

Autumn 2021

AI<sup>○</sup>OU

# PROSPECTUS

**B.ED**

**(1.5 Years, 2.5 Years and 4 Years)**



Allama Iqbal Open University, Islamabad

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

Help Line: (051) 111-112-468

**PROSPECTUS**  
**OF**  
**BEd (1.5 Year, 2.5 Years & 4 Years) Programmes**  
**For**  
**SEMESTER: AUTUMN 2021**



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

Price Rs.300/-

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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**

## **IMPORTANT ACTIVITIES TO BE REMEMBERED**

<b>Activity</b>	<b>Spring Semester</b>	<b>Autumn Semester</b>
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](http://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 applicants”. Associate Degree Education
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. 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 educational 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 whereas 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, allied material with 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 comprising 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), BS (CS), MSc/BS Chemistry, MSc/BS Microbiology etc. are being provided instruction, guidance and counselling through face-to-face education. AIOU is offering four years under graduate degrees.

Apart from 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 research scholars, a science complex has been built where they use the latest equipment of international standard for experimentation and research. To meet the present-day challenges, internet facility is also available in the student's hostel and the Central Library where computers have been provided to enable students to access latest information available through open source databases.

<b>Programme Coordinators</b>	<b>Address</b>
B. Ed 1.5 Year	Dr. Syed Nasir Hussain Assistant Professor ECE & ETED Phone: 051-9057718
B. Ed 2.5 Years	Ms. Mubeshera Tufail Lecturer ECE & ETED Ph: 051-9057716, Email: <a href="mailto:mubeshera.tufail@aiou.edu.pk">mubeshera.tufail@aiou.edu.pk</a>
B. Ed 4 Years ETE	Dr. Muhammad Samiullah Assistant Professor ECE & ETED Ph: 051-9057851
B. Ed 4 Years (Secondary Teacher Education)	Dr. Sidra Rizwan Lecturer, STED Ph: 051-9057699
B. Ed 2.5 Years (Science Education)	Mr. Arshad Mehmood Qamar Lecturer Science Education Department Faculty of Education Allama Iqbal Open University H-8, Islamabad. Ph: 051-90557168
B. Ed 4 Years (Science Education)	Mr. Arshad Mehmood Qamar Lecturer Science Education Department Ph: 051-9057168

## **FACULTY OF EDUCATION**

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

### **DEPARTMENTS OF THE FACULTY**

Faculty of Education comprises of the following six departments:

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

### **Distance, Non Formal& Continuing Education (DNFCE)**

The department was established in 1984 and was renamed as Distance, Non Formal and Continuing Education in 2008. It offers specialized degree programmes/courses in Distance Non-Formal and Continuing Education, Adult Education and Educational Technology at MA Education, MEd, MPhil and PhD (MS/MPhil Based) level. It also offers courses at BA level.

### **Educational Planning, Policy Studies & Leadership (EPPSL)**

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

### **Early Childhood Education and Elementary Teacher Education**

The Department of Elementary Teacher Education was established in 2003. In April 2008, the name of Elementary Teacher Education Department was changed as Early Childhood Education and Elementary Teacher Education Department. The Early Childhood Education and Elementary Teacher Education Department offers ADE, PGD in ECE, BEd, MEd, MPhil and PhD programmes, it also offers “Education” as subject at Matric, Intermediate and Graduate level. Early Childhood Education and Elementary Teacher Education Department is one of the largest departments of this institution in terms of its enrollment of students and the number of courses offered by this department.

### **Secondary Teacher Education**

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

### **Science Education**

The Department of Science Education was established in 1988. The programmes and courses of the department are mainly focused on education and training of science teachers. Presently the department offers specialized courses in science at BEd, MA, MEd, MPhil and PhD level. Specialization courses provide conceptual framework and in depth insight into the teaching of science effectively.

### **Special Education**

The Department was established in 1985. The department imparts education and training to teachers for the special children in four specializations namely Visual impairment, Hearing impairment, Physical disabilities and Mental retardation with particular emphasis to facilitate mainstreaming of special children. Parents of the special children are also admitted to these programmes. Present programmes/courses of this department comprised of Postgraduate Diploma, MEd, MA, MPhil and PhD (MS/MPhil Based) in Special Education.

### **Programmes of Faculty of Education**

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

**The faculty is offering the following academic programmes:  
PhD Education with following specializations:**

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

**MPhil Education with following specializations:**

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

**MEd/MA Education with following specializations:**

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

**BEd/PGD/ADE/SSC/HSSC/BA level Educational programmes:**

- BEd (1.5 year, 2.5 years, 4 years)
- PGD Educational Planning and Management
- PGD Early Childhood Education
- Associate Degree in Education (2 years)
- Courses of Education at SSC, HSSC and BA level

<b>BED (1.5 YEARS) PROGRAMME</b>	
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<b>Duration</b>	1.5 Year (3 Semesters)
<b>Total credits</b>	54
<b>Maximum load</b>	18 Credit Hours (per semester)
<b>Medium of Instruction</b>	English/Urdu
<b>Mode of Delivery</b>	Open Distance Learning
<b>Passing Marks (Assignment/Exam)</b>	50%
<b>Maximum Duration:</b>	03 Years

**Introduction:**

The emerging needs and shortage of human development resources mixed with higher qualities of leadership in the field of education at national level demand personnel who have sound professional and academic background in the field of teacher education. This programme provides such academic opportunities to teachers. It aims at providing education and training facilities to teachers, administrators and master graduates in the country.

**Following are the objectives of this programme:**

1. To acquaint the prospective teachers with latest teaching techniques and methodologies.
2. To enable teachers to use instructional technology in the classroom.
3. To enable the prospective teachers to manage classroom environment.
4. To meet country's increasing demand for trained personnel.

**Eligibility Criteria:** 16 Years of Education (Academic Disciplines Other than Education) MA/MSc/BA (4-year)/ BS(4 years) with minimum second division or equivalent

5. **Maximum Duration:** Maximum Duration to complete the degree will be 03 Years.

### Semester-Wise Breakup of Scheme of Studies

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

S.#	Courses	Code	Cr.Hrs
1	General Methods of Teaching (Professional)	8601	3
2	Educational Assessment and Evaluation (Professional)	8602	3
3	Curriculum Development (Foundation)	8603	3
4	Research Methods in Education (Professional)	8604	3
5	Educational Leadership and Management (Professional)	8605	3
6	Citizenship Education and Community Engagement	8606	3

**Total Credit Hours=18**

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

S.#	Courses	Code	Cr. Hrs
1	Teaching Practice I (Professional)	8607	3
2	Critical Thinking and Reflective Practices (Professional)	8611	3
3	Area of Specialization (Course-I)		3
4	Area of Specialization (Course-II)		3
5	Area of Specialization (Course-III)		3
6	Area of Specialization (Course-IV)		3

**Total Credit Hours=18**

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

S.#	Courses	Code	Cr. Hrs
1	Teaching Practice II (Professional)	8608	3
2	Philosophy of Education (Foundation)	8609	3
3	Human Development and Learning (Foundation)	8610	3
4	Professionalism in Teaching (Professional)	8612	3
5	Research Project (Content Embedded) (Professional)	8613	3
6	Educational Statistics (Professional)	8614	3

**Total Credit Hours=18**

#### Specialization Courses:

##### Area 1: Leadership and Management

S.#	Courses	Code	Cr. Hrs
1	Management Strategies in Educational Institutions	8615	3
2	School Administration and Supervision	8616	3
3	Plan Implementation and Educational Management	8617	3
4	School Leadership	8618	3

##### Area 2: Educational Technology and Evaluation

S.#	Courses	Code	Cr. Hrs
1	Educational Technology	8619	3
2	Computers in Education	8620	3
3	Broadcast Media	8621	3
4	Non Broadcast Media	8622	3

**Area 3: Teacher Education**

S.#	Courses	Code	Cr. Hrs
1	Elementary Education	8623	3
2	Secondary Education	8624	3
3	Higher Education	8625	3
4	Teacher Education in Pakistan	8626	3

**Area 4: Science Education**

S.#	Courses	Code	Cr. Hrs
1	Foundation of Science Education	8627	3
2	Assessment in Science Education	8628	3
3	Laboratory Organization, Management and Safety Methods	8629	3
4	General Science in Schools	8638	3

**Area 6: Reading**

S.#	Courses	Code	Cr. Hrs
1	Foundations of Reading	8634	3
2	Teaching Reading	8635	3
3	Reading Difficulties	8636	3
4	Reading Assessment	8637	3

**Note: The department may change offering of courses as per availability of the courses.**

**Fee Structure BEd(1.5 year)**

Registration Fee: (At the time of 1<sup>st</sup> admission) Rs.500/-  
 Admission Fee:(At the time of 1<sup>st</sup> admission) Rs.1000/-  
 Technology Fee + Courier Charges: (per semester) Rs.500/-  
 Per 3 Credit Hours Fee: Rs.3300/- (Rs.3300×6) = Rs.19800/-

