement of final examinations. Workshops comprise lectures from eminent professionals.

(Course workshops)

Workshops at MSc level will be conducted at the region or main campus on LMS mode. There will be one workshop of interactive teaching/ research work of three days for each course in each semester. Attendance in these workshops is compulsory.

A student failing to attend any workshop is generally declared fail in final result. However, any student who could not manage to attend the workshop may appear in the final examination and may cover the missed workshop component in the later semesters. The students will have two chances in total to complete the workshop component but they will have

to deposit the workshop fee at the start of the semester in which it is offered (in case they avail another chance). AIOU does not bear any cost incurring on boarding/lodging or TA /DA during the commencement of workshops. The university provides hostel facility on nominal charges for the course/thesis workshop held in the main campus, Islamabad. However, university is not responsible to provide accommodation for the workshops that are conducted in the regions.

Practical Work

1. Applied field based activities will be offered with 04credit hour courses in each semester.
2. Field visits will be conducted during the workshops to boost the practical knowledge of the students.

Research Project

During the fourth semester a student is required to carry out research project under the supervision of a research supervisor. The research could be design based, experimental or survey. The department according to the respective field of interest of the student will assign the research supervisor. Both the research work and writing of research report will be done under the close supervision of an advisor/supervisor. On completion of research and writing of research report, the student is required to submit two copies of the research project

on the given format duly signed by the advisor/ supervisor to the department.

Viva Voce

After evaluation of the research report by evaluator, the student has to appear for Viva-Voce examination. (Rules and regulations as approved by AIOU statutory bodies are to be followed for procedural details). In case the research report submitted by the student is found to be a plagiarized version of another document, research work/text, etc. published or unpublished, his/her candidature for MSc shall be cancelled and the student shall be debarred for ever for admission to any programme of the University.

h) Assessment System

During the semester the students are required to submit two assignments for each 03 credit hour course and these assignments not only help the students to go through the course contents completely but also are a preparation for the final examination.

- i. Assignment 1 is the theoretical assignment based on units 1– 7 of your course.
- ii. Assignment 2 is applied and includes a research activity followed by the submission of a research report OR an observational visit/ survey followed by the submission of a report. This assignment is designed to judge the

understanding of the students in the specific areas and to assess its application.

- iii. Final Examination (A three hour written examination will take place at the end of the semester for each course) and compulsory workshops for each course.
- iv. For working out the final course grade the marks of continuous assessment and final examination are calculated in the ratio of 30:70 for both the programmes.
- v. Student failing in the continuous assessment (assignments, practical and field project) will not be eligible to sit in the final examination.
- vi. Only those students will be allowed to take final examinations that have passed the assignments. The student failing in the continuous assessment (Assignments, practical and field project) will not be eligible to sit in the final examination. The minimum qualifying marks for each component are as follow:
 - i) A minimum of 40% in continuous assessment.
 - ii) A minimum of 40% in the final examination.
 - iii) As aggregate of 50% in the two components i.e. continuous assessment (practical and theory assignments) and final examination.

Fee Tariff

1st Semester

Items	Rate
Registration Fee:	Rs.500/-
Admission Fee:	Rs.1000/-
Technology Fee	Rs.500/-
Per Credit Hours Fee: Rs.2400/- Fee for 16 credit Rs.2400 × 16 =	Rs.38400/-
Field visit	Rs.2660/-
Total Fee for 1st Semester:	Rs.43,060/-

Attainment of Certificate/Degree

On successful completion of the programme the student will have to apply to the Controller of Examination for the issuance of Degree.

MSc PUBLIC NUTRITION (Minimum 2 Years)

Programme Code (4701)

1. INTRODUCTION

Health care in the whole world has changed substantially in this century. New disciplines have emerged and role of traditional health disciplines has broadened to keep pace with the changing emphasis from curative to preventive health care. The discipline of nutrition has been remarkably grown over the years. A

variety of sister disciplines such as Dietetics, Biochemistry, Microbiology, Food Science, Agriculture and Home Sciences have contributed to its advancements and discoveries. Achieving the optimal nutritional status of the public is the prime objective of using the knowledge of nutrition.

The department offers MSc Public Nutrition with course work and a research project. The context for the programme is also provided by department's drive to play its role in resolving persisting nutritional issues of the society.

This programme will help to develop a comprehensive understanding of the role of diet and nutrients in the etiology, prevention, treatment and management of diseases by offering a variety of subjects like basic to applied Food and Nutrition courses, Nutrition Education, Nutrition for Fitness, Clinical Nutrition, Nutritional Assessment, Epidemiology and Biostatistics.

