

Admission Autumn 2022 **AIOU**

# Prospectus

## **Associate Degree Programmes**

in Business Administration (with three specializations)

i) Islamic Banking ii) HRM iii) Marketing

## **Associate Degree in Education (ADE)**



Allama Iqbal Open University, Islamabad

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

Help Line: (051) 111-112-468

FOR ONLINE ONLY

# PROSPECTUS

OF

## ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION

- ISLAMIC BANKING (IB)
- HUMAN RESOURCE MANAGEMENT (HRM)
- MARKETING

## ASSOCIATE DEGREE IN EDUCATION (ADE)

FOR

SEMESTER: AUTUMN, 2022



Allama Iqbal Open University  
Islamabad

Price Rs.500/-

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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 post. Simultaneously information is placed on website ([www.aiou.edu.pk](http://www.aiou.edu.pk)), students can download if not received by post.

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

**REVISED POLICY FOR ASSESSMENT FOR**  
**ASSOCIATE DEGREE PROGRAMMES**

As per revised formula securing passing marks in assignment/practical and other components is not compulsory w.e.f. Autumn, 2021 onwards, however, passing marks i.e. 50% in final exams will be mandatory. If a student gets 50 marks out of 100 in the final exam and does not score 50% aggregate marks, he/she will be declared Fail in the respective course and he/she will have to re-register/re-admit in the respective course, whenever the said course (s) are offered in any of the subsequent semester (s).

Assignments	Workshop (attendance/quizzes, etc.)	Final Exam	Passing Marks
20%	30%	50%	50% (in aggregate) however 50% marks in final exams is mandatory

There is no change in formula for Teaching Practice 1 & 2, Research Projects, Long Term Internship and such courses where grading formula/scheme of studies is different and workshops/projects are having weightage of marks, students will have clear/pass them too.

## **COMPLETE PROCEDURE TO ENROLL IN AIOU PROGRAMMES**

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 “**OAS For Fresh Admission**”
3. Get register by entering your email or mobile phone number
4. Login into your registered account
5. Fill all the requisite fields of admission form
6. After filling the admission form, print out your “Challan Form”.
7. Using printed challan form and submit your fee in any branch of FWBL, ABL, MCB or UBL.
8. You can also deposit fee through Upaisa, Jazzcash & Easypaisa.

### **APPLY ONLINE (CONTINUE STUDENTS):**

1. Visit website: <https://online.aiou.edu.pk>
2. Press link “**CMS for Continuing 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 do not need to send paid challan form to the University, but University can ask for copy of challan form at any time, if required.**
6. You can also deposit fee through Upaisa, Jazzcash & Easypaisa.

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## **ALLAMA IQBAL OPEN UNIVERSITY**

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

At present, the AIOU is offering programmes from Matric to PhD level in diverse disciplines comprised of four faculties. The university has established study centres across the country where distance education students are provided necessary

guidance by their respective tutors. Moreover, the university has established full-time study centres wherein the students of MBA (IT), MBA (Banking and Finance), MBA (Marketing), MBA (HRM), BS (CS), MSc/BS Chemistry, MSc/BS Microbiology etc. are being provided instruction, guidance and counselling through face-to-face education. AIOU is also offering four years' under-graduate degrees.

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

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

First established in 1981 with five departments, the Faculty of Social Sciences and Humanities has, over the years, flourished to become, by far, the largest Faculty of the University. It, today, consists of 14 departments offering masters programmes in major areas of Social Sciences and Humanities like, Business Administration, Economics, Mass Communication, Sociology, Urdu, Library & Information Sciences, History, Pakistan Studies and Teaching of English as a foreign Language (TEFL). Additionally, efforts are afoot to plan and launch 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), BBA, BS-Commerce and Mass communication. Tens of thousands of students comprising all demographic groups and, from all over the country, enroll, each year, in these bachelor's level programmes.

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

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

**ASSOCIATE DEGREE IN BUSINESS  
ADMINISTRATION  
(Islamic Banking, HRM, and Marketing)**

It is an industry integrated program, designed for the professionals who want to enhance the knowledge and skills in the areas of Islamic Banking, HRM and Marketing. Further, these professionals will achieve excellence through development of practical skills through the applications of theory across the field of Islamic Banking, HRM and Marketing.

It is a comprehensive educational program that will be offered through blended modes of learning consists of four semesters covering 20 courses. Students would have to complete internship / project as per the HEC guidelines and AIOU practice. All the courses are designed in such a manner to able the professionals to fulfill the need of industry and can provide financial solutions anywhere as where and when required.

