

**AIOU**

**Autumn  
2021**

# **PROSPECTUS**

## **PGD**

1. **PGD** Human Resource Management
2. **PGD** Supply Chain Management
3. **PGD** Entrepreneurship
4. **PGD** Gender & Women Studies
5. **PGD** Environmental Health and Safety



Allama Iqbal Open University, Islamabad

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

Help Line: (051) 111-112-468

**PROSPECTUS**  
**OF**  
**PGD Gender and Women Studies**  
**For**  
**SEMESTER: AUTUMN, 2021**



**Allama Iqbal Open University, Islamabad**

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# CONTENTS

	<b>Page</b>
<b>Vice-Chancellor’s Message .....</b>	<b>iv</b>
<b>Semester Scheme.....</b>	<b>v</b>
<b>Minimum and Maximum Duration/Semesters: Programs on ODL Mode.....</b>	<b>vi</b>
<b>Procedure to Enroll In AIOU Programme and Submission .....</b>	<b>vii</b>
 <b>ALLAMA IQBAL OPEN UNIVERSITY.....</b>	 <b>1</b>
 <b>FACULTY OF SOCIAL SCIENCES AND HUMANITIES.....</b>	 <b>2</b>
 <b>Department of Gender &amp; Women Studies .....</b>	 <b>2</b>
<b>PGD Gender &amp; Women Studies .....</b>	<b>3</b>
 <b>GENERAL INFORMATION .....</b>	 <b>6</b>
<b>Procedure for Depositing Fee .....</b>	<b>7</b>
<b>Regulations for Refund of Admission Fee.....</b>	<b>8</b>
<b>Important Telephone Numbers .....</b>	<b>8</b>

## 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**

## SEMESTER SCHEME

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

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

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

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

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.

## 1. ALLAMA IQBAL OPEN UNIVERSITY

Allama Iqbal Open University, a mega university was established in 1974 under an Act of Parliament. The Main Campus of the University is situated in Sector H-8, Islamabad. It was the second open university of the world and the first of its kind in Asia and Africa. The aim of establishing AIOU was to provide affordable and accessible education through distance learning at the door-steps to those people who could not continue their education journey through formal system of education. The University (AIOU) operates on semester system and admits students in Autumn and Spring semesters. Under graduate admissions are offered in both the semesters where-as postgraduates are offered once a year. The enrolled students are given course books specially prepared by the university on self-instructional principles. However, at post graduate level reprints of foreign books alongwith allied material and university prepared study guides help students to polish their skills.

At present, the AIOU is offering programmes from matric to PhD level in diverse disciplines comprised of four faculties.

The university has established study centres across the country where distance education students are provided necessary guidance by their respective tutors. The university has established full-time study centres and is offering four years' under-graduate degrees.

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

## **FACULTY OF SOCIAL SCIENCES AND HUMANITIES**

First established in 1981 with five departments, the Faculty of Social Sciences and Humanities has, over the years, flourished to become, by far, the largest Faculty of the University. It, today, consists of 14 departments offering masters programmes in major areas of Social Sciences and Humanities like, Business Administration, Economics, Mass Communication, Sociology, Urdu, Library & Information Sciences, History, Pakistan Studies and Teaching of English as a foreign Language (TEFL). Additionally, efforts are afoot to plan and launch post-graduate programmes in Pakistani Languages and Law. The Commonwealth-collaborated master's programmes in the areas of Business and Public Administration, which are specially tailored for the modern day busy executives, were launched in Spring 2002 semester.

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

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

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

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

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

## **DEPARTMENT OF GENDER AND WOMEN STUDIES**

### **Introduction:**

The Department of Gender and Women Studies was established in 1997. The interdisciplinary programme acts as a catalyst to highlight women's role in all aspects of life in the national development. The aim of the programme is to encourage women's role in the academic disciplines that have been historically male dominated. Gender and Women Studies expands definition and perception of gender, which is a social construction of male and female roles in the society. The discipline encourages critical analysis of the interplay of gender, class, and race in society.

Furthermore, it offers the holistic approach to knowledge by infusing it with a new perspective to shape a better future for all

the people. Thus the courses are designed to encourage further research and analysis on women's status in Pakistani society.

The specialization in this subject is equally in demand, in public and private sector. It will prove beneficial in many careers, especially in-service people such as, journalists, educationists, community workers, administrators and human resource managers etc.

**Objectives:**

- Introduction to Gender and Women Studies as an academic discipline through distance learning system.
- Development of courses and programmes in the discipline of Gender and Women Studies.
- Conducting researches, which are related to contemporary gender issues.
- Creating awareness and sensitization of gender issues at community level through seminars/conferences and workshops.

**Programmes Offered:**

The Department of Gender and Women Studies offers one academic programme:

**PGD Gender and Women Studies**

**Programme Code:**

2	1	0	2
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This is one year programme (minimum two semesters). Those students who would successfully complete 30 credit hours of the courses will be awarded Post Graduate Diploma in Gender and Women Studies.