2. OBJECTIVES

The objectives of the programme are given as under:

- To provide guidance/educational opportunities to in-service nutritionists and other allied health professionals to improve their qualification and skills, who could not continue their education through formal system.
- To support the careers of aspiring public health professionals and to encourage them for further study at MS level.

3. ELIGIBILITY

At least 14 years of schooling or 2 years of education after HSSC/F.Sc/Grade 12 equivalent to Bachelor of Science in the relevant discipline (enlisted below) with minimum second division is the basic eligibility criteria.

- BSc/ BS Nursing
- BS Physiotherapy
- BS Medical Technology
- Bachelors of Homeopathic Medical Sciences (BHMS)
- MD Alternative Medicine
- Bachelor of Eastern Medicine
- BS in Medical Emergency & Intensive Care Technology
- B.Sc./BS Vision Sciences
- BS/B.Sc. Home Economics
- BS Nutrition
- BS Medical Sciences
- BS/B.Sc. Biotechnology
- B.Sc. (Hons.) in Agriculture with specialization in Nutrition/Food technology
- BS/B.Sc. Biochemistry
- BS/B.Sc. Microbiology
- BS/B.Sc. Biology with combination of courses at least chemistry and zoology

4. ADMISSION/REGISTRATION PROCEDURE

The University offers admission twice a year.

- a. A student will be generally allowed to register for a maximum of 18 credit hour courses to be offered in each semester. See Section No.6 for semester wise course offering for MSc Public Nutrition.
- b. Admission procedure detail are at page 3 (Merit Based)
- c. Admission forms prescribed for the specified programme only will be entertained.
- d. Incomplete admission forms will not be entertained in any case. Selection of candidates in the programme will be made strictly on basis of merit against a limited number of seats.
- e. Only those candidates who qualify admission criteria will be informed about their selection.
- f. On receipt of admission offer letter, candidate is allowed to pay dues (as detailed in fee section at Serial No.10) within due date as per procedure mentioned in the intimation letter.
- g. Students will have to submit the acceptance letter along with submitted fee challan to Admission Department within one-week time to ensure their admission confirmation.
- h. The study material inclusive of text books, assignments, tutorial schedule and reference material is mailed to the students.

- i. For submission of admission form and clarification about academic matters please contact on the following address:

Note: Only online admission is available.

Dr. Mahpara Safdar
(Programme Coordinator)
 Department of Environmental Design,
 Health & Nutritional Sciences
 Block No. 6, AIOU, Sector H-8, Islamabad.
 Email: mahpara.jadoon@aiou.edu.pk
 Ph: No.051-9057748, 051-9057265,
 051-9057741, 051-9057742

5. SCHEME OF STUDIES

Duration : Minimum four semesters
 (2 years)
 Credit hours requirement : 60 credit hours
 Course/Practical Work : 54 credit hours
 Research Project : 06 credit hours

After the completion of course work, the students will be allowed to undertake research project in the community or in laboratories at AIOU. Student at distance can use PCSIR Labs or Food Science & Nutrition Laboratory of local teaching institutions or other scientific institutions to be approved by the

University. Minimum duration for submission of project is one semester (6 months).

6. SEMESTER-WISE OFFERING OF COURSES

1st Semester

Sr.#	Codes	Title of Course	Credit Hours
1	3641	Macro Nutrients	4(3+1)
2	3642	Micro Nutrients	4(3+1)
3	3643	Nutrition Education	4(3+1)
4	3644	Basics of Food Sciences	4(3+1)

2nd Semester

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

3rd Semester

1	3653	Research Methods	3(2+1)
2	3654	Basic Biostatistics	3(2+1)
3	3649	Maternal & Child Health	4(3+1)
4	3652	Clinical Nutrition	4(3+1)

4th Semester

1	3650	Applied Epidemiology	4(3+1)
2	3651	Food Microbiology	4(3+1)
3	3655	Research Project	06
Total Credit Hours			60

Note: A student failing to opt any course in any particular semester amongst the courses offered in that semester will have to wait for at least one semester in order to get admission in that particular course since all the courses are being offered on alternate basis.

7. MODE OF INSTRUCTIONS

Allama Iqbal Open University employs distance learning/ media mix or blended mode as methodology of instruction. In view of the special requirements of Health and Nutrition Postgraduates studies, the following combination of media mix is being used.

- Reference ebooks will be shared.
- Tutorials and workshops will be conducted online through Learning Management System (LMS).
- There will be one workshop of interactive teaching of three days for each course in each semester. Attendance in these workshops is compulsory.