**First Semester Fee: Rs.21800/-**

Teaching Practice-I Fee: Rs.1100/- Per one credit Hour  
 Teaching Practice-II Fee: Rs.1100/- Per one credit Hour  
 Research Project Fee: Rs.1100/- Per one credit Hour

**For any academic assistance contact:**

Dr. Fazal-ur-Rehman  
 Chairman, ECE & ETED  
 Phone: 051-9250167, PA to Chairman: 051-9057718  
 E-mail: fazalaiou@yahoo.com

**B.Ed (2.5 YEAR) PROGRAMME****Specialization: Elementary Teacher Education**

**Duration:** 2.5 year (5 Semesters)

**Total Credits:** 90

**Maximum Load per Semester:** 18 Credit Hours

**Medium of Instruction:** English/Urdu

**Delivery Mode:** Open Distance Learning

**Passing Marks (Assignment/Exam)** 50%

**Entry Qualification:** 14 year of education (BA/BSc or equivalent with minimum 2<sup>nd</sup> division)

**Note:** Maximum duration to complete the degree will be 05 years.

**1st Semester****(Bridging Semester)**

S.#	Courses	Code	Cr. Hrs
1	Basics of Technical English	6465	3
2	General Mathematics & Statistics	6401	3
3	Critical Thinking and Reflective Practices (Foundation)	8611	3
4	Basics of Information & Communication Technology	5403	3
5	Educational Leadership and Management	8605	3
6	Citizenship Education and Community Engagement	8606	3

**Total Credit Hours=18**

**Note: All courses in first semester are compulsory.**

**2<sup>nd</sup> Semester****Compulsory Courses in Second Semester:**

S.#	Courses	Code	Cr. Hrs
1	General Methods of Teaching	8601	03
2	Educational Assessment and Evaluation (Professional)	8602	03
3	Curriculum Development (Professional)	8603	03
4	Philosophy of Education (Professional)	8609	03
5	Academic content-Course I (Cluster I*)		03
6	Academic content-Course I (Cluster II*)		03

**Total Credit Hours=18**

\*Cluster I & Cluster II refers to any two clusters of academic content courses selected by the student in the second semester. See clusters of optional courses at the end of semester 5.

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

S.#	Courses	Code	Cr. Hrs
1	Human Development and Learning (Foundation)	8610	03
2	Professionalism in Teaching (Professional)	8612	03
3	Academic Content-Course II (Cluster I*)		03
4	Academic Content-Course II (Cluster II*)		03
5	Pedagogy I (Method of Teaching related to Cluster I*)- Professional		03
6	Pedagogy II (Method of Teaching related to Cluster II*)- Professional		03

**Total Credit Hours=18**

\*Cluster I & Cluster II refers to two clusters of academic content courses selected by the student in the second semester.

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

S.#	Courses	Code	Cr. Hrs
1	Comparative Education	6466	03
2	Research Methods in Education (Professional)	8604	03
3	Educational Statistics (Professional)	8614	03
4	Teaching Practice-I (Professional)	8607	03
5	Academic content-Course III (Cluster I*)		03
6	Academic content-Course III (Cluster II*)		03

**Total credit Hours=18**

\*Cluster I & Cluster II refers to two clusters of academic content courses selected by the student in the second semester.

**5<sup>th</sup> Semester****Compulsory Courses in Fifth Semester**

S.#	Courses	Code	Cr. Hrs
1.	Research Project (Content Embedded) Professional	8613	03
2.	Teaching Practice II (Professional)	8608	03
3.	Academic content- Course IV (Cluster I*)		03
4.	Academic content- Course IV(Cluster II*)		03
5.	Academic content- Course V (Cluster I*)		03
6.	Academic content- Course V (Cluster II*)		03

**Total Credit Hours=18**

\*Cluster I & Cluster II refers to two clusters of academic content courses selected by the student in the second semester.

### Optional Courses

**Clusters for Academic Content Courses:** For academic content courses, the students can select only two clusters in the second semester. During B.Ed. (2.5 year programme), a student will complete 06 courses of each of these two clusters which were selected by the student in the second semester.

<p><b>Cluster 1</b>  Islamic Studies-I (Course Code:6473)  Islamic Studies-II (Course Code:6474)  Islamic Studies-III (Course Code:6475)  Islamic Studies-IV (Course Code:6476)  Islamic Studies-V (Course Code:6477)  Pedagogy-Teaching of Islamic Studies (Course Code: 6497)</p>	<p><b>Cluster 2</b>  Urdu-I Course Code: 6478)  Urdu-II Course Code: 6479)  Urdu-III Course Code: 6480)  Urdu-IV Course Code: 6481)  Urdu-V Course Code: 6482)  Pedagogy-Teaching of Urdu (Course Code: 6494)</p>
<p><b>Cluster 3</b>  English-I(Course Code: 6468)  English-II (Course Code: 6469)  English-III (Course Code: 6470)  English-IV (Course Code: 6471)  English-V (Course Code: 6472)</p>	<p><b>Cluster 4</b>  Home Economics-I (Course code: 6483)  Home Economics-II (Course code: 6484)  Home Economics-III (Course code: 6485)  Home Economics-IV (Course code: 6486)  Home Economics-V (Course code: 6487)</p>

Pedagogy-Teaching of English (Course Code: 6493)	Pedagogy-Teaching of Home Economics (Course Code: 6496)
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<p><b>Cluster 5</b>  Pakistan Studies-I (Course Code: 6488)  Pakistan Studies-II (Course Code: 6489)  Pakistan Studies-III (Course Code: 6490)  Pakistan Studies-IV (Course Code: 6491)  Pakistan Studies-V (Course Code: 6492)  Pedagogy-Teaching of Pakistan Studies (Course Code: 6495)</p>
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**Note:** (i) A student has to complete 06 courses for each of two clusters in B.Ed. (2.5 years) programme. (ii) If a student is required to change a cluster, then he/she will pass 06 courses of one cluster (for example, English or Urdu etc.) to successfully complete the requirements of the programme. (iii) There will be a compulsory workshop for each course in every semester. (iv) Attending the workshop is compulsory to pass the course. (v) The department may change the sequence of course(s) offering as per availability of course(s).

### Fee Structure BEd (2.5 years)

Registration Fee:(At the time of 1 <sup>st</sup> admission)	Rs.500/-
Admission Fee:(At the time of 1 <sup>st</sup> admission)	Rs.1000/-
Technology Fee + Courier Charges: (per semester)	Rs.500/-
Per 3 Credit Hours Fee:Rs.3300/- (Rs.3300×6) =	Rs.19800/-

**First Semester Fee: Rs.21800/-**

Teaching Practice I	Fee: Rs. 1100/- Per one credit Hour
Teaching Practice II	Fee: Rs. 1100/- Per one credit Hour
Research Project	Fee: Rs. 1100/- Per one credit Hour

### For any academic assistance contact:

Ms. Mubeshera Tufail  
Lecturer, ECE & ETED  
Ph: 051-9057716,Email: mubeshera.tufail@aiou.edu.pk

## BEd (2.5 YEARS) PROGRAMME

### **Specialization: Science Education**

**Duration:** 2.5 Years (5 Semesters)

**Total Credits:** 90 credit hours

**Maximum Load per Semester:** 18 Credit Hours

**Medium of Instruction:** English/Urdu

**Delivery Mode:** Blended

**Passing Marks (Assignment/Exam)** 50%

**Entry Qualification:** Having BSc Degree/ AD Science with at least 45% marks or equivalent. (Maximum duration to complete the degree is five years.)

### **Introduction:**

After completing this programme, prospective teachers will be able to:

1. Describe the concepts, foundations and perspectives of Science Education
2. Present the pedagogical and content knowledge by using latest information communication system (ICT) in an effective manner.
3. Demonstrate science related attitudes in Science Education.
4. Apply Practical Skills (Science Process Skills) for science teaching.
5. Develop lesson plans and assessment tools for science teaching and learning.

BEd (2.5 Years) programme with specialization in Science Education will not only provide a direction to general education but will also ensure that only those who intend to opt for Science Teaching as a profession will join the program. It will enable the Science Teachers to apply their knowledge and skills in real class situation more effectively. Teacher will be enabled to transform the provisions of policy and curriculum in the classroom. Teacher Students will be able to adopt innovative Science Teaching Methods and Science Assessment Models to get maximum outcomes from teaching and learning.

The teachers trained through this program will be able to teach Science at different levels of schooling.