**Objectives:**

Associate Degree in Business Administration is designed for achieving the following objectives:

- i. To develop managerial skills in the areas of Islamic Banking, HRM and Marketing.
- ii. To enable professionals to work in complex and dynamic environment of corporate sector

- iii. To inculcate analytical insight to deal with the different related issues in order to cater the need of the country.

**Eligibility Criteria:**

Applicants having 12 years of education (F.A./F.Sc or equivalent) from any recognized Board of Intermediate and Secondary Education /University with at least second division (45% marks) would be eligible to apply.

**ASSOCIATE DEGREE IN  
BUSINESS ADMINISTRATION (ISLAMIC BANKING)**

Sr. No.	Course title	Course Code	Cr. Hrs.
<b>FIRST SEMESTER</b>			
1	Islamic Studies /Ethics	5436 / 5437	3
2	Pakistan Studies	5438	3
3	Fundamentals of Business	5402	3
4	Basics of ICT	5403	3
5	Compulsory English-I	5404	3
<b>SECOND SEMESTER</b>			
1	Principals of Accounting	5401	3
2	Applied Mathematics for Business and Social Sciences	5405	3
3	Micro Economics	5406	3
4	Compulsory English-II	5411	3
5	Sociology	5415	3

Sr. No.	Course title	Course Code	Cr. Hrs.
<b>THIRD SEMESTER</b>			
1	Principals of Marketing	5407	3
2	Business Communication	5409	3
3	Cost Accounting	5410	3
4	Statistics for Management	5412	3
5	Principles of Management	5414	3
6	Macro Economics	5416	3
<b>FOURTH SEMESTER</b>			
1	Fundamentals of Islamic Finance	5446	3
2	Takaful Management	5447	3
3	Islamic Capital Markets	5448	3
4	Sakuk Management	5449	3
5	Islamic Branding and Marketing	5450	3
6	Internship	5440	6

**ASSOCIATE DEGREE IN  
BUSINESS ADMINISTRATION  
HUMAN RESOURCE MANAGEMENT (HRM)**

S. No.	Course Title	Course Code	Cr. Hrs.
<b>FIRST SEMESTER</b>			
1	Islamic Studies /Ethics	5436 / 5437	3
2	Pakistan Studies	5438	3

3	Fundamentals of Business	5402	3
4	Basics of ICT	5403	3
5	Compulsory English-I	5404	3
<b>SECOND SEMESTER</b>			
1	Principals of Accounting	5401	3
2	Applied Mathematics for Business and Social Sciences	5405	3
3	Micro Economics	5406	3
4	Compulsory English-II	5411	3
5	Sociology	5415	3
<b>THIRD SEMESTER</b>			
1	Principals of Marketing	5407	3
2	Business Communication	5409	3
3	Cost Accounting	5410	3
4	Statistics for Management	5412	3
5	Principles of Management	5414	3
6	Macro Economics	5416	3
<b>FOURTH SEMESTER</b>			
1	Business Law	5413	3
2	Human Resource Management	5431	3
3	Organizational Behavior	5432	3
4	Social Policy and Strategy	5423	3
5	Internship	5440	6

**ASSOCIATE DEGREE IN  
BUSINESS ADMINISTRATION (MARKETING)**

<b>S. No.</b>	<b>Course Title</b>	<b>Course Code</b>	<b>Cr. Hrs.</b>
<b>FIRST SEMESTER</b>			
1	Islamic Studies /Ethics	5436 / 5437	3
2	Pakistan Studies	5438	3
3	Fundamentals of Business	5402	3
4	Basics of ICT	5403	3
5	Compulsory English-I	5404	3
<b>SECOND SEMESTER</b>			
1	Principals of Accounting	5401	3
2	Applied Mathematics for Business and Social Sciences	5405	3
3	Micro Economics	5406	3
4	Compulsory English-II	5411	3
5	Sociology	5415	3
<b>THIRD SEMESTER</b>			
1	Principals of Marketing	5407	3
2	Business Communication	5409	3
3	Cost Accounting	5410	3
4	Statistics for Management	5412	3
5	Principles of Management	5414	3
6	Macro Economics	5416	3

<b>FOURTH SEMESTER</b>			
1	Business Law	5413	3
2	Advertising and Seles Promotion	5435	3
3	Marketing Management	5433	3
4	Marketing Research	5434	3
5	Internship	5440	6

The Associate Degree is equivalent to two years' graduation. This degree is skill oriented education and better as compared to general graduation.