8. INSTRUCTIONAL METHODOLOGY

Allama Iqbal Open University employs media mix methodology of instruction in which study material in the form of practical book/notes/study manuals is supported with non-broadcast audio-visual programmes and tutorial meetings. In view of the special requirements of Health and Nutrition Postgraduate studies, the following combination of media mix is being used.

A. Course Books

The University recommends reference books from Open Education Resource (OER)

B. Tutorial Meetings/Student Teacher Contact

Student teacher contact for each of three/four credit hour courses at LMS will be arranged, as per University's policy.

C. Course Workshops

Workshops at MSc level will be conducted through LMS or it can be arranged on Main Campus depending upon the situation at that time. There will be one workshop of interactive teaching of three days for each course in each semester. Attendance in these workshops is compulsory.

A workshop has lectures of eminent subject experts and students' presentations based on the field/community work followed by discussion on each presentation. A student failing to attend any workshop is generally declared fail in final result. However, any student who couldn't manage to attend the

workshop may appear in the final examination and may cover the missed workshop component in the later semesters. The students will have three chances in total to complete the workshop component but they will have to deposit the workshop fee at the start of the semester in which it is offered. In case the workshops are conducted at Main Campus, AIOU does not bear any cost incurring on boarding/ lodging or TA/DA during the workshops. The students are required to make their own arrangements for their stay during the workshops. A student's hostel (Exchange No. 051-9250098-99) within the campus also provides accommodation facilities at nominal charges on first come first serve basis.

D. Practical Work

Applied field based activities will be offered with 04 credit hour courses in each semester.

During the study period the students are required to complete their community/field work and submit their mini-research reports to their respective tutor on the prescribed format.

a. Research Project

During the fourth semester a student is required to carry out research project under the supervision of a research supervisor. The research could be study design based, experimental or survey. The department, according to the respective field of interest of the student will assign the research supervisor. Both the research work and writing of research project will be done under the close supervision

of the supervisor. On completion of research and writing of research report, the student is required to submit three copies of the research project on the given format duly signed by the supervisor to the department.

Viva Voce

After evaluation of the research report by evaluator, the student has to appear for Viva-Voce examination (Rules and regulations as approved by AIOU statutory bodies are to be followed for procedural details). In case the research report submitted by the student is found to be a plagiarized version of another document, research work/text, etc. published or unpublished, his/her candidature for MSc shall be cancelled and the student shall be debarred for ever for admission to any programme of the University.

9. ASSESSMENT

During the semester the students are required to submit 2 assignments for each 3 or 4 credit hours course and these assignments not only help the students to go through the course contents completely but also for a preparation for the final exam.

- i. Assignment I is the theoretical assignment based on unit 1 to 7 of the course.
- ii. Assignment II is applied and includes a research activity followed by the submission of research report OR an

- observational visit/survey followed by the submission of the report. This assignment is designed to judge the understanding of the students in the specific areas and to assess its application.
- iii. Final examination (A three hour written examination takes place at the end of semester for each course) and compulsory workshop for each course.
 - iv. For working out the final course grade the marks of continuous assessment and final examination are calculated in the ratio of 30:70.
 - v. Students failing to submit any one of the course assignment will be considered fail in that course and they will have to apply for re-admission in that course.
 - vi. The minimum qualifying marks for each component are as follows:
 - a. A minimum of 40% in continuous assessment
 - b. A minimum of 40% in the final examination
 - c. An aggregate of 40% in the two components i.e. continuous assessment (theory & practical assignments) and final examination.
 - vii. The grade will be determined as under:

Grade A	–	80% or above
Grade B	–	65% to 79%
Grade C	–	50% to 64%
Fail	–	Below 40%

- viii. Only those students will be allowed to take final examinations who has passed the assignments. The students failing in the continuous assessment (assignments, practical and field project) will not be eligible to sit in the final exam.

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

1st Semester Fee

Registration Fee	Rs.500/-
Admission Fee	Rs.1000/-
Technology Fee	Rs.500/-
Per one credit hour Fee Rs. 1500/- Course Fee (1500x16 credit hour)	Rs.24000/-
Total fee for 1st Semester	Rs. 26000/-

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

Faculty Members

1. Dr. Hajra Ahmad

Chairperson/Associate Professor
Ph. #051-9057742,051.9250063
E-mail: hajra.ahmad@aiou.edu.pk

2. Dr. Zaheer Ahmad

Associate Professor
(Food Bio Technology)
Ph. #051-9057265
E-mail: zaheer_863@yahoo.com