### **Following are the objectives of BEd 2.5 Years with Specialization in Science Education**

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

#### **Bridging Semester**

S.#	Courses	Code	Cr. Hrs
1	English III (Basics of Technical English)	6465	3
2	General Mathematics & Statistics	6401	3
3	Critical Thinking and Reflective Practices (Foundation)	8611	3
4	Basics of Information & Communication Technology	5403	3
5	Educational Leadership and Management	8605	3
6	Citizenship Education and Community Engagement	8606	3

**Total Credit Hours=18**

**Note: All courses in first semester are compulsory.**

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

S.#	Courses	Code	Cr. Hrs
1	Foundation of Science Education	6435	3
2	Assessment in Science Education	6436	3
3	Teaching Strategies in Science Education	6437	3
4	Curriculum Development	6406	3
5	Chemistry-I Biology-I	6456 6451	3×2=6
6	Physics-I Mathematics-I	6441	
		6446	

**Total Credit Hours=18**

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

S.#	Courses	Code	Cr. Hrs
1	Chemistry-II Biology-II	6457	2×3=6
		6452	
		6442	
2	Physics-II Mathematics-II	6447	
3	Laboratory Organization, Management and Safety Methods.	6438	3
4	Teaching of Chemistry Teaching of Biology	6460	2×3=6
		6455	
		6445	
5	Teaching of Physics Teaching of Mathematics	6450	
		6498	3
6	Teaching Practice -I(Professional)	6498	3

**Total Credit Hours=18**

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

S.#	Courses	Code	Cr. Hrs
1	Chemistry-III Biology-III	6458	2×3=6
		6453	
2	Physics-III Mathematics-III	6443	
		6448	
3	Comparative Education	6466	3
4	Research Methods in Education(professional)	8604	3
5	Educational Statistics (Professional)	8614	3
6	Research Project (Science Education) Professional	8675	3

**Total Credit Hours=18**

**5<sup>th</sup> Semester**

S.#	Courses	Code	Cr. Hrs
1	Chemistry-IV Biology-IV	6459	2×3=6
		6454	
2	Physics-IV Mathematics-IV	6444	
		6449	
3	Teaching Practice -II( Professional)	6499	3
4	Chemistry-V (practical) Biology-V (practical)	8672	2×3=6
		8673	
5	Physics-V (practical) Mathematics-V	8671	
		8674	
6	Professionalism in Teaching	8612	3

**Total Credit Hours=18**

**Note:** There will be six days' online workshop for one course in every semester. The workshop for each course comprises six days. The workshop is compulsory to pass the course.

**Fee Structure (BEd2.5Years)**

<b>Registration Fee:</b> (At the time of 1 <sup>st</sup> admission)	Rs.500/-
<b>Admission Fee:</b> (At the time of 1 <sup>st</sup> admission)	Rs.1000/-
<b>Technology Fee:</b> (per semester)	Rs.500/-
<b>Per 3 Credit Hours Fee</b> (Rs.3300/-)(Rs.3300×6)=Rs.19800/-	
<b>First Semester Fee:</b>	<b>Rs.21,800/-</b>
Teaching Practice-I	Fee: 1100/- Per one credit Hour
Teaching Practice-II	Fee: 1100/- Per one credit Hour
Research Project	Fee: 1100/- Per one credit Hour

**For any Academic Assistance:**  
 Mr. Arshad Mehmood Qamar  
 Lecturer  
 Science Education Department  
 Faculty of Education  
 Allama Iqbal Open University, H-8, Islamabad  
**Ph: 051-9057168**

**B.Ed (4 YEARS) ADE Based**

<b>Specialization:</b>	<b>Secondary Teacher Education</b>
<b>Duration:</b>	2 Years (4–Semesters)
<b>Semester Duration:</b>	16-18 weeks
<b>Course Load per Semester:</b>	18 credit Hours
<b>Total Credit Hours:</b>	72 credit hours ADE
<b>Medium of instruction:</b>	English /Urdu
<b>Delivery Mode:</b>	ODL
<b>Pass Marks (Assignment /Exams):</b>	50 %

**Introduction**

BEd (4 Years) programme focus on education and training of prospective teachers which grows out of a profound belief in the transformative power of education. Our mission is to promote the development of highly qualified and efficient teaching professionals who are prepared to creatively contribute to the social, cultural, and educational development of a globally oriented, pluralistic, and diverse society. B.Ed (4 Years) programme will be a composite programme blending Core Courses, Foundation Courses, Professional Courses, and Specialization Courses. The teacher trained through new programme will be able to teach at Secondary and Higher Secondary Levels and will be an equivalent of the existing master's degree.

**Following are the objectives of this programme:**

- 1 To equip the prospective teachers with adequate knowledge of subject matter, contemporary pedagogy techniques, communication skills, critical thinking and dispositions to be an elementary school teacher.
- 2 To develop creative aptitude and research mindedness to the prospective teachers.
- 3 To improve the linguistic skills of the prospective teachers.
- 4 To strengthen the ideological perspectives of the students adequately and properly.

**Prospective Students/Career:**

This programme is designed for those prospective students who wish to join school as teachers. The programme will also cater for the existing elementary school teachers as at present their promotion is linked with ADE and BEd (4 Years) degree. Thus this programme will open up new windows for the promotion of school teachers.

**Eligibility Criteria:**

**For Secondary Teacher Education:**

- Candidates with ADE degree can join in the fifth semester of BEd 4 Years(2ADE + 2) programme.

**B.Ed 4 Years Secondary Teacher Education aligned with ADE**

**5<sup>th</sup>Semester18-Credit Hours**

Code	Course	Credit Hours
6465	English III Basics of Technical English	3
	M1C1	3
	M2C1	3
	M1C2	
	M2C2	
6466	Comparative Education	3

**KEY: M1C1 = Major 1 Content 1 M2C1= Major 2 Content 1**  
**These are content courses of two major areas of Science or arts.**

**6<sup>th</sup> Semester18-Credit Hours**

Code	Course	Credit Hours
8653	Adolescent Psychology	3
6461	Education Research & Statistics	3
	M1C3	3
	M2C3	
	M1C4	
	M2C4	

**KEY: M1C3=Major 1 Content 3, M2C3= Major 2 Content 3,**  
**M1C4= Major 1 Content 4, M2C4=Major 2 Content 4**  
**(These are content courses from two major areas of either science or arts).**

### 7<sup>th</sup> Semester 18-Credit Hours

Code	Course	Credit Hours
	Pedagogy 1 (Related to major 1 from the given list)	3
	Pedagogy II (Related to major 2 from the given list)	3
8655	Curriculum and Instructions	3
6467	Educational Management and Leadership	3
8654	Teaching and Learning Strategies	3
8657	Research project	3

### 8<sup>th</sup> Semester 18-Credit Hours

Code	Course	Credit Hours
8656	Future Challenges in Education (Faculty Foundation Course)	3
6462	Test Development and Evaluation	3
8658	Long Term Internship/Teaching Practice	12

#### Note:

- The candidates of 5<sup>th</sup> semester may select any two majors from the clusters given below. First selected cluster will be considered M1 and second will be M2.
- The candidates of 6<sup>th</sup> semester will select C3 and C4 of the two majors already selected in 5<sup>th</sup> Semester.
- The pedagogy courses of the same two majors selected in semester 5 will be taken in semester 7 as Pedagogy I and Pedagogy II.

### Cluster 1 Major (M)

Islamic Studies		
C1: Code 8667	Islamiyat -I	To be taken in Semester 5
C2: Code 8669	Serat e Tayyaba-I	
C3: Code 8668	Islamiyat-II	To be taken in Semester 6
C4: Code 8670	Serat e Tayyaba-II	
Pedagogy 6497	Pedagogy Teaching of Islamic Studies	To be taken in Semester 7

### Cluster 2 Major (M)

Pakistan Studies		
C1: Code 8663	Geography of Pakistan-I	To be taken in Semester 5
C2: Code 8664	Geography of Pakistan-II	
C3: Code 8665	Ideological Foundations of Pakistan	To be taken in Semester 6
C4: Code 8666	Foreign Policy of Pakistan-I	
Pedagogy 8640	Teaching of Pakistan Studies	To be taken in Semester 7

### Cluster 3 Major (M)

Urdu		
C1: Code 8659	Urdu I	To be taken in Semester 5
C2: Code 8660	Pakistani Adab I	
C3: Code 8661	Tareekh e Adab e Urdu I	To be taken in Semester 6
C4: Code 8662	Tareekh e Adab Urdu II	
Pedagogy 8639	Tadreesat-e-Urdu	To be taken in Semester 7

#### For any Academic Assistance:

1. Secondary Teacher Education  
Dr. Sidra Rizwan  
Lecturer, STED, Ph: 051-9057699

## B.Ed (4 YEARS) Science Education

**Specialization:** Science Education

**Duration:** 4 Years (8 –Semesters)

**Semester Duration:** 16-18 weeks

**Course Load per Semester:** 18 credit Hours

**Total Credit Hours:** 144 Credit Hours,

**Medium of instruction:** English /Urdu

**Delivery Mode:** ODL

**Pass Marks (Assignment /Exams):** 50 %

### **Introduction**

B.Ed (4 Years) programme focus on education and training of prospective teachers which grows out of a profound belief in the transformative power of education. Our mission is to promote the development of highly qualified and efficient teaching professionals who are prepared to creatively contribute to the social, cultural, and educational development of a globally oriented, pluralistic, and diverse society. BEd (4 Years) programme will be a composite programme blending Core Courses, Foundation Courses, Professional Courses, and Specialization Courses. The teacher trained through new programme will be able to teach at Secondary and Higher Secondary Levels and will be an equivalent of the existing master's degree.