<b>Sr. No.</b>	<b>Nature of Courses</b>	<b>Credits</b>
1	Compulsory Courses	21
2	Foundation Courses	12
3	Major Courses including Project/ Internship Report	27
4	Elective Courses supporting the Major	09
	<b>Total</b>	<b>66</b>

**Duration:**

The Associate Degree program has two-year duration. It consists of four semesters.

**Admission Criteria:**

Intermediate or equivalent having at least 2<sup>nd</sup> division (45% marks). The qualifying candidates as per criteria mentioned above are required to deposit their fee in the approved branches of banks given in the prospectus along with the admission form and testimonials.

**Methods of Instruction:**

- i. The Program will be offered at Open Distance Learning (ODL) Mode.
- ii. The outline of courses along with the required reading material and assignments will be provided to the students. Electronic books/ video conference and online education methods may also be applied in this regard.
- iii. Fourteen online classes of two hours each will be conducted for a course. Two days’ workshop and six tutorials will be conducted for each course. CDs may also be provided for some courses. Attendance in tutorials is not compulsory.
- iv. At least 70% percent class attendance of students would be mandatory to qualify them for appearing in exams.

**EVALUATION SCHEME**

**Assignments**

The students will submit two compulsory assignments of each course to their teachers as per schedule who will return the same after marking and provide necessary academic guidance.

**Assessment (as per policy placed at page # v):**

Assessment criteria as per rules & regulations of University will be as under:

Assessment Component	Weightage in the aggregate result
Assignment	20%
Workshop (Attendance/quizzes)	30%
Final Examination	50%
Passing Marks	50% (in aggregate) However 50% marks in final exams is mandatory

**DEGREE REQUIREMENTS**

Following are the requirements for the award of Associate Degree:

- i. Successful completion of all required courses.
- ii. Successful completion of Project/ Internship in the relevant industry:
- iii. A student will be required to complete Internship/Project of 06 Credit Hours as per AIOU rules, and submit report to the Regional Director; reports would be evaluated on the guidelines given by AIOU.
- iv. Guidelines regarding the Internship/ Project will be provided by the department and according to AIOU rules and regulations
- v. Viva voce examination: On successful completion of Internship/ Project, viva voce examination shall be held according to AIOU rules. The Viva Voce can be arranged at the Main Campus/ Regional Officers as per decision of the Competent Authority.

For any query may contact on [mba@aiou.edu.pk](mailto:mba@aiou.edu.pk)

**Fee Structure:**

Item	Rate
<b>Registration Fee:</b> (At the time of first admission)	<b>Rs.500/-</b>
<b>Admission Fee:</b> (At the time of first admission)	<b>Rs.1000/-</b>
<b>Technology Fee:</b> (in each semester)	<b>Rs.500/-</b>
Per credit hours Course Fee: Rs.700/- 15 Credit Hours Fee: (15 x 700) =	<b>Rs.10,500/-</b>
<b>Total Fee of First Semester:</b>	<b>Rs.12,500/-</b>

**FACULTY MEMBERS:**

- Dr. Muhammad Majid Mahmood Bagram**  
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- Mr. Ahmed Hassan Jamal**  
Lecturer  
Ph: 051-9576634
- Mr. Ehsan Javaid**  
Lecturer  
Ph: 051-9576637
- Staff:**  
Ph: 051-9576601

## 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 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

### DEPARTMENT OF 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 4 years, BEd 1.5 year, BEd 2.5 years, M.Ed, MPhil and Ph.D programmes. It also offers “Education” as subject at Matric, Intermediate and Graduate level.

The department is planning to launch BSEd Early Childhood.

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.

### ASSOCIATE DEGREE IN EDUCATION (ADE) (Two Year)

Programme Code:

0	4	4	5
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#### Introduction:

The National Education Policy of 2009 states that to improve the overall quality of education in Pakistan, the standard of teacher education must be raised. The policy calls for reforms in pre-service training and standardization of professional qualifications.

As a step towards improvement in educational standards new National Scheme of Studies for school education was developed.

