

# AIOU

# 2021

## *Prospectus*

### ADMISSIONS

### Autumn

### Certificate Courses

- Certificate Lughat Ul Quran
- Certificate Al Lissnul Arabi
- Certificate Arabic Bole Chall
- Certificate in Public Health
- Certificate in Librarianship
- Certificate in Literacy & Non-Formal Education



Allama Iqbal Open University, Islamabad

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

Help Line: (051) 111-112-468

**PROSPECTUS**  
**OF**  
**CERTIFICATE COURSES IN PUBLIC HEALTH**  
**FOR**  
**SEMESTER: AUTUMN 2021**



**Department of Environmental Design  
Health and Nutritional Sciences  
Allama Iqbal Open University  
Islamabad**

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Semester:..... Autumn 2021  
Composed/Layout by:..... Hameed Zahid  
Printing Incharge:..... Dr. Sarmad Iqbal  
Printer:..... AIOU Printing Press, Islamabad.  
Publisher: ..... Allama Iqbal Open University, H-8, Islamabad.

## 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**

## **IMPORTANT ACTIVITIES TO BE REMEMBERED**

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

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

It is informed that the students of all Postgraduate programs are required to upload their assignments (in typed form) on AAGHI LMS PORTAL from Spring 2020 Semester onward. Hand written assignments shall not be accepted in any case.

**Minimum and Maximum Duration/Semesters: Programs on ODL Mode**

<b>Sr. No.</b>	<b>Degree Level</b>	<b>Minimum Duration</b>	<b>Maximum Duration</b>
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 applicants”. Certificate Courses in Public Health.
3. After filling the admission form, print out your “Challan Form”.
4. Using printed challan form 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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## **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 postgraduate 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.

## **CERTIFICATE COURSES IN PUBLIC HEALTH (Offered in Collaboration with NHSD and NextGenU)**

### **DEPARTMENT OF ENVIRONMENTAL DESIGN, HEALTH & NUTRITIONAL SCIENCES**

#### **INTRODUCTION**

Pakistan is a developing country, and it is the need of the hour to improve standard of education in all disciplines especially in science and technology in order to better cope with the challenges of 21<sup>st</sup> century. The Department was first established in 1981. During last few decades the Department has developed a range of professional programs in Health and Nutrition, Environmental Design and Home Economics. Multipurpose teaching/ research labs for Food and Nutrition and Environmental Design programs has been set up in order to provide a comprehensive environment for imparting practical training and research at the main campus.

#### **AIMS & OBJECTIVES**

1. To upgrade and update the skills & knowledge of professionals in various fields of applied sciences.
2. To prepare learners for the career related disciplines considering the professional interests of individuals in the areas of Health, Food Science, Nutrition, Dietetics, Environmental Design and Home Economics.
3. To prepare the individuals/professionals for the development and up gradation of community & sustainable environment.
4. To enable the individuals to integrate and apply knowledge

& skills of Basic Sciences, Home Economics & Applied Sciences for their professional development.

The Department has produced scientific/value added and professional programs/courses in the areas of Health, Food & Nutrition, Home Economics and Environmental Design. The courses are now being offered under basic functional to post-graduate, MPhil and PhD level programs. Many of these courses are supported with audio-visual programs.

Currently the Department is offering the following programs:

1. Ph. D Food and Nutrition
2. MS Community Health & Nutrition
3. MS Environmental Design
4. M.Sc Public Nutrition
5. M.Sc Sustainable Environmental Design
6. Postgraduate Diploma in Environment, Health and Safety
7. Certificate courses in Public Health (Postgraduate)
8. Undergraduate level Home Economics and Health courses:

#### **CERTIFICATE COURSES IN PUBLIC HEALTH**

##### **i. Background:**

Network for Human and Social Development (NHSD) approached the university through Ministry of Federal Education and Professional Training for collaboration in offering Public Health related Certificate Courses in collaboration with 3<sup>rd</sup> party i.e. NextGenU. After several meetings, University decided to sign an MOU for this collaboration.

NextGenU.org is the World's first invented in 2001 and still only portal to free, accredited online education and is a US Charitable Foundation based in the State of Pennsylvania that offers free courses to audit or for credit through recognized accrediting institutions and organizations.