### **Following are the objectives of this programme:**

- 1 To equip the prospective teachers with adequate knowledge of subject matter, contemporary pedagogy techniques, communication skills, critical thinking and dispositions to be an elementary school teacher.
- 2 To develop creative aptitude and research mindedness to the prospective teachers.
- 3 To improve the linguistic skills of the prospective teachers.
- 4 To strengthen the ideological perspectives of the students adequately and properly.

### **Prospective Students/Career:**

This programme is designed for those prospective students who wish to join school as teachers. The programme will also cater for the existing elementary school Science teachers and Secondary School Science Teacher as at present their promotion is linked with ADE and BEd (4 Years) degree. Thus this programme will open up new windows for the promotion of school teachers.

### **Eligibility Criteria:**

#### **For Science Education:**

- FSc/ICS/A levels with at least 45% marks or minimum 2nd Division.
- (Applicants with A levels will submit equivalence certificate)

**1<sup>st</sup> Semester 18 Credit Hours**

Sr. No.	Code	Course	Cr. Hrs
1	5404	English Compulsory-I	3
2	5436/	Islamic Studies <b>OR</b>	3
3	5437	Ethics (for Non-Muslims student only)	3
4	5438	Pakistan Studies	3
5	6400	General Methods of Teaching	3
6	6416	Urdu	3
7	5403	Basics of Information & Communication Technology	3

**2<sup>nd</sup> Semester 18 Credit Hours**

Sr. No.	Code	Course	Cr. Hrs
1	5411	English Compulsory-II	3
2	6401	General Math and Statistics	3
3	6402	Educational Psychology and Guidance	3
4	6403	Classroom Management	3
5	1659	Teaching of Urdu	3
6	1655	Teaching of English	3

**3<sup>rd</sup> Semester 18 Credit Hours**

Sr. No.	Code	Course	Cr. Hrs
1	6404	General Science	3
2	6405	Education in Pakistan	3
3	6406	Curriculum Development	3
4	6407	Classroom Assessment	3
5	6408	Teaching of Islamic Studies & Pakistan Studies	3
6	6409	Teaching of Mathematic	3

**4<sup>th</sup> Semester 18 Credit Hours**

Sr. No.	Code	Course	Cr. Hrs
1	6410	Arts Craft & Calligraphy	3
2	6411	Foundation in Education	3
3	6412	School Society and Teacher	3
4	6413	Introduction to Inclusive Education	3
5	6414	Teaching of General Science	3
6	6415	Short Term Teaching Practice	3

**5<sup>th</sup> Semester 18 credit Hours**

Code	Course			Cr. Hrs
6465	English III			3
6466	Comparative Education			3
6441	Physics-I	Cluster-A	Select any one cluster/ two courses	3
6446	Mathematics-I	(M-1)		3
6451	Biology-I	Cluster-B		3
6456	Chemistry-I	(M-1)		3
6442	Physics-II	Cluster-A	Select any one cluster/ two courses	3
6447	Mathematics-II	(M-2)		3
6452	Biology-II	Cluster-B		3
6457	Chemistry-II	(M-2)		3

**6<sup>th</sup> Semester 18 credit Hours**

Code	Course			Cr. Hrs
6461	Educational Research & Statistics			3
6435	Foundation of Science Education			3
6443	Physics-III	Cluster-A	Select any one cluster/ two courses	3
6448	Mathematics-III	(M-3)		3
6453	Biology-III	Cluster-B		3
6458	Chemistry-III	(M-3)		3
6444	Physics-IV	Cluster-A	Select any one cluster/ two courses	3
6449	Mathematics-IV	(M-4)		3
6454	Biology-IV	Cluster-B		3
6459	Chemistry-IV	(M-4)		3

**KEY: MIC3=Major 1 Content 3, M2C3= Major 2 Content 3, MIC4= Major 1 Content 4, M2C4=Major 2 Content 4**  
(These are content courses from two major areas of science subjects).

**7<sup>th</sup> Semester 18 credit Hours**

Code	Course		Cr. Hrs
6445	Teaching of Physics	Cluster A	Select any one cluster/2 courses according to already opted.
6450	Teaching of Math		
6455	Teaching of Biology		
6460	Teaching of Chemistry	Cluster B	
6437	Teaching Strategies in Science Education		3
6438	Laboratory Organization, Management and Safety Methods		3
6436	Assessment in Science Education		3
8681	Research Project (Science Education) Professional		3

**8<sup>th</sup> Semester 18 credit Hours**

Code	Course	Cr. Hrs
6439	Use of ICT in Science Education	3
8656	Future Challenges in Education	3
8682	Long Term Internship / Teaching Practice	6
<b>Cluster-A</b>		
8671	Physics-V	3
8674	Mathematics-V	3
<b>Cluster-B</b>		
8673	Biology-V	3
8672	Chemistry-V	3

**For any Academic Assistance:**

Science Education  
Mr. Arshad Mehmood Qamar  
Lecturer, Science Education Department  
Ph: 051-9057168

**B.Ed (4 YEARS) ADE-Based (Science Education)**

**Specialization: Science Education**

**Duration:** 2 Years (4 –Semesters)  
**Semester Duration:** 16-18 weeks  
**Course Load per Semester:** 18 credit Hours  
**Total Credit Hours:** 72 Credit Hours,  
**Medium of instruction:** English /Urdu  
**Delivery Mode:** Blended  
**Pass Marks (Assignment /Exams):** 50 %

**Introduction**

B.Ed (4 Years) ADE-Based is extension of ADE. In ADE Students will be enrolled who want to go for higher level professions. This programme focuses on education and training of prospective teachers which grows out of a profound belief in the transformative power of education. Our mission is to promote the development of highly qualified and efficient teaching professionals who are prepared to creatively contribute to the social, cultural, and educational development of a globally oriented, pluralistic, and diverse society. BEd (4 Years) programme will be a composite programme blending Core Courses, Foundation Courses, Professional Courses, and Specialization Courses. The teacher trained through new programme will be able to teach at Secondary and Higher Secondary Levels and will be an equivalent of the existing master's degree.

**Following are the objectives of this programme:**

1. To equip the prospective teachers with adequate knowledge of subject matter, contemporary pedagogy techniques, communication skills, critical thinking and dispositions to be an elementary school teacher.
2. To develop creative aptitude and research mindedness to the prospective teachers.
3. To improve the linguistic skills of the prospective teachers.
4. To strengthen the ideological perspectives of the students adequately and properly.

**Eligibility Criteria:**

Candidates with ADE (2 years) degree can join in the fifth semester of BEd-4 year (2 ADE +2) programme.

**5<sup>th</sup> Semester 18 Credit Hours**

Sr. No.	Code	Course	Cr. Hrs	
1	6465	English-III	3	
2	6466	Comparative Education	3	
3,4	6441	Physics-I	Select any two courses which you have	3
	6456	Chemistry-I		3
	6451	Biology-I		3
	6446	Math-I		3
5,6	6442	Physics-II	Select any two courses	3
	6457	Chemistry-II		3
	6452	Biology-II		3
	6447	Math-II		3

**6<sup>th</sup> Semester 18 Credit Hours**

Sr. No.	Code	Course	Cr. Hrs	
1	6461	Education Research & Statics	3	
2	6435	Foundation off Science Education	3	
3	6443	Physics-III	Select any two courses	3
	6458	Chemistry-III		3
	6453	Biology-III		3
	6448	Math-III		3
4	6444	Physics-IV	Select any two courses	3
	6459	Chemistry-IV		3
	6454	Biology-IV		3
	6449	Math-IV		3

**7<sup>th</sup> Semester 18 Credit Hours**

Sr. No.	Code	Course	Cr. Hrs	
1,2	6445	Teaching of Physics (Pedagogy-I)	Select any two courses	3
	6460	Teaching of Chemistry		3
	6455	Teaching of Biology		3
	6450	Teaching of Mathematics		3
3	6437	Teaching Strategies in Science Education	3	
4	6438	Laboratory Organization, Management and Safety Methods	3	
5	6436	Assessment in Science Education	3	
6	**	Research Project	3	

**8<sup>th</sup> Semester** **18 Credit Hours**

Sr. No.	Code	Course	Cr. Hrs
1	6439	Use of ICT in Science Education	3
2	8656	Future Challenges in Education	3
3	8682	Long Term Internship/ Teaching Practice	3
Cluster A			
4	8671	Physics-V (practical)	3
5	8674	Mathematics-V	3
6	8673	Biology-V (practical)	3
7	8672	Chemistry-V (practical)	3

**For any Academic Assistance:**

Science Education

Mr. Arshad Mehmood Qamar

Lecturer, Science Education Department

Ph: 051-9057168

**Department/Contacts for Information:**

**Early Childhood Education &  
Elementary Teacher Education**

Prof. Dr. Fazal-ul-Rahman

Chairman

Ph: 051-9250167

PA to Chairman: Ph:051-9057718

**Secondary Teacher Education**

Dr. Naveed Sultana

Chairperson

Ph: 051-9057705

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**Science Education**

Prof. Dr. Nasir Mahmood

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**Special Education**

Dr. Tanzila Nabil

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**Distance, Non-Formal &  
Continuing Education (DNFCE)**