It was notified by the Ministry of Education (MOE) in 2006. Major objectives of new scheme included teaching of school subjects using interactive student centered methods focusing on development of higher order cognitive skills. The new scheme suggests a paradigm shift in learning from teacher centered, rote learning to student centered and active learning. Better educated and trained teachers are required to implement the scheme effectively. ADE and B.Ed

(Hons.) programmes have been introduced with the focus on nurturing those aspects in teachers that correspond to the basic requirements of National Education Policy 2009, National Scheme of Studies 2006, National Professional Teaching Standards 2008 and National Accreditation Council for Teacher Education 2009.

ADE is a transitional two-year programme of 72 credit hours linked with and leads to B.Ed (4 year) which has replaced the diploma, PTC, CT programmes providing an opportunity to prospective teachers to enhance their academic qualifications and acquire a professional degree.

**Aims & Objectives:**

- 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.
- To offer students a teacher education programme that allows them to move through a four-year B.Ed., by completing part of the degree (ADE) and completing the remaining two years of the programme immediately, or by completing the additional year(s) at a later date.

**Eligibility Criteria (ADE):**

1. FA/FSc/A levels with 45% Marks
2. Applicants with A Level or other certificates will submit equivalence certificate.

**Duration:** 2 Years (4 Semesters)

**Semester Duration:** 16–18 Weeks

**Semesters:** 04

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

**Medium of Instruction:** English/Urdu

**Mode:** ODL

**Short Term Teaching Practice  
(Course Code: 6415)**

**Marks Distribution:** The maximum marks for a long-term teaching practice course will be 100. Passing marks is 50 out of 100 (aggregate). The breakup of the total marks of the long-term teaching practice course is given below.

Sr. No.	Description	Marks
1.	Workshop Attendance and participation	10
2.	Development of teaching resources during the workshop (charts, models, working models, technology integration, low cost-no cost materials etc.)	20
3.	Lesson Plans and Portfolio (Portfolio will determine the teaching Practice at schools. It will contain practicum completion certificate, attendance, your activities record in school).	30
4.	Two Model Lessons	20+20=40
<b>Total Marks</b>		<b>100</b>

## Semester-Wise Breakup of Scheme of Studies

### Semester-1

Programme Code:

0	4	4	5
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#### 18 – Credit Hours

Sr. No.	Course Code	Name of Course	Credit Hours
1.	5404	English Compulsory-I (Core)	03
2.	5436 5437	Islamiyat <b>OR</b> Ethics (For Non-Muslims student only)	03
3.	5438	Pakistan Studies	03
4.	6400	General Methods of Teaching	03
5.	6416	Urdu	03
6.	5403	Basics of Information & Communication Technology	03

### Semester-2

#### 18 – Credit Hours

Sr. No.	Course Code	Name of Course	Credit Hours
1.	5411	English Compulsory-II (Core)	03
2.	6401	General Math and Statistics	03
3.	6402	Educational Psychology & Guidance	03
4.	6403	Classroom Management	03
5.	1659	Teaching of Urdu	03
6.	1655	Teaching of English	03

### Semester-3

#### 18–Credit Hours

Sr. No.	Course Code	Name of Course	Credit Hours
1.	6404	General Science	03
2.	6405	Education in Pakistan	03
3.	6406	Curriculum Development	03
4.	6407	Classroom Assessment	03
5.	6408	Teaching of Islamic Studies & Pak Studies	03
6.	6409	Teaching of Math	03

### Semester-4

#### 18–Credit Hours

Sr. No.	Course Code	Name of Course	Credit Hours
1.	6410	Arts Craft & Calligraphy	03
2.	6411	Foundations of Education	03
3.	6412	School Society & Teacher	03
4.	6413	Introduction to Inclusive Education	03
5.	6414	Teaching of General Science	03
6.	6415	Short Term Teaching Practice	03

**Note: There will be a 15 hours workshop for each 3-credit hour course at the end of each semester.**

**Fee Structure:**

S. No.	Title	Fee
1.	<b>Registration Fee</b> (At the time of first Admission)	Rs. 500/-
2.	<b>Admission Fee</b> (At the time of first Admission)	Rs. 1000/-
3.	<b>Course Fee (3 Credit Hours Fee)</b>	Rs. 3300/-
4.	<b>Technology Fee</b>	Rs. 500/-
5.	<b>Practicum/Workshop Fee (6415)</b>	Rs. 3300/-
<b>Total fee for 1<sup>st</sup> Semester</b>		<b>Rs. 21800/-</b>

4. Dr. Syed Nasir Hussain  
Assistant Professor
5. Dr. Mubeshera Tufail  
Lecturer
6. Dr. Rukhsana Durrani  
Lecturer
7. Mr. Salman Khalil Ch.  
Lecturer
8. Dr. Jahan Ara Shams  
Assistant Professor