Network for Human and Social Development (NHSD), a not-for-profit NGO registered with Social Welfare Department ICT Islamabad under Societies Act 1961, working in the field of Disaster Management, Health, Education, Women Empowerment and Water and Sanitation.

Initially following five Courses in Public Health were identified, available on website of [NextGenU.org](http://NextGenU.org).

1. 1611-Community Oriented Primary Care
2. 1612-Epidemiology
3. 1614-Lifestyle and Health
4. 1615-Environmental Health
5. 1616-Climate Change and Health

**ii. Teaching and evaluation Methodology:**

It will be same as for other course of postgraduate level. The courses will be mostly taught through Learning Management System (LMS) by the Departmental Faculty. Foreign faculty of the Next GenU and subject experts from NHSD will also be contributing in teaching through LMS. Evaluation of these certificate courses will be done as per AIOU format i.e. 30% (Continuous assessment) and 70% (Final Examination).

**iii. Fee Structure:**

Item	Fee
Registration Fee: (At the time of first admission)	<b>Rs.500/-</b>
Admission Fee: (At the time of first admission)	<b>Rs.1000/-</b>
Technology Fee: (in each semester)	<b>Rs.500/-</b>
Course Fee: (per 3 credit hours) Rs.7200/-	<b>Rs.7200/-</b>

**iv. Certification:**

Certificate will be issued by AIOU, with logo of 03 collaborating Organizations, i.e. AIOU, NHSD & Next Gent U.

**v. Proposed Eligibility for Admission in Certificate Courses:**

The minimum entry requirement for admission in certificate courses shall be 16 years of schooling in the following subjects with First division from HEC recognized institutions. Following degree holders are eligible for admission in this program.

- Bachelor of Medicine, Bachelor of Surgery (MBBS)
- Bachelor of Dental Surgery (BDS)
- BS/ M.Sc. Home Economics,
- B.S. Nursing,
- B/D-Pharmacy,
- BS in Physiotherapy,
- BS/B.Sc. Hons in Food Technology
- BS Medical Technology
- BS/Master's in Basic and Applied Sciences

vi. Course outlines for certificate courses in Public Health.

# **1. COMMUNITY ORIENTED PRIMARY CARE (COPC)**

**Level: Postgraduate/Certificate Course**  
**Credit Hours: 3(2+1)**

## **Introduction:**

Primary care is essential to help individuals navigate to good health and stay healthy; preventing disease by identifying risk factors; coordinating and managing chronic disease care for longevity and a better quality of life. This certificate Course will create awareness among the potential students to prevent non-Communicable diseases having Nutrition and Environment related base.

This Community–Oriented Primary Care Introductory Course (COPC) provides a model for integrating primary Care Services into Communities, and targets health related concerns with active Community participation. The course is intended for physicians, nurses and allied health professional in training and practice.

## **Objectives:**

After studying this course student will be able to:

- a) Understand the history and practice of COPC
- b) Discuss the meaning and scope of the Five Principles of COPC
- c) Understand the definition and meaning of community and the value of community participation within the COPC process.

## **Learning Outcomes/Competencies:**

After studying this course, students will be able:

- a) Describe, analyze, and integrate the conceptual framework, methodology, and principles of COPC.
- b) Define a community for the purpose of clinical care at the community level
- c) Plan an assessment of health needs in a community, using available data for the collection and analysis of health information
- d) Justify the need for the prioritization process in COPC, and define objective criteria to be used for the selection and determination of methods to discuss process and decision.

## **Unit–1: Introduction to COPC**

## **Unit–2: Defining and Characterizing Communities**

## **Unit–3: Prioritization and Detailed Assessment: Preparing for Intervention**

## **Unit–4: Implementing the COPC approach**

## **Unit–5: Explore the Skills Involved in Community Organizing**

## **Unit–6: COPC in Global Health**

## **Unit–7: Enabling Health and wellness: Practice roles and Models of Care**

## **Unit–8: Sustainable health for the Family and Individuals**

## **Unit–9: Inclusive policies, equitable Health Care Systems**

### **List of Activities**

1. Develop a conceptual framework in the light of principles of COPC keeping in view the attributes of your own Community.
2. Gather best-practices models for community-based interventions and the necessary quantitative and qualitative information for implementation in the focus community
3. Plan and develop all the stages of a systematic COPC intervention considering evidence-based interventions
4. Develop a plan of action for the promotion of community participation in the development of COPC.
5. Evaluate and analyze the challenges on COPC programs