Dr. Muhammad Ajmal

Chairman

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**Educational Planning Policy Studies and Leadership**

Dr. Afshan Huma

Incharge,

Ph: 051-9057714

## B.Ed (4 YEARS)

<b>Specialization:</b>	<b>School Leadership and Management (SLM)</b>
<b>Duration:</b>	Minimum 4 Years (8-semesters- aligned with ADE)
<b>Total Credit Hours:</b>	144 (72ADE +72) Credit Hours (72 credit hours ADE)

### Eligibility Criteria for Admission:

1. FA/FSC/A Level with minimum 2nd division.
2. Applicants with A-Level will submit equivalence certificate.

<b>Medium of instruction:</b>	English /Urdu
<b>Pass Marks (Assignment /Exams):</b>	50 %

### Introduction:

Our mission is to promote the development of highly qualified and efficient teaching professionals who are prepared to contribute to the social, cultural, and educational development of society. B.Ed (4 years with Specialization School Leadership and Management) program is a composite program blending Core Courses, Foundation Courses, Professional Courses and Specialization Courses. B.Ed-SLM not only provides a direction to general teacher education but will also provide chance to those who intend to opt for leadership and management positions at school level. It requires

extraordinary knowledge, commitment and skills to become effective leaders in education. The prospective teachers after completing this course work and its practical components will learn to teach, lead, manage and supervise schools. It will enable the learner's/future leaders to apply their knowledge and skills in real classroom and school situations more effectively. The teacher trained through this program will be able to teach, plan and manage school upto Higher Secondary Level.

## SEMESTER-WISE BREAKUP OF THE PROGRAM

1 <sup>st</sup> Semester		18 Credit Hours	
Sr. No.	Code	Course	Cr. Hrs
1	5404	English Compulsory-I (Core)	3
2	5403	Basics of Information & Communication Technology	3
	5436	Islamic Studies OR	3
3	5437	Ethics	3
4	5438	Pakistan Studies	3
5	6400	General Methods of Teaching	3
6	6416	Urdu	3

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

Sr. No.	Code	Course	Cr. Hrs
1	6401	General Math and Statistics	3
2	6402	Educational Psychology & Guidance	3
3	6403	Classroom Management	3
4	5411	English Compulsory-II (Core)	3
5	1655	Teaching of English	3
6	1659	Teaching of Urdu	3

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

Sr. No.	Code	Course	Cr. Hrs
1	6404	General Science	3
2	6405	Education in Pakistan	3
3	6406	Curriculum Development	3
4	6407	Classroom Assessment	3
5	6408	Teaching of Islamic Studies & Pak Studies	3
6	6409	Teaching of Math	3

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

Sr. No.	Code	Course	Cr. Hrs
1	6410	Arts Craft & Calligraphy	3
2	6411	Foundations of Education	3
3	6412	School Society & Teacher	3
4	6413	Introduction to Inclusive Education	3
5	6414	Teaching of General Science	3
6	6415	Short term Teaching Practice	3

**5<sup>th</sup> Semester**

Sr. No.	Course	Cr. Hrs
1	Basics of Technical English	3
2	Comparative Education	3
3	School Administration and Supervision	3
4	School Leadership	3
5	Management Strategies in Educational Institutions	3
6	Critical Thinking and Reflective Practices	3

**6<sup>th</sup> Semester**

Sr. No.	Course	Cr. Hrs
1	Educational Policy Planning	3
2	Economics and Financing of Education	3
3	Educational Research and Statistics	3
4	Educational Planning and Management	3
5	Organizational Leadership	3
6	Curriculum Development	3

**Semester-7 (Select any two from first FOUR courses, courses at serial No.3 to 6 are compulsory)**

- i. *Financial Management in Education*
- ii. *Educational Human Resource Management*
- iii. *Institutional Facilities Management*
- iv. *Instructional Supervision*
3. Educational Laws and Procedures
4. School Community Relations
5. Quality Educational Management
6. Research Project

**Semester-8**

1. ICT in School Management
2. Governance in Education
3. Teaching practice/ Internship

**Workshop/Classes:**

Students are required to attend 15 hours workshop for each 3 Credit Hours course (online or face to face as per University policy)

**Assessment:**

Each course has continuous assessment via written assignments, workshop. Final exam is conducted at the end of semester for each course. Examination Centers are allotted by the university.

**Teaching Practice:**

All the students enrolled in this program are required to complete the teaching practice/s (to be completed in

field/schools) components. The duration of teaching practices varies from 2 weeks(in 4<sup>th</sup> semester) to 8 weeks (in 8<sup>th</sup> semester). The students are required to attend mandatory workshops organized for these courses to join teaching practice/practicum.

**Fee structure:** *As approved by the University for B.Ed (4-Years) program*

Registration Fee: (At the time of 1<sup>st</sup> admission)      Rs.500/-  
Admission Fee: (At the time of 1<sup>st</sup> admission)      Rs.1000/-  
Technology Fee: (per semester)      Rs.500/-  
Per 3 Credit Hours Fee: Rs.3300/- (Rs.3300×6) Rs.19800/-  
**First Semester Fee:      Rs.21800/-**

**Contact Person:**

Mr. Hamid Ali Nadeem  
Lecturer/Program Coordinator  
Department of EPPSL  
Email: [hamid.ali@aiou.edu.pk](mailto:hamid.ali@aiou.edu.pk)  
Ph: 051-9057709, 9057717

## B.Ed (4 YEARS) Secondary Teacher Education

**Specialization:** Secondary Teacher Education

**Duration:** 4 Years (8 –Semesters)  
**Semester Duration:** 16-18 weeks  
**Course Load per Semester:** 18 credit Hours  
**Total Credit Hours:** 144 Credit Hours  
**Medium of instruction:** English /Urdu  
**Delivery Mode:** ODL  
**Pass Marks (Assignment /Exams):** 50 %

### Introduction

BEd (4 Years) programme focus on education and training of prospective teachers which grows out of a profound belief in the transformative power of education. Our mission is to promote the development of highly qualified and efficient teaching professionals who are prepared to creatively contribute to the social, cultural, and educational development of a globally oriented, pluralistic, and diverse society. B.Ed (4 Years) programme will be a composite programme blending Core Courses, Foundation Courses, Professional Courses, and Specialization Courses. The teacher trained through new programme will be able to teach at Secondary and Higher Secondary Levels and will be an equivalent of the existing master's degree.

### Following are the objectives of this programme:

1. To equip the prospective teachers with adequate knowledge of subject matter, contemporary pedagogy techniques,

communication skills, critical thinking and dispositions to be an elementary school teacher.

2. To develop creative aptitude and research mindedness to the prospective teachers.
3. To improve the linguistic skills of the prospective teachers.
4. To strengthen the ideological perspectives of the students adequately and properly.

### Prospective Students/Career:

This programme is designed for those prospective students who wish to join school as teachers. The programme will also cater for the existing elementary school teachers as at present their promotion is linked with ADE and BEd (4 Years) degree. Thus this programme will open up new windows for the promotion of school teachers.

### Eligibility Criteria:

#### For Secondary Teacher Education:

- Intermediate/A levels or equivalent with at least 45% marks or minimum 2<sup>nd</sup> Division.

### 1<sup>st</sup> Semester 18 Credit Hours

Sr. No.	Code	Course	Cr. Hrs
1	5404	English Compulsory-I	3
2	5436/	Islamic Studies <b>OR</b>	3
3	5437	Ethics (for Non-Muslims student only)	3
4	5438	Pakistan Studies	3
5	6400	General Methods of Teaching	3
6	6416	Urdu	3
7	5403	Basics of Information & Communication Technology	3

**2<sup>nd</sup> Semester 18 Credit Hours**

Sr. No.	Code	Course	Cr. Hrs
1	5411	English Compulsory-II	3
2	6401	General Math and Statistics	3
3	6402	Educational Psychology and Guidance	3
4	6403	Classroom Management	3
5	1659	Teaching of Urdu	3
6	1655	Teaching of English	3

**3<sup>rd</sup> Semester 18 Credit Hours**

Sr. No.	Code	Course	Cr. Hrs
1	6404	General Science	3
2	6405	Education in Pakistan	3
3	6406	Curriculum Development	3
4	6407	Classroom Assessment	3
5	6408	Teaching of Islamic Studies & Pakistan Studies	3
6	6409	Teaching of Mathematics	3

**4<sup>th</sup> Semester 18 Credit Hours**

Sr. No.	Code	Course	Cr. Hrs
1	6410	Arts Craft & Calligraphy	3
2	6411	Foundation in Education	3
3	6412	School, Society and Teacher	3
4	6413	Introduction to Inclusive Education	3
5	6414	Teaching of General Science	3
6	6415	Short Term Teaching Practice	3

**Note:** In fifth semester specialized courses are offered. Student should select their courses carefully.

**5<sup>th</sup> Semester 18 Credit Hours**

Sr. No.	Code	Course	Cr. Hrs
1	6465	English III (Basics of Technical English)	3
2		MIC1	3
3		M2C1	3
4		MIC2	3
5		M2C2	3
6	6466	Comparative Education	3

