

Admission Autumn 2022 **AIOU**

# Prospectus

## Postgraduate Diploma

(1 year)

Human Resource Management  
Supply Chain Management  
Entrepreneurship  
Environment Health and Safety  
Gender & Women Studies



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**  
**POSTGRADUATE DIPLOMA**  
**PROGRAMMES**

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

## **REVISED POLICY FOR ASSESSMENT FOR PGD PROGRAMS**

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.

### **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).**

## **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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**AIOU WEBSITE:** <https://www.aiou.edu.pk>



# ALLAMA IQBAL OPEN UNIVERSITY

## “Education for All”

**Admission**

**Examination**

**Mailing**

**Download**

**Department**

**Programme**

# Education for All



## Admissions

Admission Confirmation  
Admission Objectionable Forms  
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## Examinations

Result  
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Roll Number Slip  
Assignment Marks  
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Assignments

## **ALLAMA IQBAL OPEN UNIVERSITY**

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

At present, the AIOU is offering programmes from Matric to PhD level in diverse disciplines comprised of four faculties. The university has established study centres across the country where distance education students are provided necessary guidance by their respective tutors. Moreover, the university has established full-time study centres wherein the students of MBA (IT), MBA (Banking and Finance), MBA (Marketing), MBA (HRM), BS (CS), MSc/BS Chemistry, MSc/BS Microbiology etc. are being provided instruction, guidance and counselling through face-to-face education. AIOU is also offering four years' under-graduate degrees.

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

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

First established in 1981 with five departments, the Faculty of Social Sciences and Humanities has, over the years, flourished to become, by far, the largest Faculty of the University. It, today, consists of 14 departments offering masters programmes in major areas of Social Sciences and Humanities like, Business Administration, Economics, Mass Communication, Sociology, Urdu, Library & Information Sciences, History, Pakistan Studies and Teaching of English as a foreign Language (TEFL). Additionally, efforts are afoot to plan and launch post-graduate programmes in Pakistani Languages and Law.

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

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

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

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

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

## **DEPARTMENT OF BUSINESS ADMINISTRATION**

### **Introduction:**

The Department of Business Administration was established in 1986 with the objective to impart managerial education and skills in the discipline of Business Administration. Since its inception, the Department has made tremendous progress towards achieving its ultimate goal of becoming a Centre of Excellence in Business Management education and research in Pakistan. The Department has assembled outstanding teaching faculty and developed extensive teaching material for the improvement of education in Pakistan. The Department is offering programs from BBA to PhD levels with various specializations. These programs contribute significantly to the national goals by developing the professionals equipped with modern business techniques. The graduates from the department are well recognized in the human resource market and enjoy a respectable status in public and private sector organizations, operating in Pakistan and abroad. The department is also publishing a HEC recognized research journal namely "Journal of Contemporary Management Sciences". The Department has well qualified faculty members including MPhil/ MS and PhD both from national and foreign universities.

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

- i. To prepare graduates for public and private sector organizations and to equip them to cater the needs of complex and changing business environment.

- ii. To encourage continuous learning and habitual receptiveness, explore new ways of identifying and dealing with opportunities and problems, to face future business challenges.
- iii. To provide the business students bottom to top management orientation skills, enhance their business skills, enable them to integrate theory business into practice in their daily lives.

## **PGD-HUMAN RESOURCE MANAGEMENT (HRM)**

### **Objectives:**

The objectives of Post Graduate Diploma in HRM are:

1. To inculcate the concepts and practices essential to Human Resource Management,
2. To prepare our graduates for HRM positions,
3. To develop HR professionals to advance their careers.

### **Duration:**

As per guidelines of HEC, Post Graduate Diploma (1 year) programme will be spread over 2 semesters covering 10 courses.

### **Eligibility:**

Applicants having 14 years of education (BA/BSc./BCom/ BBA/Associate Degree Programmes 2-years) from HEC recognized institution with at least second division (45% marks) would be eligible to apply.

### **Admission Procedure:**

Admission in Post Graduate Diploma in Human Resource Management is proposed to be offered. Applications will be

invited through the daily newspapers/AIOU website as per AIOU policy.