### **Reference Books:**

1. Latest relevant material available of NextGenU website <https://nextgenu.org/>
2. McMurray, A., & Clendon, J. (2015). Community health and wellness: Primary health care in practice. Chatswood. *New South Wales, Australia: Churchill Livingstone.*

## **2. EPIDEMIOLOGY**

**Level: Postgraduate**

**Credit Hours: 3 (2 +1)**

### **Introduction:**

The course will provide students with an understanding of the epidemiological concepts, with training in essential methodological skills for the conduct of epidemiological studies in human and suggest relevant public health interventions based on evidence from both empirical epidemiological population studies and from qualitative studies.

### **Objectives:**

After studying this course student will be able to:

- Demonstrate an understanding of the key concepts in the discipline of epidemiology
- Understand the relationships between population health measures and different population characteristics
- Know and understand the basic epidemiological study designs.

### **Learning Objectives/Competencies**

1. Apply the basic terminology and definitions of epidemiology
2. Explain the importance of epidemiology in informed scientific, ethical, economic and political discussions related to health issue
3. Interpret disease and public health events and trends from time series data

4. Know and understand the main measures of associations between exposures and outcomes (relative risk and odds ratio)

**Unit–1: Introduction to Epidemiology**

**Unit–2: Descriptive Measures of Mortality and Morbidity**

**Unit–3: Quantifying and Comparing Public Health Measures**

**Unit–4: Association, Causation, and Risk Factors**

**Unit–5: Study Designs in Epidemiology**

**Unit–6: Public Health Screening and Surveillance**

**Unit–7: Critical Evaluation of Epidemiologic Evidence**

**Unit–8: Applied Epidemiology-I**

**Unit–9: Applied Epidemiology-II**

**Practical Activity:**

- Read the entire article titled "Ethical Issues in Epidemiologic Research and Public Health Practice." Reflect on how ethics must influence how epidemiological data is collected and disseminated.
- Download the PDF version of the article "Alcohol consumption and attributable harm in middle-income South-East Asian countries: Epidemiology and policy

options". Then, read the article and reflect on key approaches to translating epidemiological research into practice and policy

- Read the entire article titled "Sick Individuals and Sick Populations," and familiarize yourself with the distinction between the impact of population and high-risk strategies for disease prevention.

**Recommended Books:**

1. Latest relevant material available of NextGenU website. <https://nextgenu.org/>
2. **Introduction to Epidemiology** (2020) by Ray M. Merrill, Publisher: Jones & Bartlett Learning LLC - ISBN: 2019025620,9781284171105,9781284170702
3. **Essentials of Epidemiology in Public Health** (2020) by Ann Aschengrau, ScD; George R. Seage, ScD. Publisher: Jones & Bartlett Learning, ISBN: 9781284128352
4. **Epidemiology and the delivery of Health Care Series** (2009) Methods and Applications by Denise M. Oleske, Chicago IL. USA
5. **Applied Epidemiology** Theory to practice (2006) by Ross C. Brownson, Diana B. Petitti Oxford University Press.

### **3. LIFESTYLE AND HEALTH**

**Level: Postgraduate/Certificate Course Credit Hours: 3(2+1)**

#### **Introduction:**

This Lifestyle and Health introductory course provides a foundation of theoretical and practical knowledge and skills, as well as an opportunity to plan strategies and practice techniques for assisting patients with positive health behavior changes. This course is intended for primary-care physicians, nurses, and allied health professionals in training and in practice.

#### **Objectives:**

The objectives of this course are:

1. To understand the principles of lifestyle health, and an understanding of the effects of physical activity, nutrition, sleep, and stress on health.
2. To develop skills and implement action plans for lifestyle medicine in both clinical and personal settings.