**KEY: M1C1 = Major 1 Content 1, M2C1 = Major 2 Content 1**  
**These are content courses of two major areas of science or arts**

**6<sup>th</sup> Semester 18 Credit Hours**

Sr. No.	Code	Course	Cr. Hrs
1	8653	Adolescent Psychology	3
2	6461	Educational Research & Statistics	3
3		M1C3	3
4		M2C3	3
5		M1C4	3
6		M2C4	3

**KEY: M1C3=Major 1 Content 3, M2C3 =Major 2 Content 3**  
**M1C4=Major 1 Content 4, M2C4 =Major 2 Content 4**  
**These are content courses from two major area of either science or arts**

**7<sup>th</sup> Semester 18 Credit Hours**

Sr. No.	Code	Course	Cr. Hrs
1		Pedagogy I (Related to major 1 from the given list)	3
2		Pedagogy II (Related to major 2 from the given list)	3
3	8655	Curriculum and Instructions	3
4	6467	Educational Management and Leadership	3
5	8654	Teaching and Learning Strategies	3
6	8657	Research Project	3

**8<sup>th</sup> Semester 18-Credit Hours**

Code	Course	Credit hours
8656	Future Challenges in Education (Faculty Foundation Course)	3
6462	Test Development and Evaluation	3
8658	Long Term Internship/Teaching Practice	12

**Note:**

- The candidates of 5<sup>th</sup> semester may select any two majors from the clusters given below. First selected cluster will be considered M1 and second will be M2.
- The candidates of 6<sup>th</sup> semester will select C3 and C4 of the two majors already selected in 5<sup>th</sup> Semester.
- The pedagogy courses of the same two majors selected in semester 5 will be taken in semester 7 as Pedagogy I and Pedagogy II.

**Cluster 1 Major (M)**

Islamic Studies		
C1: Code 8667	Islamiyat -I	To be taken in Semester 5
C2: Code 8669	Seerat e Tayyaba-I	
C3: Code 8668	Islamiyat-II	To be taken in Semester 6
C4: Code 8670	Serat e Tayyaba-II	
Pedagogy 6497	Pedagogy Teaching of Islamic Studies	To be taken in Semester 7

**Clusters 2 Major (M)**

Pak Studies		
C1: Code 8663	Geography of Pakistan - I	To be taken in semester 5
C2: Code 8664	Geography of Pakistan - II	
C3: Code 8665	Ideological Foundations of Pakistan	To be taken in semester 6
C4: Code 8666	Foreign Policy of Pakistan- I	
Pedagogy 8640	Teaching of Pakistan Studies	To be taken in Semester 7

**Cluster 3 Major (M)**

Urdu		
C1: Code 8659	Urdu – I	To be taken in semester 5
C2: Code 8660	Pakistani Adab – I	
C3: Code 8661	Tareekh-e-Adabe Urdu – I	To be taken in semester 6
C4: Code 8662	Tareekh-e-Adabe Urdu – II	
Pedagogy 8639	Tadreesat-e-Urdu	To be taken in Semester 7

**For any Academic Assistance:**

Secondary Teacher Education  
 Dr. Sidra Rizwan  
 Lecturer, STED  
 Ph: 051-9057699

## B.Ed (4 YEAR) PROGRAMME

### Specialization:

### Elementary Teacher Education

**Duration:** 4-Year (8-Semesters)

**Semester Duration:** 16-18 Weeks

**Course Load per Semester:** 18-Credit/Hours

**Total Credit Hours:** 144 Credit Hours

**Medium of Instruction:** English/Urdu

**Delivery Mode:** Distance Learning

### Passing Marks

(Assignment/Exam) 50%

**Entry Qualification:** Intermediate or Equivalence  
(45 % marks)

### Introduction:

BEd (4 year) programme focus on education and training of prospective teachers which grows out of a profound belief in the transformative power of education. Our mission is to promote the development of highly qualified and efficient teaching professionals who are prepared to creatively contribute to the social, cultural, and educational development of a globally oriented, pluralistic, and diverse society. BEd (4 year) programme will be a composite programme blending Core Courses, Foundation Courses, Professional Courses, and Specialization Courses. The teacher trained through new programme will be able to teach at Secondary and Higher Secondary Levels and will be an equivalent of the existing master's degree.

### Following are the objectives of this programme:

1. To equip the prospective teachers with adequate knowledge of subject matter, contemporary pedagogy techniques, communication skills, critical thinking and dispositions to be an elementary school teacher.
2. To develop creative aptitude and research mindedness to the prospective teachers.

3. To improve the linguistic skills of the prospective teachers.
4. To strengthen the ideological perspectives of the students adequately and properly.

### Prospective Students/Career:

This programme is designed for those prospective students who wish to join elementary school as teachers. The programme will also cater for the existing elementary school teachers as at present their promotion is linked with ADE and BEd(4 year) degree. Thus this programme will open up new windows for the promotion of elementary school teachers.

### Semester-Wise Breakup of Scheme of Studies

<b>1<sup>st</sup> Semester</b>		<b>18 credit Hours</b>	
S.#	Courses	Code	Cr. Hrs
1	English Compulsory-1 (Core)	5404	03
2	Islamic Studies/Ethics	5436/5437	03
3	Pakistan Studies	5438	03
4	General Methods of Teaching	6400	03
5	Urdu	6416	03
6	Basic of Information and Communication Technology	5403	03

**Total Credit Hours=18**

<b>2<sup>nd</sup> Semester</b>		<b>18 credit Hours</b>	
S.#	Courses	Code	Cr. Hrs
1	English Compulsory-II (Core)	5411	03
2	General Maths and Statistics	6401	03
3	Educational Psychology and Guidance	6402	03
4	Class room Management	6403	03
5	Teaching of Urdu	1659	03
6	Teaching of English	1655	03

**Total Credit Hours=18**

**3<sup>rd</sup> Semester 18 Credit Hours**

S.#	Courses	Code	Cr. Hrs
1	General Science	6404	03
2	Education in Pakistan	6405	03
3	Curriculum Development	6406	03
4	Classroom Assessment	6407	03
5	Teaching of Islamic Studies and Pakistan Studies	6408	03
6	Teaching of Mathematics	6409	03

**4<sup>th</sup> Semester 18 Credit Hours**

S.#	Courses	Code	Cr. Hrs
1	Arts Craft and Calligraphy	6410	03
2	Foundation of Education	6411	03
3	School Society and Teacher	6412	03
4	Introduction to Inclusive Education	6413	03
5	Teaching of General Science	6414	03
6	Short Term Teaching Practice	6415	03

**5<sup>th</sup> Semester 18 credit Hours**

Courses	Code	Cr. Hrs	
Basic of Technical English	6465	3	
Comparative education	6466	3	
<b>Select any two Clusters from following four Clusters</b>			
Cluster-1	English-I (Content Major)	6468	3
	English-II (Content Major)	6469	3
Cluster-2	Islamic Studies-I (Content Major)	6473	3
	Islamic Studies-II (Content Major)	6474	3
Cluster-3	Urdu-I (Content Major)	6478	3
	Urdu-II (Content Major)	6479	3
Cluster-4	Pakistan Studies-I (Content Major)	6488	3
	Pakistan Studies-II (Content Major)	6489	3

**Total Credit Hours=18**

**6<sup>th</sup> Semester 18 credit Hours**

Courses	Code	Cr. Hrs	
Perspective of Elementary Education	625	3	
Educational Research and Statistics	6461	3	
<b>Select any two Clusters from following four Clusters on the basis of semester 5 content courses studied.</b>			
Cluster-1	English-III (Content Major)	6470	3
	English-IV (Content Major)	6471	3
Cluster-2	Islamic Studies-III (Content Major)	6475	3
	Islamic Studies-II (Content Major)	6476	3
Cluster-3	Urdu-III (Content Major)	6480	3
	Urdu-IV (Content Major)	6481	3
Cluster-4	Pakistan Studies-III (Content Major)	6490	3
	Pakistan Studies-IV (Content Major)	6491	3

**Total Credit Hours=18**

**7<sup>th</sup> Semester 18 credit Hours**

S.#	Courses	Code	Cr. Hrs
1	Pedagogy: Teaching of English	6493	03
2	Pedagogy: Teaching of Urdu	6494	03
3	Pedagogy: Teaching of Pakistan Studies	6495	03
4	Pedagogy: Teaching of Islamic Studies	6497	03
<b>On the basis of selected clusters in semester 5 and 6, opt any two courses from the above 4 pedagogy courses</b>			
3	Critical Thinking and Reflective Practices	8611	03
4	Child Development	1651	03
5	Teaching Strategies at Elementary level	623	03
6	Research Project	6464	03

**Total Credit Hours=18**

**8<sup>th</sup> Semester****18 credit Hours**

S.#	Courses	Code	Cr. Hrs
1	Elementary School Management	622	03
2	Test Development and Evaluation	6462	03
3	Long Term Internship	6463	12
<b>For the Students 3 Years ADE Based</b>			
	Critical Thinking & Reflective Practices	8611	03
	Test Development & Evaluation	6462	03
	Perspective of Education	512	03
	Comparative Education	6466	03
	Foundation of Education	6415	03

**Total Credit Hours=18**

**Note:** Courses will be offered as per availability. The existing course/s will be adopted/adapted as per requirement. The department may change the sequence of the course/s offering as per availability of course/s.