3. **Ms. Shaista Babar**
Assistant Professor (Environmental Design)
Ph. #051-9057744
E-mail: shaista.babar@gmail.com
4. **Dr. Mahpara Safdar**
Assistant Professor (Human Nutrition)
Ph. #051-9057748
E-mail: mahpara.jadoon@gmail.com
5. **Dr. Muhammad Farooq Mustafa**
Assistant Professor (Human Nutrition)
Ph #051-9057743
E-mail: farooq.mustafa@hotmail.com
6. **Ms. Asma Afreen**
Lecturer (Food & Nutrition)
Ph #051-9057741
E-mail: asma.ibd@hotmail.com
7. **Ms Rabeea Zafar**
Lecturer (Environmental Design)
Ph. # 051-9057746
E-mail: rabeea.zafar@aiou.edu.pk
8. **Ar. Nazia Iftakhar**
Lecturer,
(Environmental Design)
(Architecture/Urban Planning)
Ph. # 051-9057744
E-mail: nazia.iftakhar@aiou.edu.pk

9. **Ar. Syeda Mahvish Zahra**
Lecture (Food Technology)
Ph # 051-9057244
E-mail: mahvish.zahrat@aiou.edu.pk
10. **Ar. Omer Shujat Bhatti**
Research Associate
(Architecture/Environmental Design/Project Management) , Ph # 051-9057744
E-mail: omer.shujat@aiou.edu.pk

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 FEETHROUGH 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

ThroughEasypaisa App

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

mode to pay his/her fee. Following is the procedure of fee payment through Easypaisa App.

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

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.
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.

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.

GENERAL CONDITIONS FOR REFUND

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.
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

ADDRESS OF PART-TIME REGIONAL COORDINATORS

PUNJAB

1.	Mr. Adeel Abbas, Regional Coordinator, Allama Iqbal Open University, Dy. D. E. O, Govt. Boys High School Pind Dadan Khan. 0345-9210000	2.	Mr. Naeem Akhtar, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School Sohawa District Jhelum. 0333-5759601	3.	Mr. Farooq Ahmad, Regional Coordinator, Allama Iqbal Open University, Assistant Professor, Govt. Boys Degree College Malikwal. 0345-5763246
4.	Mr. Azmat Farooq Ahmad Khurram, Regional Coordinator, Allama Iqbal Open University, Assistant Director Education, Mohallah Ameer, Near Town Committee Phalia, District Mandi Bahauddin. 0300-7740150				

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1	Mr. Khalid Nadeem, Regional Coordinator, Allama Iqbal Open University, HST, Govt. Boys High School Sanghar City. Ph: 0333-2911690	2.	Mr. Rasheed Ahmed, Regional Coordinator, Allama Iqbal Open University, HST, Govt. Shah Abdul Latif, High School, Tando Adam, District Sanghar. Ph: 0333-2881340	3.	Mr. Kewal Rajput, Regional Coordinator, Allama Iqbal Open University, HST, Govt. (N) S.M High School, Tando Allahyar. Ph: 0345-3703509
4	Mr. Muhammad Mubeen, Regional Coordinator, Allama Iqbal Open University, Headmaster, (Retired), House No.B-546, Qaimkhani Mohallah, Ward No.6, Jhudo, District Mirpurkhas. Ph: 0331-3891884	5.	Mr. Suhail Faisal Abro, Regional Coordinator, Allama Iqbal Open University, Lecturer, Govt. Boys Degree, Collage Bhit Shah, District Matiari. Ph: 0333-2856151	6.	Mr. Fakhar ul Amin Shah, Regional Coordinator, Allama Iqbal Open University, HST, Incharge Principal, Govt. Boys High School, Soomra Mohallah, Tando Muhammad Khan. Ph: 0332-2050609

7	Mr. Umed Ali, Regional Coordinator, Allama Iqbal Open University, HST, (Retired), House No.256-D, Block- E, Gulberg Town, Mirpur Khas. Ph: 0333-7033057	8.	Mr. Shoukat Ali Qureshi, Regional Coordinator, Allama Iqbal Open University, Headmaster/Taulka Education Officer, Govt. Boys High School, Aamiri/Manjhand, District Jamshoro. Ph: 0342-3739718	9.	Mr. Rahim Bux Kalhoro, Regional Coordinator, Allama Iqbal Open University, Govt. High School Morath, Kandiario, District Naushahro Feroze. 0300-3214071
10	Mr. Allah Ditto Rind, Regional Coordinator, Allama Iqbal Open University, Govt. Boys Elementary School Miskeen Mallah, Kazi Ahmed (Sakrand), District Shaheed Benazir Abad. 0300-3212069	11	Mr. Riaz, Regional Coordinator, Allama Iqbal Open University, Govt. HM Khoja High School No.1, Nawabshah. 0300-3227785	12	Mr. Ariz Muhammad Gadehi, Regional Coordinator, Allama Iqbal Open University, Govt. Boys High School Kairpur Nathan Shah. 0344-3315942
13	Mr. Khalid Hussain, Regional Coordinator, Allama Iqbal Open University, Govt. Boys High School, Sehwan Sharif. 0306-3257687				