#### **Learning Outcomes/Competencies**

After Completion of this courses the student will be able to learn:

1. Introduction and Environmental lifestyle factors and their impact on non-communicable diseases.
2. Emotional and Mental Well-being Assessment and Interventions
3. Tools to promote health change
4. Key clinical processes in lifestyle medicine

**Unit–1: Introduction to Lifestyle and health**

**Unit–2: Fundamentals of Health Behavior Change**

**Unit–3: Physical Activity**

**Unit–4: Sleep Health**

**Unit–5: Tobacco Use**

**Unit–6: Lifestyle and chronic diseases**

**Unit–7: Emotional and Mental Well-being**

**Unit–8: Nutrition and lifestyle**

**Unit–9: Implementing Lifestyle and Health**

#### **Recommended books:**

1. Latest relevant material available of NextGenU website <https://nextgenu.org/>
2. Wilson, L. (2020). Healthy Lifestyles and Healthy Eating. Nutrition and Diet Research Progress Series, Nova Science Publishers, Incorporated.
3. Committee on Government Reform (house), United S Congress. (2020). Diet, Physical Activity, Dietary Supplements, Lifestyle and Health. United States House of Representatives,

## 4. ENVIRONMENTAL HEALTH

**Level: Postgraduate/Certificate Course**      **Credit Hours: 3(2+1)**

### **Introduction:**

This Environmental Health course provides an introduction to environmental health, including risk assessment and management, toxicology, and other foundational principles. It relates with a broad spectrum of areas with environmental health at focus and integrating aspects of risks, environmental effects on human health & eco systems, exposure and its impacts, risk management and mitigation, occupational health, susceptibility, vulnerability of the poor and inequality in overall environmental systems, case studies and future of environmental health.

### **Objectives:**

1. To understand the effects of environmental hazards on human health and eco system.
2. To learn an environmental and occupancy risk assessment.
3. To develop skills for environmental health advocacy.

### **Learning outcomes/ Competencies**

- Describe the direct and indirect human, ecological, and safety effects of major environmental and occupational agents.
- Specify approaches for assessing, preventing, and controlling environmental hazards that pose risks to human health and safety.
- Explain the general mechanisms of toxicity in eliciting a toxic response to various environmental exposures.

**Unit–1: Introduction to Environmental Health.**

**Unit–2: Environmental hazards and their effects on Human health & Eco systems.**

**Unit–3: Principles of Exposure Assessment.**

**Unit–4: Toxicology & Epidemiology in environmental Health.**

**Unit–5: Risk assessment: Concepts & Applications.**

**Unit–6: Risk management, communication & regulation to protect Human health & Ecosystems.**

**Unit–7: Susceptibility, Vulnerability & Inequality in Environmental Health.**

**Unit–8: Case studies in Occupational & Environmental Health.**

**Unit–9: Emerging perspective for Environmental Health.**

### **Recommended Books:**

1. Latest relevant material available of NextGenU website <https://nextgenu.org/>
2. Coussens. C.. & Harrison. M. (Eds.). (2007). *Global environmental health in the 21st century: From governmental regulation to corporate social responsibility: Workshop summary*. National Academies Press.
3. Fuchs, J. (2001). *Environmental stressors in health and disease* (Vol. 7). CRC Press.
4. Ricci, P. (2006). *Environmental and health risk assessment and management: principles and practices* (Vol. 9). Springer Science & Business Media.

## 5. CLIMATE CHANGE AND HEALTH

Level: Postgraduate/Certificate Course      Credit Hours: 3(2+1)

### Introduction:

This course provides information about the effects of climate change on human health. The focus of the course is to introduce the concept of climate change and highlight its effect on public health. Taking examples from history, the course covers future prediction and communication strategies about climate change and identifies the adaptation practices which help to mitigate the effect of climate change on health.

### Objectives:

1. To introduce the science of climate change and how it affects public health.
2. To predict and communicate climate change strategies.
3. To mitigate the effects of climate change.