**Faculty Members of the Department**

1. Prof. Dr. Fazal-Ur-Rehman  
Chairman
2. Dr. Rahmatullah Bhatti  
Assistant Professor
3. Dr. Muhammad Sami Ullah  
Assistant Professor

**For academic assistance, please contact the department:**

1. Prof. Dr. Fazal-ur-Rahman  
Chairman (ECE & ETED)  
Ph No. 051-9250167 (PA-051-9574351)
2. Mr. Salman Khalil Ch.  
Lecturer/Programme Coordinator  
ECE & ETED  
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## **GENERAL INFORMATION**

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A course taken by any student cannot be changed during the semester. However, in real hardship cases, the change in courses will be allowed within fifteen days after deposit of prescribed fee.
- iii. The address of a student will not be changed during the semester.
- iv. Admission Fee will be refunded (in case of applicant request) as per AIOU policy.
- v. On payment of the registration fee, each student will be issued AIOU Student ID number. This number must be quoted in all the future correspondence.
- vi. The students are usually intimated about the tutors through LMS of each course for guidance.
- vii. 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.
- viii. Study material shall be available at the LMS and University Website.
- 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 selected programme.
- 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 the contents of this prospectus without any prior notice as per university policy.
- xiv. The student must inform the Admission Department in writing within the period of 15 days about the information which is not according to the admission

form/ check list or mistake in name and address. No request for any change will be entertained after the stipulated period.

- 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.

**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.

### **FEE DEPOSITING PROCEDURE**

The university has introduced a new method of depositing the fee and admission forms for the convenience of the students. For making the process more consistent and effective, the university has entered into a formal agreement. According to this agreement, the student can deposit the prescribed fee in any branch of all the

1. **First Women Bank Limited (FWBL)**
2. **Allied Bank Limited (ABL)**
3. **Muslim Commercial Bank Limited (MCBL)**
4. **United Bank Limited (UBL)**

The bank branch will issue a receipt of depositing the admission form and fee. This process will give relief to the students from making bank drafts and maintaining the records of the draft copies. It will also save the additional expenditure on draft making and mailing the admission forms to the university. In this way the admission forms and fee will safely reach the admission department.

## **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**

- (i) The Applicant/candidate/student who have submitted his/her fee for Admissions but do not wish to continue and applied for refund of fee before the start of his/her study period as per Academic Calendar available on the AIOU website corresponding to his/her respective semester i.e Autumn or Spring, the fees will be refunded after the deduction @ 10% of the total fee.

- (ii) The Applicant/Candidate who was not eligible but deposited the fee for admission and applied for refund within one year from the date of fee deposit, the fee shall be refunded after deduction @15% of total fee.
- (iii) The student who has deposited his/her fee in excess of due fee that total excess amount shall be refunded or adjusted as the case may be.
- (iv) The Treasurer Department shall verify the fee of students and shall send the case to the Audit Department for pre-audit.
- (v) The cheque will be issued to the candidate by the Campus Payment Section (CPS), Treasurer's Department.
- (vi) In the case of death, the full fee will be refunded through crossed cheque in favour of the Blood Relative of deceased student, after fulfilling all the codal formalities. The refund case must be submitted within one year of fee deposit.
- (vii) 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.
- (viii) If the admission of an Applicant/Candidate is not matured due to any reason beyond the control of the University or due to unforeseen issues, the whole paid fee, without any deductions shall be refunded to the respective applicant/candidate. The refund case must be submitted within one year of fee deposit.

### **IMPORTANT TELEPHONE NUMBERS**

Sr.#	Name	Telephone Nos.
1.	Director Admissions	051-9250043 051-9571501 051-9250162 (Fax)
2.	Assistant Registrar (Mailing)	051-9250185 051-9571502 051-9571510
3.	Controller of Examinations	051-9250012
4.	Director Students Affairs	051-9250174
4.	Deputy Registrar Admissions	051-9571524
5.	Assistant Registrar (Postgraduate)	051-9571532
<b>Helpline: (051) 111 112 468</b>		
<b>Help Desk: <a href="mailto:support.aiou.edu.pk">support.aiou.edu.pk</a></b>		