**Medium of Instruction**

Medium of instruction and examination is preferably English but Urdu is also acceptable

**Scheme of Studies**

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

Sr#	Course	Code	CrHrs
1	Psychology of Gender	4641	3
2	Lifespan Development of Women: A Psychosocial Context	4642	3
3	Pakistani Khawateen Ka Sheiri Adab Main Kirdar	4643	3
4	Pakistani Khawateen Ka Nasri Adab Mein Kirdar	4644	3
<b>Total Credit:</b>			<b>12</b>

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

Sr#	Course	Code	CrHrs
1	Research Methods in Gender Studies	4645	3
2	Applied Statistics in Gender Studies	4646	3
3	Feminist Debates on Gender Inequalities	4647	3
4	Feminism in Islam	4648	3
5	Sociology of Gender Issues: Theoretical Background	4685	3
6	Sociological Theory – I	4682	3
<b>Total Credit:</b>			<b>18</b>

### Assessment System

Under Continuous Assessment (Assignments) system, the students have to submit upload two assignments for each 3-credit hours course. Final examination will be at the end of the semester for each course. Viva Voce is required after the completion of Thesis/ Research Work. The summary of assessment system is given below:

Assessment Component	Total Marks	Passing Marks	Weightage
Assignment – 1	100	40	30%
Assignment – 2	100	40	
Final examination	100	40	70%
Aggregate Marks			<b>100</b>
Aggregate Passing Marks			<b>40</b>
<b>IN EACH COURSE WORKSHOP ATTENDANCE IS COMPULSORY</b>			

**Note:** Once in a semester, one to two weeks workshop is a compulsory component. Which may be conducted online or as per university schedule.

### Fee Tariff:

Registration Fee: (once at the time of 1 <sup>st</sup> admission in University)	Rs.500/-
Admission Fee: (once at the time of admission in Programme)	Rs.1000/-
Technology Fee:	Rs.500/-
Per 3 Credit Hours course fee: $Rs.2250 \times 4 =$	Rs.9000/-
<b>Total fee for 1<sup>st</sup> Semester</b>	<b>Rs.11000/-</b>

### FACULTY MEMBERS:

1. **Mrs. Atifa Nasir**  
Assistant Professor / Incharge  
Phone: 051-9250079, 051-9057856
2. **Mrs. Maria Mustafa**  
Assistant Professor  
Phone: 051-9057248
3. **Mrs. Aqleem Fatima**  
Lecturer  
Phone: 051-9057842
4. **Dr. Mymoonah Ambreen**  
Lecturer
5. **Ms. Mahreen Qaisar**  
Lecturer  
Phone: 051-9057247
1. **Staff**  
Phone: 051-9057848

**For further information, please contact:  
Department of Gender and Women Studies  
Block -11, Allama Iqbal Open University  
Sector, H-8, Islamabad.**

### **GENERAL INFORMATION**

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. If an applicant of post-graduate/research level programme does not receive any information regarding admission within three months from submission of application, he/she should presume non-selected.
- iii. The address of a student will not be changed during the semester.
- iv. Admission to courses for both the Spring and Autumn semesters are generally offered in the months of March and September, respectively, whereas, examinations commenced in November and May respectively. The continuing students may enroll through online system on AIOU website within due date.
- v. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme
- vi. On payment of the registration fee, each student will be issued a student ID. This number must be quoted in all the future correspondence.
- vii. Study material shall be available on AIOU website for downloading.
- viii. Rules and regulations framed, enhanced and changed from time to time by the authorities, bodies of the university will be effective as deemed necessary. The student will have to abide by all such rules and regulations from the date of their implementation.
- ix. A student who fails in continuous assessment component is not eligible to reappear but will be allowed to re-register for the same course at its next offering semester by the university.
- x. It is the responsibility of the student to remain in touch with the department regarding the academic activities.
- xi. A student already admitted to a programme or a specialization of a programme shall not be allowed to transfer or to get admission to another programme unless he/she formally postpones it till the completion of the new programme or withdraws from the previous programme.
- xii. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.
- xiii. The university reserves the right to change contents of this prospectus without any prior notice as per university policy.
- xiv. In case of discrepancies in the name of student/ Father's name of the student or difference in name mentioned in his/her other educational certificates, the name on the Matric certificate of the student will be considered as correct name. The Examination Department shall also issue certificate/ degree on the said name.
- xv. In case provision of forged documents for admission, not only the admission will be refused to the applicant but the fee deposited by him/her will also be forfeited. The university may proceed further in the matter.