BALOCHISTAN

1	Mr. Zareef Ahmed, Regional Coordinator, Allama Iqbal Open University, Govt. Boys High School Basima, District Washuk. 0332-2719913	2.	Mr. Abdul Majeed, Regional Coordinator, Allama Iqbal Open University, Govt. Boys Middle School Akram Colony Hub. 0333-7977656, 0300-7073798	3.	Ms. Rubina Karim, Regional Coordinator, Allama Iqbal Open University, Govt. Girls Model High School Khuzdar. 0333-7965350
4	Mr. Rasool Bakhsh, Regional Coordinator, Allama Iqbal Open University, Govt. Model High School Bara Bagh, Bela(Lasbela). 0332-8202275	5.	Mr. Mohammad Akram, Regional Coordinator,(Mangochar) Allama Iqbal Open University, Govt. Boys High School Akram Colony Hub. 0331-5957909	6.	Mr. Muhammad Asif, Regional Coordinator, Allama Iqbal Open University, Govt. Boys Middle School, Mastung. 0334-3062311

7	Mr. Muhammad Jumman, Regional Coordinator, Allama Iqbal Open University, Govt. Elementary College Uthal. 0333-2875203	8.	Mr. Ejaz Ahmed. Regional Coordinator, Allama Iqbal Open University, Govt. Boys Higher Secondary School Surab. 0334-2940443		
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GILGIT BALTISTAN

1.	Mr. Piyar Ali, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School Aliabad, District Hunza. 0313-4886998	2.	Mr. Manzoor Hussain, Regional Coordinator, Allama Iqbal Open University, SST,P.O Thole, Tehsil Sikandarabad, District Nagar. 0310-0500714	3.	Mr. Nabi Ali, Regional Coordinator, Allama Iqbal Open University, DOE, Govt. Girls Model Higher Secondary School Gulmit, Tehsil Gojal, District Hunza. 0343-5041335
4.	Mr. Akhtar Jan, Regional Coordinator, (Juglot) Allama Iqbal Open University, SST, Govt. Boys High School Damote Sai, Gilgit. 0355-5101875	5.	Mr. Ahmed Raza, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School Chalt, District Nagar. 0346-9239995	6.	Mr. Hazir Panah, Regional Coordinator, Allama Iqbal Open University, AEO, C/O Govt. High School Gupis, District Ghizer. 0317-5433069
7.	Mr. Adina Baig, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School Taus, Tehsil Yasine, District Ghizer. 0312-9712256				

REGIONAL OFFICE ADDRESSES

FEDERAL AREA, ISLAMABAD

1.	Regional Director, Regional Campus, Allama Iqbal Open University, Block No.27, (Services Block) SectorH-8, ISLAMABAD. Ph: (051)9250171(051)9057608) Email: reg_isb@aiou.edu.pk
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PUNJAB

2.	Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Street No.5, Major TahirSadiq Road, Dar-ul-Salam Colony, ATTOCK. Ph: (057)2610610,9316418 Email: rd_attock@aiou.edu.pk	3.	Regional Director, Regional Campus, Allama Iqbal Open University, Chak No. 12-A/BC, Near Airport HasilpurBy Pass Road, BAHAWALPUR. Ph: 0304-9983138-9 Email: rd_bahawalpur@aiou.edu.pk	4.	Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Opposite Allied Park, Near Food Godam Railway, By Pass Road, CHAKWAL. Ph: (0543)553566 E mail: rd_chakwal@aiou.edu.pk
5.	Regional Director, Regional Campus, Allama Iqbal Open University, Railway Road, Near Veterinary Hospital, DERA GHAZI KHAN. Ph: (064) 9260386-7 Email: rd_dgkhan@aiou.edu.pk	6.	Regional Director, Regional Campus, Allama Iqbal Open University, F-Block, Near STN Tower, Millat Town, FAISALABAD. Ph: (041) 9330790-3 Email: rd_faisalabad@aiou.edu.pk	7.	Regional Director, Regional Campus, Allama Iqbal Open University, 10-X Block, Peoples Colony, GUJRANWALA. Ph: (055)9230251-3 Email: rd_gujranwala@aiou.edu.pk
8.	Regional Director, Regional Campus, Allama Iqbal Open University, Toba Road,Opposite Officers Colony, JHANG. Ph: (047) 7630953,7631166 Email: rd_jhang@aiou.edu.pk	9.	Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Ghaffar Chwok (Bhatta Corianwal), Main Road, KASUR CITY. Ph: 0492-723723 Email: rd_kasur@aiou.edu.pk	10.	Regional Director, Regional Campus, Allama Iqbal Open University, 346 - Raza Block, Allama Iqbal Town, LAHORE Ph: (042)99260023-9 Email: rd_lahore@aiou.edu.pk