## 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, <b>Pind Dadan Khan.</b> 0345-9210000	2.	Mr. Naeem Akhtar, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School, <b>Sohawa District Jhelum.</b> 0333-5759601	3.	Mr. Farooq Ahmad, Regional Coordinator, Allama Iqbal Open University, Assistant Professor, Govt. Boys Degree College, <b>Malikwal.</b> 0345-5763246
4.	Mr. Azmat Farooq Ahmad Khurram, Regional Coordinator, Allama Iqbal Open University, Assistant Director Education, Mohallah Ameer, Near Town Committee <b>Phalia,</b> <b>District Mandi Bahauddin,</b> 0300-7740150	5.	Mr. Muhammad Javid, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Higher Secondary School, <b>Kallar Kahar District Chakwal.</b>	6.	Mr. Muhammad Siddique Awan, Regional Coordinator, Allama Iqbal Open University, Headmaster, Village & P.O <b>Khairpur,</b> <b>Chakwal.</b> 0334-8743874
7.	Mr. Faisal Masood, Regional Coordinator, Allama Iqbal Open University, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Higher Secondary School, <b>Lawa, District Chakwal.</b> 0345-5936567	8.	Mr. Muhammad Jawad Abbas, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. Boys High School No. 1, <b>Talagang, District Chakwal.</b> 0345-5964938	9.	Mr. Muhammad Arshad Mehmood, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. MC Boys Higher Secondary School, <b>Gujar Khan,</b> <b>District Rawalpindi.</b> 0336-5355163

### **Minimum and Maximum Duration/Semesters for each Programme**

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

**Note: Maximum time duration includes semester freeze period.**

### **Revised Policy: Reappear and Again Reappear**

**The policy of Re-Appear and Again Re-appear is being discontinued and the concerned students will have to Re-register/Enroll or Re-admit in the failed course(s).**

10.	Mr. Muhammad Raza, Regional Coordinator, Allama Iqbal Open University, Sr. Headmaster, Govt. High School, Phalina, <b>Tehsil Kallar Syedan. District Rawalpindi.</b> 0300-9700563	11.	Mr. Ayaz Qureshi, Regional Coordinator, Allama Iqbal Open University, Incharge Headmaster, Govt. High School PAF Base, Lower Topa, <b>Murree, District Rawalpindi</b> 0314-9517902	12.	Mr. Muhammad Javed Akbar Satti, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School, <b>Kotli Sattian, District Rawalpindi.</b> 0336-5372081
13.	Dr. Muhammad Anwar, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. Boys High School, <b>Bhabra, Wah Cantt, District Rawalpindi.</b> 0300-5363883	14.	Syed Zamir Hussain Shah, Regional Coordinator, Allama Iqbal Open University, SSS, Govt. Higher Secondary School, Nara, <b>Tehsil Kahuta, District Rawalpindi.</b> 0301-5151941		

### SINDH

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

7.	Mr. Umed Ali, Regional Coordinator, Allama Iqbal Open University, HST, (Retired), House No.256-D, Block-E, Gulberg Town, <b>Mirpur Khas.</b> Ph: 0333-7033057	8.	Mr. Shoukat Ali Qureshi, Regional Coordinator, Allama Iqbal Open University, Headmaster/Taulka Education Officer, Govt. Boys High School, <b>Aamiri/Manjhand,</b> <b>District Jamshoro.</b> Ph: 0342-3739718	9.	Mr. Rahim Bux Kalhoro, Regional Coordinator, Allama Iqbal Open University, Govt. High School Morath, <b>Kandiaro, District Naushahro</b> <b>Feroze.</b> 0300-3214071
10.	Mr. Allah Ditto Rind, Regional Coordinator, Allama Iqbal Open University, Govt. Boys Elementary School Miskeen Mallah, <b>Kazi Ahmed</b> <b>(Sakrand), District Shaheed</b> <b>Benazir Abad.</b> 0300-3212069	11.	Mr. Shoukat Ali Arain, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. Muslim High School, <b>Nawabshah.</b> 0300-3357304	12.	Mr. Ariz Muhammad Gadehi, Regional Coordinator, Allama Iqbal Open University, Govt. Boys High School <b>Kairpur</b> <b>Nathan Shah.</b> 0344-3315942
13.	Mr. Khalid Hussain, Regional Coordinator, Allama Iqbal Open University, Govt. Boys High School <b>Sehwan Sharif.</b> 0306-3257687				