**Note: For online submission of admission see page**

### **Scheme of Studies:**

The Post Graduate Diploma programme would be offered with the specialization of Human Resource Management. The tentative semester wise offering of courses will be the discretion of the department; it can be changed if desired so. The detail of courses and semester wise offering of courses is as under:

#### **FIRST SEMESTER**

S. #	Code	Course Title	Cr. Hrs
1	9501	Fundamentals of Business	3
2	9502	Professional Communication	3
3	9503	Management Theory and Practice	3
4	9504	Human Resource Management	3
5	9505	Computer Applications for Business	3

#### **SECOND SEMESTER**

1	9506	Organizational Behavior	3
2	9507	Compensation Management	3
3	9508	Performance Management	3
4	9509	Labor Management Relations	3
5	9510	Strategic Human Resource Management	3

### **Medium of Instruction:**

The medium of instruction and examination would be English Language.

**Methods of Instruction:**

- i. The Post Graduate Diploma in Human Resource Management would be offered through ODL mode.
- ii. The course outlines along with the required reading materials and assignments will be provided to the students.
- iii. Workshop will be conducted as per university policy.

**Evaluation Scheme:****Assignments:**

The students will submit two compulsory assignments of each course to their tutors as per schedule.

**Workshops and Presentations:**

Workshops will be conducted as per university policy. Attendance and presentation of the students in workshop is graded.

**Assessment/Weightage:**

- a. Assessment criteria as per revised rules and regulations of the university on page (v)

**Requirements for Award of Post Graduate Diploma:**

Following are the requirements for the award of Post Graduate Diploma:

- i. Successful completion of all courses
- ii. The students who intend to discontinue PGD after first semester may be offered a certificate of passed courses as determined by university or Controller of Examinations Office.

**Fee Structure:**

Item	Rate
Registration Fee: (At the time of first admission)	<b>Rs.500/-</b>
Admission Fee: (At the time of first admission)	<b>Rs.1000/-</b>
Technology Fee: (in each semester)	<b>Rs.500/-</b>
Course Fee: (per 3 credit hours) Rs.3900 x 5 =	<b>Rs.19500/-</b>
<b>Total Fee of First Semester:</b>	<b>Rs.21,500/-</b>

## **PGD-SUPPLY CHAIN MANAGEMENT (SCM)**

Supply Chain Management (SCM) is a cross-functional approach which deals with the movement of raw materials into an organization, management of internal processing of raw materials into finished goods, and helps the movement of finished goods from point of origin to point of consumption. Considering the significance of SCM, it adds value to the operations of different organizations including educational institutes, commercial enterprises, social welfare departments, strategic organizations etc. One can easily believe that supply chain management is essential to a company's success and customer satisfaction. Even we cannot deny the contribution of SCM for the society. SCM knowledge and capabilities can be used to support health care, conduct disaster relief operations, and handle other types of emergencies. SCM also plays a role in cultural evolution and helps to improve our quality of life.

Considering the significance of SCM across various sectors, the Post Graduate Diploma in Supply Chain Management has been developed to meet the needs of those professionals who want to establish and enhance insight into theoretical as well as practical knowledge of supply strategies, forecasting, transportation and inventory management.

### **Objectives:**

Key objectives of Post Graduate Diploma in SCM are:

- To provide basic understanding, concepts and practices about effective Supply Chain Management.

- To develop students to work in SCM positions efficiently and effectively.
- To help SCM professionals in their career advancement and growth.

### **Duration:**

Total duration of the diploma in Supply Chain Management would be 1 year, comprising 2 semesters. Students would be required to study 10 courses of 3 credit hours each (total 30 credit hours course load).

### **Target Market:**

- Graduated students with interest in logistics and supply chain
- Professionals and Managers associated with Logistic / Supply Chain Management
- Supply chain specialists (working in *but not limited to* commercial, profit/not-profit, medical, military and academic organizations)

### **Eligibility:**

Applicants with at least 14 years of education in any discipline (BA/BSc/BCom/BBA/Associate Degree Programs 2-years) from HEC recognized institution with at least second division (45% marks) would be eligible to apply.

### **Admission Procedure:**

- i. Admission in Post Graduate Diploma in Supply Chain Management is proposed to be offered. Applications will be invited through the daily newspapers/ AIOU website and other advertisements as per AIOU policy.
- ii. The candidates will be required to deposit fee in the designated branches of banks.

**Medium of Instruction:**

The medium of instruction and examination would be English Language.

**Scheme of Studies:**

The Post Graduate Diploma program would be offered with the specialization in Supply Chain Management. The semester wise offering of courses are as under:

**FIRST SEMESTER**

S. #	Codes	Course Title	Credit Hours
1	9501	Fundamentals of Business	3
2	9502	Professional Communication	3
3	9503	Management Theory and Practice	3
4	9541	Introduction to Supply Chain Management	3
5	9505	Computer Applications for Business	3

**SECOND SEMESTER**

1	9542	Purchasing and Procurement Principles	3
2	9545	Production and Operations Management	3
3	9543	Logistics Management	3
4	9544	Inventory and Material Management	3
5	9546	Distribution Channels	3

**Methods of Instruction:**

- i. The Post Graduate Diploma in Supply Chain Management would be offered through online mode.
- ii. The course outlines along with the required reading materials and assignments will be provided to the students.
- iii. The schedule of classes will be chalked out by the DRS office as per Credit Hours requirements provided by the department.
- iv. Workshop will be conducted for each course as per university policy.