### **PROCEDURE FOR DEPOSITING FEE**

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

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

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

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

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

### **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**

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



**ALLAMA IQBAL OPEN UNIVERSITY**  
(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.



علامہ اقبال اوپن یونیورسٹی اسلام آباد  
(شعبہ امتحانات سرٹیفکیٹ / ڈگری سیشن)

فارم برائے حصول سرٹیفکیٹ / ڈگری

ارجنٹ
آرڈنری

پروگرام کا نام \_\_\_\_\_ گروپ کا نام (میٹرک، ایف اے، بی اے کے لیے) \_\_\_\_\_

نام (اردو میں) \_\_\_\_\_ ولدیت \_\_\_\_\_

نام انگریزی میں
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میٹرک کی سند کے مطابق

ولدیت انگریزی میں
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میٹرک کی سند کے مطابق

رول نمبر	رجسٹریشن نمبر
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مکمل پتہ: \_\_\_\_\_

فیس مبلغ \_\_\_\_\_ بذریعہ بینک چالان نمبر \_\_\_\_\_ مورخہ \_\_\_\_\_ براؤچ کا نام \_\_\_\_\_ ادا کردی گئی ہے۔

پاس شدہ مضامین کی تفصیل

نمبر شمار	کورس کوڈ	رول نمبر	سسز	حاصل کردہ نمبر	نمبر شمار	کورس کوڈ	رول نمبر	سسز	حاصل کردہ نمبر	نمبر شمار	کورس کوڈ	رول نمبر	سسز	حاصل کردہ نمبر
-1					-16					-2				
-2					-17					-3				
-3					-18					-4				
-4					-19					-5				
-5					-20					-6				
-6					-21					-7				
-7					-22					-8				
-8					-23					-9				
-9					-24					-10				
-10					-25					-11				
-11					-26					-12				
-12					-27					-13				
-13					-28					-14				
-14					-29					-15				
-15					-30									

ایم بی اے / ایم بی اے / ایم آئی ایل ایس / ایم فل / پی ایچ ڈی کے طلبہ Viva Voce پاس کرنے کی تاریخ درج کریں۔

بیان حتمی: میں حتمی جان کرتا ہوں / کرتی ہوں کہ اوپر جو مضامین درج کی گئی ہیں وہ درست ہیں اور ان میں کسی قسم کی غلطی یا غلطی نہیں کی گئی ہے۔ جو تصدیق شدہ اسناد سرٹیفکیٹ / ڈگری اور رول نمبر کارڈ کی کاپیاں درخواست کے ساتھ منسلک کی ہیں وہ میری اپنی ہیں۔ ان میں سے کسی میں بھی کوئی غلطی یا غلطی نہیں ہے۔ خلاف ضابطہ قانونی کارروائی کرنے کی مجاز ہوگی۔

پتہ برائے ترسیل سرٹیفکیٹ / ڈگری (طالب علم خود پُر کریں) دستخط طالب علم

سرٹیفکیٹ / ڈگری نمبر
نام (طالب علم):
ولدیت:
مکمل پتہ:

پتہ برائے ترسیل سرٹیفکیٹ / ڈگری (طالب علم خود پُر کریں)

سرٹیفکیٹ / ڈگری نمبر
نام (طالب علم):
ولدیت:
مکمل پتہ:

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)	ڈپل 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 بمعہ عربی / 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۔	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 اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں۔	2000/-	4000/-	6000/-
17-	متنی (Duplicate) سرٹیفکیٹ / ڈپلومہ / ڈگری / مارک شیٹ / پروڈنٹ سرٹیفکیٹ	کم ہونے کی صورت میں اخبار کی کٹنگ، رپورٹ، تصدیق شدہ 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 اخبار کی کٹنگ، اسٹامپ پیپر اور گمشدگی کی رپورٹ اصل لف کریں بمعہ شناختی 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 امتحانی 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، پروڈنٹ سرٹیفکیٹ بڈ ریویژن 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 امتحان 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 / ڈپٹی 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 آئے 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 تصدیق 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,  
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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  
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**Additional Regional Director,**  
Regional Campus, AIOU,  
Railway Road, Near Veterinary Hospital,  
**DERA GHAZI KHAN.** Ph: (064) 9260386-7  
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**Regional Director,**  
Regional Campus, AIOU, F-Block, Near STN  
Tower, Millat Town, **FAISALABAD.**  
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**Regional Director,**  
Regional Campus, AIOU,  
10-X Block, Peoples Colony, **GUJRANWALA.**  
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**Additional Regional Director,**  
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Opposite Officers Colony, **JHANG.**  
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Email: rd\_jhang@aiou.edu.pk

**Assistant Regional Director,**  
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(Bhatta Corianwal), Main Road, **KASUR  
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Email: rd\_kasur@aiou.edu.pk

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Regional Campus, AIOU, 346 - Raza Block,  
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Email: rd\_lahore@aiou.edu.pk

**Incharge,**  
Model Study Center, AIOU, Near Sat  
SiraChowk, Marala Road,  
**MANDI BAHAUDDIN.** Ph: (0546)571171  
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