11.	Incharge, Model Study Center, Allama Iqbal Open University, Near Sat Sira Chowk, Marala Road, MANDI BAHAUDDIN. Ph: (0546)571171 Email: rd_mbdin@aiou.edu.pk	12.	Regional Director, Regional Campus, Allama Iqbal Open University, Near Under Pass, MIANWALI. Ph: (0459) 920024-6 Email: rd_mianwali@aiou.edu.pk	13.	Regional Director, Regional Campus, Allama Iqbal Open University, CF-7, Shah Rukn-e-Alam Colony, Near Thana Stop, MULTAN. Ph: (061)6772499, 9220202-03 Email: rd_multan@aiou.edu.pk
14.	Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Al Huda Street, Amin Colony, Near Govt. High School, NAROWAL. Ph:(0542)413122, 412122 Email: rd_narowal@aiou.edu.pk	15.	Deputy Regional Director, Regional Campus, Allama Iqbal Open University, Hidayat Campus, Near Sheikh Zaid Air Port, RAHIM YAR KHAN Ph: (068)9239046, 9239166 Email: rd_rykhan@aiou.edu.pk	16.	Regional Director, Regional Campus, Allama Iqbal Open University, 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
17.	Deputy Regional Director, Regional Centre, Allama Iqbal Open University, House No.88, Main Road Bilal Colony, SAHIWAL Ph: (040) 9330456-7 Email: rd_sahiwal@aiou.edu.pk	18.	Deputy Regional Director, Regional Centre, Allama Iqbal Open University, House No. 145, Muradabad Colony, Near Daewoo Terminal, University Road, SARGODHA CANTT.. Ph: (048)3211217-8 Email: rd_sargodha@aiou.edu.pk	19.	Deputy Regional Director, Regional Centre, Allama Iqbal Open University, Mohallah Mumtaz Pura, Haji Pura, Daska Road, SIALKOT. Ph: (052)3241300, 3241400 Email: rd_sialkot@aiou.edu.pk
20.	Regional Director, Regional Centre, Allama Iqbal Open University, House No. P-06, Mohallah Faiz Colony, Qasmia Road, TOBA TEK SINGH. Ph: (046)9201020, 9201021 Email: rd_ttsingh@aiou.edu.pk	21.	Deputy Regional Director, Regional Centre, Allama Iqbal Open University, House No. 166, Faisal Town, Opposite Govt. Boys Post Graduate College, VEHARI. Ph: (067)3360636-7 Email: rd_vehari@aiou.edu.pk	22.	Assistant Regional Director, Regional Centre, Allama Iqbal Open University, 46-A, Block "Z", Main Road, Model Town, BAHAWALNAGAR. Ph: (063)9330012 Email: rd_bahawalnagar@aiou.edu.pk

23.	Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Street No. 01, Jamil Town, Lahore Road, Near Superior College SHEIKHUPURA. Ph: (056)3545041 Email: rd_sheikhupura@aiou.edu.pk	24.	Deputy Regional Director, Regional Centre, Allama Iqbal Open University, Mujahid Abad, Near Jada, Main G. T. Road, JHELUM. Ph: (0544)273378-9 Email: rd_jhelum@aiou.edu.pk		
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SINDH