**Evaluation Scheme:****Assignments:**

Students will submit two compulsory assignments of each course to their tutors as per schedule, who will return the same after marking and providing necessary academic guidance.

**Workshops and Presentations:**

At the end of each semester, workshops for the courses of PGD-SCM would be held Online before final examination. Attendance and presentation of the students in workshop is graded.

**Assessment/Weightage:**

Assessment criteria as per revised rules and regulations of the university on page (v)

**Fee Structure:**

1	Registration Fee (At the time of first admission)	<b>Rs.500/-</b>
2	Admission Fee (At the time of first admission)	<b>Rs.1000/-</b>
3	Technology Fee (per student per semester)	<b>Rs.500/-</b>
4	Course Fee: 3900 (3900 x 5) =	<b>Rs.19,500/-</b>
5	Total Fee for First Semester	<b>Rs.21,500/-</b>

**Requirements for Award of Post Graduate Diploma:**

Following are the requirements for the award of Post Graduate Diploma:

- i. Successful completion of all courses
- ii. The students who intend to discontinue PGD after first semester may be offered a certificate of passed courses as to be determined by university.

**PGD-ENTREPRENEURSHIP**

Entrepreneurship is a cross-functional approach which deals with the willingness to take risks and develop, organize and manage a business venture in a competitive global marketplace that is constantly evolving. Entrepreneurship is a key driver of our economy. Wealth and a high majority of jobs are created by small businesses started by entrepreneurially minded individuals, many of whom go on to create big businesses.

Entrepreneurship, adds value to the economy including educational institutes, commercial enterprises, social welfare departments, strategic organizations etc. That's why entrepreneurship education and its successful implementation would not only generate jobs and income; it will also facilitate innovation and stimulates transfer of wealth, knowledge, and skills. One can easily believe that Entrepreneurship is essential for a country economic growth and enduring progress. Even we cannot deny the contribution of entrepreneurship for the society.

Considering the significance of entrepreneurship for economy and society, the Post Graduate Diploma in Entrepreneurship has been developed to meet the needs of those professionals who want to establish and enhance insight into theoretical as well as practical knowledge of entrepreneurship & innovation management; strategies, theories, and challenges.

**Objectives:**

Key objectives of Post Graduate Diploma in Entrepreneurship are:

- To provide basic understanding, concepts and practices about entrepreneurship.
- To enable students to develop the insight needed to discover and create entrepreneurial opportunities.
- To equip students with knowledge and skills to successfully start and manage their own businesses to take advantage of these opportunities.
- To help entrepreneurship professionals in their career advancement and growth.

**Target Market**

- Graduated students with interest in entrepreneurship and innovation.
- Professionals associated with Entrepreneurship development activities/projects.
- Specialists working in but not limited to development sector and academic organizations.

**Duration:**

Minimum duration of the diploma in Entrepreneurship would be of 1 year, comprising 2 semesters. Students would be required to study 10 courses of 3 credit hours each (total 30 credit hours course load).

**Eligibility:**

Applicants with at least 14 years of education in any discipline (BA/BSc/BCom/BBA/Associate Degree Programs 2-years and others) from HEC recognized institution with at least second division (45% marks) would be eligible to apply.

**Admission Procedure:**

- i. Admission in Post Graduate Diploma in Entrepreneurship is proposed to be offered once/twice a year as decided. Applications will be invited through the daily newspapers/AIOU website and other advertisements as per AIOU policy.
- ii. The candidates will be required to deposit fee in the designated branches of banks or through TELECOS procedure.

**Medium of Instruction:**

The medium of instruction and examination would be English Language.

**Methods of Instruction:**

- i. The Post Graduate Diploma in Entrepreneurship will be offered through Open and Distance Learning Pedagogy-Blended Mode (online classes, workshops as well as tutorial support) all over Pakistan.
- ii. Students will be provided complete study material in soft form including assignments, course outlines and suggested readings.
- iii. Students will be provided tutorial support as per AIOU educational system.