**For any academic assistance:**

Dr. Muhammad Sami Ullah

Assistant Professor

ECE &amp; ETED, Ph: 051-9057851

**Fee Structure BEd (4 years)**

Registration Fee: (At the time of 1 <sup>st</sup> admission)	Rs.500/-
Admission Fee: (At the time of 1 <sup>st</sup> admission)	Rs.1000/-
Technology Fee + Courier Charges: (per semester)	Rs.500/-
Per 3 Credit Hours Fee: Rs.3300/- (Rs.3300×6) =	Rs.19800/-

**First Semester Fee: Rs.21800/-****B.Ed (4 YEAR) PROGRAMME****Specialization:****Elementary Teacher Education (ADE Based)****Duration:** 4-Year (8-Semesters)**Semester Duration:** 16-18 Weeks**Course Load per Semester:** 18-Credit/Hours**Total Credit Hours:** 72 Credit Hours**Medium of Instruction:** English/Urdu**Delivery Mode:** Distance Learning**Passing Marks**

(Assignment/Exam) 50%

**Introduction:**

BEd (4 year) programme focus on education and training of prospective teachers which grows out of a profound belief in the transformative power of education. Our mission is to promote the development of highly qualified and efficient teaching professionals who are prepared to creatively contribute to the social, cultural, and educational development of a globally oriented, pluralistic, and diverse society. BEd (4 year) programme will be a composite programme blending Core Courses, Foundation Courses, Professional Courses, and Specialization Courses. The teacher trained through new programme will be able to teach at Secondary and Higher Secondary Levels and will be an equivalent of the existing master's degree.

**Following are the objectives of this programme:**

- To equip the prospective teachers with adequate knowledge of subject matter, contemporary pedagogy techniques, communication skills, critical thinking and dispositions to be an elementary school teacher.

2. To develop creative aptitude and research mindedness to the prospective teachers.
3. To improve the linguistic skills of the prospective teachers.
4. To strengthen the ideological perspectives of the students adequately and properly.

**Prospective Students/Career:**

This programme is designed for those prospective students who wish to join elementary school as teachers. The programme will also cater for the existing elementary school teachers as at present their promotion is linked with ADE and BEd(4 year) degree. Thus this programme will open up new windows for the promotion of elementary school teachers.

**Eligibility Criteria:**

Candidates with ADE (2 years) degree can join in the fifth semester of BEd-4 year (2 ADE +2) programme.

**Semester-Wise Breakup of Scheme of Studies**

**5<sup>th</sup> Semester 18 credit Hours**

S.#	Courses	Code	Cr. Hrs
	Basic of Technical English	6465	3
	Comparative education	6466	3
<b>Select any two Clusters from following four Clusters</b>			
1	English-I (Content Major)	6468	3
	English-II (Content Major)	6469	3
2	Islamic Studies-I (Content Major)	6473	3
	Islamic Studies-II (Content Major)	6474	3
3	Urdu-I (Content Major)	6478	3
	Urdu-II (Content Major)	6479	3
4	Pakistan Studies-I (Content Major)	6488	3
	Pakistan Studies-II (Content Major)	6489	3

**Total Credit Hours=18**

**6<sup>th</sup> Semester 18 credit Hours**

S.#	Courses	Code	Cr. Hrs
	Perspective of Elementary Education	625	3
	Educational Research and Statistics	6461	3
<b>Select any two Clusters from following four Clusters on the basis of semester 5 content courses studied.</b>			
1	English-III (Content Major)	6470	3
	English-IV (Content Major)	6471	3
2	Islamic Studies-III (Content Major)	6475	3
	Islamic Studies-II (Content Major)	6476	3
3	Urdu-III (Content Major)	6480	3
	Urdu-IV (Content Major)	6481	3
4	Pakistan Studies-III (Content Major)	6490	3
	Pakistan Studies-IV (Content Major)	6491	3

**Total Credit Hours=18**

**7<sup>th</sup> Semester 18 credit Hours**

S.#	Courses	Code	Cr. Hrs
1	Pedagogy: Teaching of English	6493	03
2	Pedagogy: Teaching of Urdu	6494	03
3	Pedagogy: Teaching of Pakistan Studies	6495	03
4	Pedagogy: Teaching of Islamic Studies	6497	03
<b>On the basis of selected clusters in semester 5 and 6, opt any two courses from the above 4 pedagogy courses</b>			
3	Critical Thinking and Reflective Practices	8611	03
4	Child Development	1626	03
5	Teaching Strategies at Elementary level	623	03
6	Research Project	6464	03

**Total Credit Hours=18**

**8<sup>th</sup> Semester****18 credit Hours**

S.#	Courses	Code	Cr. Hrs
1	Elementary School Management	622	03
2	Test Development and Evaluation	6462	03
3	Long Term Internship	6463	12

**Total Credit Hours=18**

**Note:** Courses will be offered as per availability. The existing course/s will be adopted/adapted as per requirement. The department may change the sequence of the course/s offering as per availability of course/s.

**For any academic assistance:**

Dr. Muhammad Sami Ullah

Assistant Professor

ECE &amp; ETED, Ph: 051-9057851

**Fee Structure BEd (4 years)**

Registration Fee: (At the time of 1<sup>st</sup> admission) Rs.500/-  
 Admission Fee: (At the time of 1<sup>st</sup> admission) Rs.1000/-  
 Technology Fee + Courier Charges: (per semester) Rs.500/-  
 Per 3 Credit Hours Fee: Rs.3300/- (Rs.3300×6) = Rs.19800/-

**First Semester Fee: Rs.21800/-****GENERAL INFORMATION**

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A candidate who has passed BA/BSc degrees (Level-5 Qualification i.e. 14 years education) can be admitted in Third Year (5<sup>th</sup> Semester) of BS (four years) degree programme upon successful completion of 15-18 credit hours bridging courses to be decided by admitting University.
- iii. If an applicant of post-graduate/research level programme does not receive any information regarding admission within three months from submission of application, he/she should presume non-selected.
- iv. The address of a student will not be changed during the semester.
- v. 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.
- vi. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme
- vii. On payment of the registration fee, each student will be issued a student ID. This number must be quoted in all the future correspondence.
- viii. Study material shall be available on AIOU website for downloading.
- ix. 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.

- x. 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.
- xi. It is the responsibility of the student to remain in touch with the department regarding the academic activities.
- xii. 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.
- xiii. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.
- xiv. The university reserves the right to change contents of this prospectus without any prior notice as per university policy.
- xv. 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.
- xvi. 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.

### **PROCEDURE OF FEE DEPOSIT THROUGH TELECOS**

#### **Easypaisa**

#### **Through Easypaisa 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 hand-over 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 hand-over 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 hand-over 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.

Admission form (Original) to be sent to Directorate of Admission and Mailing through Post Office or any other courier service.

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

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

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

### **GENERAL CONDITIONS FOR REFUND**

1. The University must have received the fees in its bank account.
2. All refund requests must be submitted on the Fee Refund Application form. The Bank Challan/ Deposit Slip, any other record of fee and ID Card copy must be attached to it.
3. All applications shall be addressed to the Treasurer and

will be received directly in the Treasurer Department with full particulars. The Treasurer Department will get report from concerned Department and verify the amount from system as the case may be and will process the case accordingly.

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

#### **REFUND OF OTHER FEE**

1. All kind of other fee including but not limited to Degree fee, Reappear exams fee, change off name/father name, examiner registration fee, tutor registration fee, workshop center change, late assignment evaluation fee, analysis fee, rechecking of answer scripts fee, NOC fee, subject/group

change fee, thesis evaluation fee, thesis extension fee, job fee, tender fee tec. will not be refunded. Only excess fee deposited will be refunded/adjusted.

2. The extension in thesis fee in excess shall be refunded on approval of concerned Dean with certificate that fee was deposited in excess.
3. The amount deposited in University accounts by any person/firm (other than student), by mistake or in excess shall be refunded after verification of the amount deposited.

#### **IMPORTANT TELEPHONE NUMBERS**

<b>Sr. No.</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

### 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, District Jhalum 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				

#### SINDH

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
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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, Kandiaro, 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. Ariz Muhammad Gadehi, Regional Coordinator, Allama Iqbal Open University, Govt. Boys High School Kairpur Nathan Shah. 0344-3315942	12	Mr. Khalid Hussain, Regional Coordinator, Allama Iqbal Open University, Govt. Boys High School, Sehwan Sharif. 0306-3257687

**BALUCHISTAN**

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		

**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
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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 Yasmine, District Ghizer. 0312-9712256				



## 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
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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 01<sup>st</sup> January 2020.