25.	Deputy Regional Director, Regional Centre, Allama Iqbal Open University, 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	26.	Assistant Regional Director, Regional Campus, Allama Iqbal Open University, ST-6, D-I, Block No.14, Federal 'B' Area, KARACHI. Ph: (021) 99246099-101 Email: rd_karachi@aiou.edu.pk	27.	Regional Director, Regional Centre, Allama Iqbal Open University, Bungalow No.A-05, Garden City, Dadu Road, MORO. Ph: 0321-3139843 Email: rd_dadu@aiou.edu.pk
28.	Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Sachal Colony, Banglow No.67, Near City Hospital (Bakhtiawar Park), LARKANA CITY. Ph: (074)9239044 Email: rd_larkana@aiou.edu.pk	29.	Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Post Graduate Block, Govt. Boys Degree College, MITHI, Ph: (0232)261289, 261631 Email: rd_mithi@aiou.edu.pk	30.	Incharge, Regional Centre, Allama Iqbal Open University, Banglow/H. No. 74, Main Ghulamullah Raod, Near City School Makli Society, THATTA. Ph: (0298)920717-8 Email: rd_thatta@aiou.edu.pk
31.	Deputy Regional Director, Regional Centre, Allama Iqbal Open University, Plot No. 31, Block-A,Jaffria Co- operative Housing Society, Shikarpur Road, SUKKUR. Ph: (071)5807213 Email :rd_sukkur@aiou.edu.pk	32.	Incharge, Noor Model Study Centre, Allama Iqbal Open University, Old Girls College Hostel, Opp: DCO Office, UMER KOT. Email: ard_uk@aiou.edu.pk Ph:(0238) 920010-16	33.	Incharge, Model Study Centre, Allama Iqbal Open University, House No.61, Shaheed Zulfiqar Colony, Near Daro Road, DADU Ph: (025)9239072 Email: rd_dadu@aiou.edu.pk

34.	Assistant Regional Director, Model Study Centre Malir, Allama Iqbal Open University, 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: 0343-5007948 Email: rd_malir@aiou.edu.pk				
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KHYBER PUKHTOON KHWA

35.	Deputy Regional Director, Regional Campus, Allama Iqbal Open University, Murree Road, Adjacent B.I.S.E, ABBOTTABAD. Ph: (0992)390925-390927 Email: rd_abbottabad@aiou.edu.pk	36.	Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Near BISE Peshawar Camp Office, Governor Cottage Road Goldoor, Chitral Town, District Lower, CHITRAL. Ph: (0943) 413811-412138 Email: rd_chitral@aiou.edu.pk	37.	Assistant Regional Director, Regional Campus, Allama Iqbal Open University, NeliKothi, Behind District Auditorium, District Courts, DERA ISMAIL KHAN Ph: (0966) 9280168-9280178 Email: rd_dikhan@aiou.edu.pk
38.	Regional Director, Regional Campus, Allama Iqbal Open University, Plot No.14, Sector A-3, Phase V, Hayatabad PESHAWAR Ph: (091)9217603-6 Email: rd_peshawar@aiou.edu.pk	39.	Deputy Regional Director, Regional Centre, Allama Iqbal Open University, College Colony, Opposite Shahuda Park, Saidu Sharif, SWAT. Ph: (0946)9240205-6 Email: rd_swat@aiou.edu.pk	40.	Deputy Regional Director, Regional Centre, Allama Iqbal Open University, Bunglow No. 237, Sector-E, Sadberg Road, Sheikh Maltoon Township, MARDAN. Ph: (0937)841020, 841030 Email: rd_mardan@aiou.edu.pk
41.	Assistant Regional Director, Regional Centre, Allama Iqbal Open University, House No.43, Sector A/2, Phase No. II, KDA, KOHAT. Ph: 0922-513882 Email: rd_kohat@aiou.edu.pk	42.	Deputy Regional Director, Regional Centre, Allama Iqbal Open University, Blambat Road, TIMERGARA. Ph: 0945-9250070 Email: rd_timergara@aiou.edu.pk		

BALUCHISTAN

43.	Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Bus Stand Road, Near Ghazali Public School, Gola Chowk, DERA MURAD JAMALI Ph: (0838)710375 Email: rd_dmjamali@aiou.edu.pk	44.	Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Near B & R Rest House, KALAT Ph: (0844)210569 Email: rd_kalat@aiou.edu.pk	45.	Regional Director, Regional Campus, Allama Iqbal Open University Eastern By Pass Takhtani Road, QUETTA Ph: (081)2674429-2674398 Email: rd_quetta@aiou.edu.pk
46.	Deputy Regional Director, Regional Campus, Allama Iqbal Open University, Pishkan Road, Near Bahria Collage, GWADAR. Ph: (0864)410300 Email: rd_turbat@aiou.edu.pk	47.	Assistant Regional Director, Regional Centre, Allama Iqbal Open University House No.G/176, KhawajaKhail House, KhawajaKhailMohallah, ZHOB. Ph: 0822-413018 Email: rd_zhob@aiou.edu.pk	48.	Incharge, Model Study Centre, Allama Iqbal Open University, Near Wapda Office, KHARAN Ph: 0332-8099850 Email: msc_kharan@aiou.edu.pk