### BALOCHISTAN

1.	Mr. Zareef Ahmed, Regional Coordinator, Allama Iqbal Open University, Govt. Boys High School <b>Basima, District Washuk.</b> 0332-2719913	2.	Mr. Abdul Majeed, Regional Coordinator, Allama Iqbal Open University, Govt. Boys Middle School Akram Colony <b>Hub.</b> 0333-7977656, 0300-7073798	3.	Ms. Rubina Karim, Regional Coordinator, Allama Iqbal Open University, Govt. Girls Model High School <b>Khuzdar.</b> 0333-7965350
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4.	Mr. Rasool Bakhsh, Regional Coordinator, Allama Iqbal Open University, Govt. Model High School Bara Bagh, <b>Bela(Lasbela).</b> 0332-8202275	5.	Mr. Mohammad Akram, Regional Coordinator, <b>(Mangochar)</b> 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, <b>Mastung.</b> 0334-3062311
7.	Mr. Muhammad Jumman, Regional Coordinator, Allama Iqbal Open University, Govt. Elementary College <b>Uthal.</b> 0333-2875203	8.	Mr. Ejaz Ahmed. Regional Coordinator, Allama Iqbal Open University, Govt. Boys Higher Secondary School <b>Surab.</b> 0334-2940443	9.	Mr. Abdul Rauf, SST (Science), Regional Coordinator, Allama Iqbal Open University, Saad Photo State, Jinnah Road, Near Police Station, <b>Noshki.</b> 0345-8367362
10.	Mr. Hameed Ullah, Regional Coordinator, Allama Iqbal Open University, Sr. Headmaster, Govt. High School Civil Colony, <b>Dera Bugti.</b> 0333-7884452	11.	Mr. Abdullah, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. Boys Higher Secondary School, Ameen Abad, <b>Tehsil Dalbandin,</b> <b>District Chaghi.</b> 0333-3324312	12.	Mr. Abdul Hafeez, Regional Coordinator, Allama Iqbal Open University, DDOE, District Education Office, <b>Kohlu.</b> 0306-2582308
13.	Mr. Abdul Samad, Regional Coordinator, Allama Iqbal Open University, Headmaster, KSF, <b>Muslim</b> <b>Bagh, District Killa Saifullah.</b> 0336-3833365	14.	Mr. Kalim Ullah, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Model High School <b>Pishin.</b> 0301-3448688		

## GILGIT BALTISTAN

1.	Mr. Piya Ali, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School <b>Aliabad, District Hunza.</b> 0313-4886998	2.	Mr. Manzoor Hussain, Regional Coordinator, Allama Iqbal Open University, SST, P.O Thole, <b>Tehsil</b> <b>Sikandarabad, District Nagar.</b> 0310-0500714	3.	Mr. Nabi Ali, Regional Coordinator, Allama Iqbal Open University, DOE, Govt. Girls Model Higher Secondary School Gulmit, <b>Tehsil</b> <b>Gojal, District Hunza.</b> 0343-5041335
4.	Mr. Akhtar Jan, Regional Coordinator, ( <b>Juglot</b> ) Allama Iqbal Open University, SST, Govt. Boys High School <b>Damote Sai, Gilgit.</b> 0355-5101875	5.	Mr. Ahmed Raza, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School <b>Chalt, District Nagar.</b> 0346-9239995	6.	Mr. Hazir Panah, Regional Coordinator, Allama Iqbal Open University, AEO, C/O Govt. High School <b>Gupis, District Ghizer.</b> 0317-5433069
7.	Mr. Adina Baig, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School Taus, <b>Tehsil Yasine, District</b> <b>Ghizer.</b> 0312-9712256	8.	Mr. Shahid Hussain, Regional Coordinator, Allama Iqbal Open University, TGT, Govt. Boys High School Sumayar, <b>Nagar No.1,</b> <b>District Nagar.</b> 0315-5955943	9.	Mr. Khush Wali Khan, Regional Coordinator, Allama Iqbal Open University, Headmaster, Village Silpi Post Office Gahkuch, <b>Tehsil Punial,</b> <b>District Ghizer.</b> 0344-6779985
10.	Mr. Jamal ud Din, Regional Coordinator, Allama Iqbal Open University, TGT, Model Boys High School <b>Chilas, District Diامر.</b> 03555115287	11.	Mr. Mahfuz Ullah, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Higher Secondary School Gumary, <b>Tehsil Darel,</b> <b>District Diامر.</b> 03555355009	12.	Mr. Niamatullah, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School <b>Astore.</b> 0315-7331152