**Evaluation Scheme****Assignments:**

Students will submit two compulsory assignments of each course to their tutors as per schedule for evaluation, who will return the same after marking and providing necessary academic guidance.

**Workshops and Presentation**

At the end of each semester, workshops for the courses of this programme. Students would be required to deliver mandatory presentations of their 2<sup>nd</sup> assignments during workshop. No relaxation on any ground will be provided to the students in this regard.

**Scheme of Studies:**

The Post Graduate Diploma program would be offered with specialization in Entrepreneurship. The semester wise offering of courses is as under:

**FIRST SEMESTER**

S. No.	Codes	Course title	Credit Hours
1	9501	Fundamentals of Business	3
2	9502	Professional Communication	3
3	9503	Management Theory and Practice	3
4	9551	Introduction to Entrepreneurship	3
5	9505	Computer Applications for Business	3

**SECOND SEMESTER**

S. No.	Codes	Course title	Credit Hours
1	9552	Innovation Management	3
2	9553	Entrepreneurial Finance	3
3	9554	Marketing for Entrepreneurs	3
4	9555	Entrepreneurial Supply Chain	3
5	9556	New Venture Planning & Launch	3

**Assessment/Weightage:**

Assessment criteria as per revised rules and regulations of the university as on page (v).

**Fee Structure:**

1	Registration Fee (At the time of first admission)	<b>Rs.500/-</b>
2	Admission Fee (At the time of first admission)	<b>Rs.1000/-</b>
3	Technology Fee (per student per semester)	<b>Rs.500/-</b>
4	Course Fee: 3900 (3900 x 5) =	<b>Rs.19,500/-</b>
5	Total Fee for First Semester	<b>Rs.21,500/-</b>

**Requirements for Award of Post Graduate Diploma:**

Following are the requirements for the award of Post Graduate Diploma:

- i. Successful completion of all courses
- ii. The students who intend to discontinue PGD after first semester may be offered a certificate of passed courses as to be determined by university.

**FACULTY MEMBERS:**

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12. **Mr. Ehsan Javaid**  
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13. **Staff:** Ph: 051-9576645

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

### **Introduction**

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

### **Aims & Objectives**

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

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

Currently the Department is offering the following programs:

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

### **PGD-ENVIRONMENT, HEALTH AND SAFETY**

The Department is offering PGD in Environment, Health & Safety (EHS) which provides the benefits to professionals who work for the federal, state or local government as well as for industries, factories and mines etc. EHS aims to prevent and reduce accidents, emergencies, and health issues at workplace, along with any environmental damage that could result from work practices. By offering the PGD in EHS, Department will train the specialists as master trainers who can protect the well-being of public and also ensure the environmental regulations that meet the employees and workplace safety standards.

#### **1. Objectives**

- i. To develop a strong understanding of Environment and Occupational Health & Safety (EHS) amongst the professionals.
- ii. To develop the skill set for planning, execution and analysis for EHS.
- iii. To be able to evaluate the existing work practices and how they can be improved to enhance the safety and wellness of the users and employees.
- iv. To train professionals to be able to get certified in international standard EHS certifications.
- v. To increase the human resource with EHS expertise which in turn would help increase country's compliance to various EHS regulations.

#### **2. Eligibility Criteria**

Students having minimum of 14 years of formal education in proposed and equivalent fields are eligible to apply for admission.

- BS/BE Environmental Engineering, BE Civil, Electrical, Chemical & Mechanical Engineering, Urban Engineering (Transport, Industrial etc.)
- Architecture Design, Urban/Town Planning, Interior Design
- BS Environmental Science
- BSc in Sciences
- B. Tech (Hons.)
- MSc Sustainable Environmental Design

### 3. Scheme of Studies

1 <sup>st</sup> Semester			
Sr. No	Title of the Course	Course code	Credit Hours
1.	Foundation in Occupational Health & Safety	7439	4(4+0)
2.	Health and Safety Management System – I (Organizing, Planning & Implementation)	7440	4(3+1)
3.	Health and Safety Management System – II (Monitoring and Auditing)	7441	4(3+1)
4.	Electrical and Fire Hazards	7442	3(2+1)
<b>Total Credit Hours:</b>			<b>15</b>
2 <sup>nd</sup> Semester			
1.	Physical and Psychological Hazards	7443	4(3+1)
2.	Equipment and Machine Related Musculoskeletal Hazards	7444	4(3+1)
3.	Chemical and Biological Health Hazards	7445	4(3+1)
4.	Waste Management (Environmental, Health & Safety Issues)	7446	3(3+0)
<b>Total Credit Hours:</b>			<b>15</b>
<b>Total Credit Hours</b>			<b>15+15=30</b>

### 4. Teaching Methodology

AIOU employs Open Distance Learning (ODL) mode of learning (online teaching, assignments, practical activities and final exam) as methodology of instruction.