GILGIT BALTISTAN

49.	Regional Director, Regional Centre, Allama Iqbal Open University, Shahra-i-Quaid-i- Azam, Near Army Public School & College, KhumerCantt. GILGIT. Ph:(05811) 960378, 960603 Email: rd_gilgit@aiou.edu.pk	50.	Assistant Regional Director, Regional Campus, Allama Iqbal Open University, Near Elementary College Sundus, SKARDU. Ph:(05815)960258, 960915 Email:rd_skardu@aiou.edu.pk	51.	Incharge, Model Study Centre, Allama Iqbal Open University, Village Thole, Tehsil Sikandarabad, District NAGAR. Ph:05813-923028 Email: icmsc_nagar@aiou.edu.pk
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AZAD JAMMU KASHMIR

52.	Deputy Regional Director, Regional Campus, Allama Iqbal Open University, House No.1-A, Sector, F-1, Kotli Road, MIRPUR (A.K) Ph:05827-960028,960029 Email: rd_mirpur@aiou.edu.pk	53.	Assistant Regional Director, Regional Campus, Allama Iqbal Open University, Zero Point, Jalalabad, MUZAFFARABAD (AJK) Ph: (05822)960839 Fax: (05822)960840 Email:rd_muzaffarabad@aiou.edu.pk	54.	Incharge, Regional Centre, Allama Iqbal Open University, 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
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ALLAMA IQBAL OPEN UNIVERSITY (DEPARTMENT OF EXAMINATIONS)

FEE TARIFF*

Sr.#	Programme	Fee Rates for		
		Ordinary	Urgent	Duplicate
1.	Course Certificate of SSC/HSSC/Bachelor Programme/Elementary Arabic/Non-Credit	Rs.400/-	Rs.800/-	Rs.1600/-
2.	SSC(Matric)/HSSC(Intermediate)/PTC/CT/ATTC	Rs.500/-	Rs.1000/-	Rs.2000/-
3.	BA/B.Com/BBA(old)/BLIS/BCS/Associate Degree (2 years)/ Undergraduate Diploma/Certificate	Rs.800/-	Rs.1600/-	Rs.3200/-
4.	BS / BBA (4 years) Associate Degree (4 years) etc.	Rs.1200/-	Rs.2400/-	Rs.4800/-
5.	B. Ed. (old programme)	Rs.1000/-	Rs.2000/-	Rs.4000/-
6.	B.Ed. (1.5 years / 2.5 years / 4 years)	Rs.1200/-	Rs.2400/-	Rs.4800/-
7.	MA/M.Sc/M.Ed/MBA/M.Com/MBA & MPA Executive	Rs.1200/-	Rs.2400/-	Rs.4800/-
8.	Postgraduate Diploma / Certificate	Rs.1000/-	Rs.2000/-	Rs.4000/-
9.	M.Phil/MS/LLM/M.Sc (Honors)	Rs.2000/-	Rs.4000/-	Rs.8000/-
10.	Ph.D	Rs.3000/-	Rs.6000/-	Rs.12000/-
11.	Fee of Triplicate Certificate/Degree from Matric to Bachelor Programme			Rs.5000/-
	Fee of Triplicate Degree of B.Ed /BS (4years)/Master/MS/MPhil Programme			Rs.10000/-
12.	Change of Examination Center			Rs.600/-
13.	Duplicate Result Card Per Semester (Beyond Two Current Semesters)			Rs.100/-
14.	Rechecking of per Answer Script ATTC /CT/PTC/B.Ed / all Graduate Programme			Rs.700/-
	Rechecking of per Answer Script BS / MA / MSc / PGD & equivalent			Rs.800/-
	Rechecking of per Answer Script MS / MPhil / PhD & equivalent			Rs.1000/-
15.	Change in Name or any other Correction in Certificate/ Degree (made by Board/University or Court Decision)	Double Fee of Ordinary Prescribed for Programme		
16.	Verification of Certificate/Degree (By Students or Departments)	By Post Rs.600/-	By hand (same day) Rs.1000/-	
	Verification of Certificate/Degree from Foreign Organizations/Oversees Countries	USD 100* * including USD 25 for Courier Charges		
Sr. No.	Re-Appear Exams Fee for Programme	Fee Rate Per Course		
1.	SSC / PTC / Elementary Arabic	Rs.100/-		
2.	ATTC	Rs.180/-		
3.	HSSC / CT / Diploma 10 + 3	Rs.200/-		
4.	Bachelor / Associate Degree (2 years)	Rs.300/-		
5.	BS / BBA / Associate Degree (4 years)	Rs.400/-		
6.	B. Ed. (old) / B.Ed (1.5 years / 2.5 years / 4 years)	Rs.400/-		
7.	M.A / M.Sc / MBA / M.Ed/ PGD / MS / M.Phil	Rs.500/-		
8.	Ph.D	Rs.800/-		

*Applicable with effect from 1st January 2020.

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