13.	Mr. Muhammad Raza, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School <b>Danyore, District Gilgit.</b> 0314-4472741	14.	Mr. Mehboob Ali Abbad, Regional Coordinator, Allama Iqbal Open University, TGT (BPS-17), Govt. High School Shigar, <b>District Shigar.</b>	15.	Mirza Muhammad Tayyab, Regional Coordinator, Allama Iqbal Open University, DIS DDE Officer (BPS-17), Kharmang, <b>District Kharmang.</b>
16.	Mr. Shamshad Hussain, Regional Coordinator, Allama Iqbal Open University, TGT (BPS-17), Govt High School, Tower Rudndu, <b>Tehsil Rundu.</b>	17.	Mr. Ghulam Hussain, Regional Coordinator, Allama Iqbal Open University, TGT (BPS-17), High School Kunis Ghowari, Ghanche, <b>Tehsil Ghowari Ghanche.</b>	18.	Mr. Ghulam Nabi, Regional Coordinator, Allama Iqbal Open University, TGT (BPS-17), Govt. Boys High School, Mashabrum, <b>Sub Division Mashabrum</b>
19.	Mr. Khadim Hussain Regional Coordinator, Allama Iqbal Open University, IT Teacher (BPS-17), High School Daghoni, Chanche, <b>Sub Division Daghoni.</b>	20.	Mr. Ghulam Nabi, Regional Coordinator, Allama Iqbal Open University, TGT (BPS-), High School, Khaplu, <b>District Khaplu</b>	21.	Mr. Muhammad Ismail, Regional Coordinator, Allama Iqbal Open University, Headmaster (BPS-17), Boys High School, Chorbat, <b>Tehsil Chorbat</b>
22.	Mr. Muhammad Abuzar, Regional Coordinator, Allama Iqbal Open University, Headmaster (BPS-17), Govt. Middle School, Gamba Skardu, <b>Tehsil Gamba</b>				

### KHYBER PAKHTUNKHWA

Mr. Muhammad Nisar,  
Regional Coordinator,  
Allama Iqbal Open University,  
SST, Govt. High School, Dara Adam  
Khel, **District Kohat.**  
03324333014



**ALLAMA IQBAL OPEN UNIVERSITY**  
**(DEPARTMENT OF EXAMINATIONS)**

**FEE TARIFF\***

Sr.#	Programme	Fee Rates for	
		Ordinary	Duplicate
1.	Course Certificate of SSC/HSSC/Bachelor programme/ Elementary Arabic/Non Credit	Rs.400/-	Rs.1600/-
2.	SSC(Matric)/HSSC(Intermediate)/PTC/CT/ATTC	Rs.500/-	Rs.2000/-
3.	BA/B.Com/BBA(old)/BLIS/BCSA Associate Degree (2 years) Undergraduate Diploma/Certificate	Rs.800/-	Rs.3200/-
4.	BS / BBA (4 years) Associate Degree (4 years) etc.	Rs.1200/-	Rs.4800/-
5.	B. Ed. (old programme)	Rs.1000/-	Rs.4000/-
6.	B.Ed. (1.5 years / 2.5 years / 4 years)	Rs.1200/-	Rs.4800/-
7.	MA/M.Sc/M.Ed/MBA/M.Com/MBA & MPA Executive	Rs.1200/-	Rs.4800/-
8.	Postgraduate Diploma / Certificate	Rs.1000/-	Rs.4000/-
9.	M.Phil/MS/LLM/M.Sc (Honors)	Rs.2000/-	Rs.8000/-
10.	Ph.D	Rs.3000/-	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/-
	Rechecking of per Answer Script ATTC /CT/PTC/B.Ed / all Graduate Programme		Rs.700/-
14.	Rechecking of per Answer Script BS / MA / MSc / PGD & equivalent		Rs.800/-
	Rechecking of per Answer Script MS / MPhil / PhD & equivalent		Rs.1000/-
15.	Change in name or any other correction in Certificate/ Degree (made by Board/University or Court decision)	Double Fee of Ordinary Prescribed for Programme	
16.	Verification of Certificate/Degree (By Students or Departments) Verification of Certificate/Degree from Foreign Organizations/Oversees Countries	By Post Rs.600/-	By hand (same day) Rs.1000/-
		USD 100* * including USD 25 for Courier Charges	
<b>Sr. No.</b>	<b>Re-Appear Exams Fee for Programme</b>	<b>Fee Rate Per Course</b>	
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.





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