### Learning Objectives/Competencies

1. Be able to discuss what climate change is and how it is related to weather
2. Be able to distinguish normal climate variability versus abnormal/current climate change
3. Be able to describe the reasons for the sudden and dramatic climate change in the recent past
4. Be able to describe how culture affects adaptation

**Unit–1: Introduction to Climate Change**

**Unit–2: Phenomenon of Global warming**

**Unit–3: Effect of Climate Change on Public Health**

**Unit–4: Climate Change and Infectious disease**

**Unit–5: Vulnerable Geographic Regions**

**Unit–6: Predicting Future climate change**

**Unit–7: Communicating Future climate change**

**Unit–8: Adaptation towards Climate Change**

**Unit–9: Mitigation of Climate Change**

### List of Practical:

1. Prediction Model for Weather (students will learn about predicting weather and climate from relevant source and prepare prediction model of weather for their own region).
2. Community Adaptations to Climate Change (students will be asked to engage the community of their region).
3. Evaluate Environmental Sustainability in Hospitals (students will be asked to evaluate the hospitals in the light of sustainable building practices in health care facilities).

### Recommended Books:

1. Latest relevant material available of NextGenU website <https://nextgenu.org/>
2. Levy, B. S. and Patz, J. A. (2015). Climate Change and Public Health. Oxford University Press, New York. ISBN: 978-0-19-020245-3
3. Kristie, L., Smith E. J. and Burton, I. (2005). Integration of Public Health with Adaptation to Climate Change: Lessons learned and new directions. Taylor and Francis, London. ISBN: 0-203-97039-X (e-Book)
4. Pinkerton, K. E. and Rom, W. N. (2014). Global Climate Change and Public Health. Humana Press, New York. London. ISBN 978-1-4614-8417-2 (e-Book) McMichael, A. J., Campbell-Lendrum, D. H., Corvalán, C. F., Ebi, K. L., Githeko, A. K., Githeko, J. D. and Woodward, A. (2003). Climate Change and Human Health: Risks and Responses. WHO Malta, ISBN: 92-4-156248-X (e-Book)

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NHSD

## **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. The address of a student will not be changed during the semester.
- iv. Admission to courses for both the Spring and Autumn semesters are generally offered in the months of March and September, respectively, whereas, examinations commenced in November and May respectively. The continuing students may enroll through online system on AIOU website within due date.
- v. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme
- vi. On payment of the registration fee, each student will be issued a student ID. This number must be quoted in all the future correspondence.
- vii. Study material shall be available on AIOU website for downloading.
- viii. 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.
- ix. 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.
- x. It is the responsibility of the student to remain in touch with the department regarding the academic activities.
- xi. 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.
- xii. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.
- xiii. The university reserves the right to change contents of this prospectus without any prior notice as per university policy.
- xiv. 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.
- xv. In case provision of forged documents for admission, not only the admission will be refused to the applicant but the fee deposited by him/her will also be forfeited. The university may proceed further in the matter.

## **PROCEDURE FOR DEPOSITING FEE**

Eligible candidates for (Open Merit Programmes) are required to deposit fee in any branch of the following banks:

- (1) Allied Bank Limited (ABL)
- (2) First Women Bank (FWB)
- (3) Muslim Commercial Bank (MCB)
- (4) United Bank Limited (UBL)

Fee can also be deposited through Jazz Cash, Easy Paisa and Upaisa Mobile App/USSD String \*786#, Retailer Agent, Franchise and Branches of Mobilink, Telenor and Ubank. For more detail please visit university website.

The Banks/Mobile App/Retailer Agents/Franchise/Branches will provide Transaction ID of deposited fee.

**Note:** Beware that University has not authorized any person or private institute to collect payment/forms. All the students are instructed to deposit fee by themselves in designated bank branches. In case of any discrepancy in admission fee/admission form the University will not be responsible and the student will have to face the consequences.

## **REGULATIONS FOR REFUND OF ADMISSION FEE**

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

### **GENERAL CONDITIONS FOR REFUND**

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

### **REFUND OF OTHER FEE**

1. All kind of other fee including but not limited to Degree fee, Re-appear 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**

<b>Sr. #</b>	<b>Name</b>	<b>Telephone Nos.</b>
1.	Director Admissions	051-9057298 051-9250043 051-9250162 (Fax)
2.	Assistant Registrar (Mailing)	051-9057281-82 051-9250185, 051-9057611
3.	Controller of Examinations	051-9057310 051-9057328 051-9250012
4.	Director Students Affairs	051-9250174
5.	Dy. Registrar (Teachers Education)	051-9057428 051-9057299

# ALLAMA IQBAL OPEN UNIVERSITY, REGIONAL NETWORK

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