### 5. Attendance

Attendance in teaching sessions is compulsory.

### 6. Assessment

Assessment criteria as per revised rules and regulations of the university on page (v)

### 7. Fee Structure

Item	Rates
<b>Admission Fee:</b> This fee will be paid with the fee of first semester.	Rs. 1000/-
<b>Registration Fee</b> Once at the time of Admission	Rs. 500/-
<b>Technology Fee</b>	Rs. 500/-
<b>Course Fee:</b> (per credit hour)	Rs. 1500/-
<b>Course Fee per credit hours</b> Rs.1500 x 15 =	Rs.22,500/-
<b>Total Fee for First Semester:</b>	<b>Rs.24,500/-</b>

### 8. Attainment of Diploma

On successful completion of the diploma, the student will have to apply to the Controller of Examination for the issuance of Diploma.

**Note:** Fee, scheme of studies or courses can be changed or upgraded as per AIOU policy from time to time.

### **Important Addresses and Telephone Numbers Contact Addresses (Academics)**

1. **Prof. Dr. Hajra Ahmad**  
Chairperson  
051-9057742
2. **Dr. Zaheer Ahmed**  
Associate Professor (Food Bio-Technology)  
Email: zaheer.ahmad@aiou.edu.pk  
051-9057265
3. **Ms. Shaista Babar**  
Assistant Professor (Housing and Interior Design)  
Email: shaista.babar@aiou.edu.pk  
051-9057746
4. **Dr. Mahpara Safdar**  
Assistant Professor (Human Nutrition)  
Email: mahpara.jadoon@aiou.edu.pk  
051-9057748
5. **Dr. Muhammad Farooq Mustafa**  
Assistant Professor  
(Environmental Science and Engineering)  
Email: farooq.mustafa@aiou.edu.pk  
051-9057743
6. **Ms. Asma Afreen**  
Lecturer, (Food and Nutrition)  
Email: asma.afreen@aiou.edu.pk  
051-9057741
7. **Mrs. Rabeea Zafar**  
Lecturer (Environmental Design)  
Email: zafar\_rabeea@yahoo.com

8. **Ar. Nazia Iftikhar**  
Lecturer (Architecture/Urban Planning)  
Email: nazia.iftakhar@aiou.edu.pk  
051-9057744
9. **Dr. Syeda Mahvish Zahra**  
Lecturer Food Science and Technology (Clinical  
Nutrition)  
Email: mahvish.zahra@aiou.edu.pk
10. **Ms. Faiza Azmat**  
Lecturer (Human Nutrition & Dietetics)  
Email: [faiza.azmat@aiou.edu.pk](mailto:faiza.azmat@aiou.edu.pk)  
051-9057743
11. **Ar. Omer Shujjat Bhatti**  
Research Associate (Environmental Design)  
Email: omer.shujjat@aiou.edu.pk  
051-9057745

### **Adjunct Faculty Members (PGD Environment, Health and Safety)**

1. **Imtiaz A. Aslam**  
Director  
EDCONS Institute of Business & Technology (PVT)  
LTD, Islamabad.
2. **Mr. Muhammad Iqbal**  
Director  
Zain Institute of Training and Consultancy in  
Occupational Safety Health & Environment, Islamabad.

<p style="text-align: center;"><b>DEPARTMENT OF GENDER AND WOMEN STUDIES</b></p>
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**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	Cr Hrs
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 Hours:</b>			<b>12</b>

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

Sr#	Course	Code	Cr Hrs
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 Hours:</b>			<b>18</b>

### Assessment System:

Assessment criteria as per revised rules and regulations of the university on page (v)

**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:

<b>Registration Fee:</b> (once at the time of 1 <sup>st</sup> admission in University)	Rs.500/-
<b>Admission Fee:</b> (once at the time of admission in Programme)	Rs.1000/-
<b>Technology Fee:</b>	Rs.500/-
<b>Course Fee:</b> Per 3 Credit Hours Rs.2250 × 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

### Staff:

Phone: 051-9057848

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

- 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.

**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

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

**FEE TARIFF\***

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		Ordinary	Duplicate
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2.	SSC(Matric)/HSSC(Intermediate)/PTC/CT/ATTC	Rs.500/-	Rs.2000/-
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8.	Ph.D	Rs.800/-	

\*Applicable with effect from 01<sup>st</sup> January 2020.





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