سرٹیفکیٹ / ڈپلومہ اور ڈگری کے حصول کے لیے فیس شیڈول اور ضروری دستاویزات / شرائط کی تفصیل حسب ذیل ہے۔

نمبر شمار	کورس / پروگرام کا نام	ضروری دستاویزات اور تفصیل	فیس (روپے)	ارجنٹ فیس (روپے)	ڈپلیکیٹ فیس (روپے)
1-	ابتدائی عربی / اوپن بک کورس	اوپن یونیورسٹی کے رزلٹ کارڈ کی تصدیق شدہ فوٹو کاپی (نام اور ولدیت کا ثبوت اور اوپن بک کورس کے لیے تجربے کا سرٹیفکیٹ لف کرنا ضروری ہے)۔	300/-	600/-	1200/-
2	کورس سرٹیفکیٹ	میٹرک ایف اے بی اے ڈگری کی اصل اسناد کی تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں	100/-	200/-	400/-
3-	سیکنڈری سکول سرٹیفکیٹ (میٹرک) / سیکنڈری سکول سرٹیفکیٹ (درس نظامی)	مڈل پاس اصل سرٹیفکیٹ کی تصدیق شدہ فوٹو کاپی اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں / ب فارم کی تصدیق شدہ کاپی ساتھ منسلک کریں۔ اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں	300/-	600/-	1200/-
4-	ہائر سیکنڈری سکول / ڈپلومہ ایجوکیشن	میٹرک پاس اصل سرٹیفکیٹ کی تصدیق شدہ فوٹو کاپی اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں	300/-	600/-	1200/-
5-	اے ٹی ٹی سی سرٹیفکیٹ	میٹرک اور ایف اے / بی اے ڈگری / میٹرک فاضل عربی اور شہادۃ العالمیہ کی اصل سرٹیفکیٹ کی تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں	300/-	600/-	1200/-
6-	پی ٹی سی سرٹیفکیٹ	میٹرک پاس اصل سرٹیفکیٹ کی تصدیق شدہ فوٹو کاپی اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں	300/-	600/-	1200/-
7-	سی ٹی سرٹیفکیٹ	میٹرک ایف اے پاس اصل سرٹیفکیٹ کی تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں	300/-	600/-	1200/-
8-	بیچلرز / ڈگری / پی پی	میٹرک ایف اے اصل سرٹیفکیٹ کی تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں	500/-	1000/-	2000/-
9-	سرٹیفکیٹ ان لائبریری	میٹرک ایف اے پاس اصل سرٹیفکیٹ تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں	300/-	600/-	1200/-
10-	ڈپلومہ اینڈ سینئر ایگریکلچر / فریج آف ان	میٹرک ایف اے پاس اصل سرٹیفکیٹ کی تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں	500/-	1000/-	2000/-
11-	بی ایڈ / ڈگری / پی پی	میٹرک ایف اے اور بی اے (ڈگری) کی اصل اسناد کی تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں	600/-	1200/-	2400/-
12-	ایم ایڈ / ڈگری / پی پی	میٹرک ایف اے اور بی اے بی ایڈ (ڈگری) کی اصل اسناد کی تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں	700/-	1400/-	2800/-
13-	ایم اے ایم بی اے ایم ایس / ڈگری / پی پی	میٹرک ایف اے اور بی اے (ڈگری) کی اصل اسناد کی تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں	700/-	1400/-	2800/-
14-	پوسٹ گریجویٹ ڈپلومہ	میٹرک ایف اے / پی اے (ڈگری) کی اصل اسناد کی تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں۔	600/-	1200/-	2400/-
15-	ایم فل / ایم ایس / ایم آئی / ڈگری	میٹرک ایف اے اور ایم اے (ڈگری) کی اصل اسناد کی تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں۔ ڈی پی کنٹرولر سے تصدیق کروانا ضروری ہے۔ اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں۔	1000/-	2000/-	4000/-
16-	پی ایچ ڈی / ڈگری	میٹرک ایف اے اور بی اے ایم اے (ڈگری) کی اصل اسناد کی تصدیق شدہ فوٹو کاپیاں لف کریں۔	2000/-	4000/-	6000/-
17-	متنی (Duplicate) سرٹیفکیٹ / ڈپلومہ / ڈگری / مارک شیٹ / پروڈنٹل سرٹیفکیٹ	کم ہونے کی صورت میں اخباری کٹنگ، رپورٹ، تصانیف اور 20 روپے کا اسٹامپ پیپر پر حلفیہ بیان جو کہ دستخط (نوٹری پبلک) کا تصدیق ہو۔ تمام کٹنگ لف کریں۔ (میٹرک ایف اے بی اے وغیرہ کی تصدیق شدہ فوٹو کاپیاں اور اخباری کٹنگ، اسٹامپ پیپر اور گمشدگی کی رپورٹ اصل لف کریں۔ ہمدستی کارڈ کی تصدیق شدہ فوٹو کاپی) مجوزہ فیس پروگرام کے مطابق۔	.....	.....	Duplicate

- 18- فیس بنک چالان (نامزد برانچ) کی صورت میں قابل قبول ہوگی اور اصل بنک چالان اور درخواست بمعہ کاغذات کے ساتھ (مجوزہ ریٹ کے مطابق) جمع کرائیں۔ علامہ اقبال اوپن یونیورسٹی کے سرٹیفکیٹ / ڈگری / میٹرک (سیکنڈری سکول سرٹیفکیٹ) کی سند میں درج شدہ نام کے مطابق جاری کی جاتی ہے۔ اگر آپ نے دوبارہ استثنائی فیس جمع نہیں کروائی تو سرٹیفکیٹ / ڈگری فیس کے ساتھ مجوزہ فیس کے مطابق جمع کروائیں۔ اگر آپ نے ڈگری / سرٹیفکیٹ فیس داخلہ کے وقت جمع کروائی ہے تو دوبارہ فیس نہ جمع کروائیں۔
- 19- مندرجہ بالا پروگرام کے حصول کے لیے اصل سرٹیفکیٹ / ڈگری کی تصدیق شدہ فوٹو کاپیاں (تصدیق کنندہ کا نام اور عہدہ ظاہر ہو اور گزٹیفڈ ایگزیکیوٹو کی تصدیق قابل قبول ہوگی) لف کرنا ضروری ہیں۔ کسی بھی بورڈ یونیورسٹی کے جاری کردہ رزلٹ کارڈ / عارضی سرٹیفکیٹ پر یونیورسٹی ہڈ ڈگری / پی پی سی جاری نہیں کرے گی۔
- 20- ڈگری / سرٹیفکیٹ، پروڈنٹل سرٹیفکیٹ بذریعہ رجسٹرڈ ڈاک طالب علم کے پتے پر ارسال کیا جائے گا اور کسی طالب علم کو ڈگری / سرٹیفکیٹ دستی نہیں دیا جائے گا۔
- 21- بی کام، بی ائی، بی بی اے، گروپ کے طلبہ / طالبات اصل انٹرن شیٹ سرٹیفکیٹ ساتھ منسلک کریں۔ بصورت دیگر سرٹیفکیٹ P. C جاری نہیں کیا جائے گا جبکہ ایم اے ماس کمیونیکیشن کے طلبہ اپنی انٹرنیٹ رپورٹ متعلقہ ڈیپارٹمنٹ میں جمع کروائیں۔ Viva-Voce میں شمولیت سے پہلے مطلوبہ کورس ورک مکمل ہونا اور بمعہ تعلیمی اسناد متعلقہ اسٹنٹ / ڈی پی کنٹرولر سے تصدیق کروانا ضروری ہے۔ Viva-Voce پاس کرنے کی تاریخ کا اندراج ضرور کریں۔
- 22- طلبہ و طالبات مکمل کوائف کے ساتھ درخواست جمع کروانے کی صورت میں یونیورسٹی پالیسی کے مطابق مارک شیٹ جاری ہونے کے بعد اصل / ڈگری / سرٹیفکیٹ / ڈپلومہ دو سال کی مدت کے دوران یا سیریل نمبر آنے پر جاری کی جاتی ہے۔ دو سال کا دورانیہ مکمل کاغذات / درخواست جمع کرانے کی تاریخ سے شمار کیا جائے گا۔ اگر کوئی طالب علم قبل از وقت (ارجنٹ) ڈگری / سرٹیفکیٹ / ڈپلومہ لینا چاہے تو مجوزہ ہالافیس کے مطابق ارجنٹ فیس جمع تمام مطلوبہ کاغذات لازمی جمع کروانے ہوں گے۔
- 23- نام کی درجگی یا کسی قسم کی سرٹیفکیٹ / ڈگری کی تصحیح کے لیے مکمل کوائف بمعہ درخواست کے ساتھ اصل فیس کی دوگنی فیس ادا کرنا ہوگی۔

درخواست مندرجہ ذیل پتے پر ارسال کریں:

شعبہ امتحانات: سرٹیفکیٹ / ڈگری سیکشن، بلاک نمبر 3 علامہ اقبال اوپن یونیورسٹی، اسلام آباد

# 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.**  
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