

Admission Autumn 2023

AIOU

PROSPECTUS

BS PROGRAMMES (ODL)



Allama Iqbal Open University, Islamabad

www.aiou.edu.pk

PROSPECTUS

OF

BS 4 Years & 2.5 Years Programmes

- **BS Pakistan Studies**
- **BS Accounting & Finance**
- **BBA**
- **BS Economics**
- **BS History**
- **BS Sociology**
- **BS Library & Information Sciences**
- **BS Gender & Women Studies**
- **BS English**
- **BS Arabic**
- **BS Urdu**
- **BS Mass Communication**

For

SEMESTER: AUTUMN - 2023



Directorate of International Collaboration & Exchange

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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 repute. The university made a landmark progress by ensuring access to quality education for rural areas under-privileged students and the people of all ages particularly the females can now select and join the programs of their choice, while sitting at their residence and simultaneously with continuing their jobs. After assessing the success of many degree programs in Pakistan, AIOU is now going to offer a variety of range programs for the students residing worldwide. 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 postgraduate programs at rural and remote areas providing an unparalleled opportunity to all the poor and deprived segments 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 discipline of educational programmes using their Learning Management system (LMS) portal support online.



Committed to your bright future.

Prof. Dr. Nasir Mahmood
Vice Chancellor

COMPLETE PROCEDURE TO ENROLL IN AIOU PROGRAMME AND SUBMISSION OF FORM IN AIOU ISLAMABAD

International & Overseas Students Shall Submit their Admission using Online System

Dear Applicant

Allama Iqbal Open University and Directorate of International collaboration & Exchange welcome and thanks you for showing your interest in our programs. For online admission, please watch video guidelines:

Fresh Enrollment: <https://www.youtube.com/watch?v= 14IPtu4vnk>

Continuing Students: <https://www.youtube.com/watch?v=d52VGci6XNQ>

Fee Depositing Process: <https://www.youtube.com/watch?v=A33WSSY9pbA&t=9s>

THANKS AND LET US KNOW HOW WE CAN HELP OR GUIDE YOUR FURTHER

Admission Schedule for International student:

From semester Autumn 2021, the AIOU has started offering of Matric, FA, Certificate Courses, AD, BS, B.Ed BBA and PGD Level Programs for international students. Schedule of Admission is given below:

01st September 2023 to 17th October 2023

Address:

Directorate of International Collaboration and Exchange

Room No. 102, Block No. 11, Allam Iqbal Open University

Sector H-8, Islamabad, Pakistan

Telephone: 0092519250175, 0092519572495

Email: overseas@aiou.edu.pk

IMPORTANT ACTIVITIES TO BE REMEMBERED

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

Note: *Contact Directorate of International Collaboration & Exchange 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).*

AIOU Grading Scheme *

Marks	Grade
80% and above	A+ Grade
70% to 79%	A-Grade
60% to 69%	B-Grade
50% to 59%	C-Grade
40% to 49%	D-Grade
Below 40%	Fail

* For those students who were enrolled under grading scheme.

AIOU GPA/CGPA Scheme **

Marks %	Grade Point Average	Marks %	Grade Point Average	Marks %	Grade Point Average	Marks %	Grade Point Average
50	2.00	58	2.54	66	3.07	74	3.61
51	2.07	59	2.60	67	3.14	75	3.68
52	2.13	60	2.67	68	3.21	76	3.74
53	2.20	61	2.74	69	3.27	77	3.81
54	2.27	62	2.80	70	3.34	78	3.88
55	2.34	63	2.87	71	3.41	79	3.94
56	2.40	64	2.94	72	3.47	80-100	4.00
57	2.47	65	3.01	73	3.54		

Marks Obtained	Grade	Grade Point Average (GPA)
80-100%	A	4
65-79%	B	3
50-64%	C	2
Below 50%	F	0

** For those students who were enrolled under GPA/CGPA Scheme.

Minimum and Maximum Duration/Semesters for ODL Programmes

Sr. No.	Degree Level	Minimum Duration	Maximum Duration
1	SSC/HSSC	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

Revised Policy for Assessment for BS Programs

As per revised formula securing passing marks in assignments/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 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.

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 educational journey through formal system of education. The University (AIOU) operates on semester based system and admits students in Spring and Autumn semesters. Under-graduate admissions are offered in both the semesters whereas postgraduates are offered once a year. The under-graduate students are given course books especially prepared by the university on self-instructional principles. However, at post graduate level students are encouraged for self study; therefore no text books are provided.

At present, the AIOU is offering programs from Matric to PhD level in diverse disciplines from four faculties. The university has established study centers across the country, where distance education students are provided necessary guidance by their respective tutors. Moreover, the university has

established full time study centers, wherein the students of M.Com, MBA (IT), MBA (Banking and Finance), BS (CS), etc. are being provided instructions, guidance and counseling through face-to-face mode of education. AIOU is also offering four years under-graduate degrees in various disciplines.

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

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, Commerce, Economics, Mass Communication, Sociology, Urdu, Library & Information Sciences, History, Pakistan Studies, English, Gender and Women Studies. 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 and English while preparations are being made to launch MPhil Business Administration.

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, English. 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 PAKISTAN STUDIES

Introduction

The Department of Pakistan Studies was separated from its parent department, the Department of Social Sciences and Humanities, and established as an independent department in the Faculty of Social Sciences and Humanities. Since its inception, the Department has developed and offered several courses of Pakistan Studies ranging from Matriculation (Secondary School Certificate) to M Phil levels. M. Sc Pakistan Studies was offered first time in 1985. Since then, it has produced a large number of graduates who are serving the nation in various capacities and bringing honour and pride to the Department of Pakistan Studies and to the AIOU.

BS Pakistan Studies 4 Years Programme

Programme Code: 5102

Introduction

For the pragmatic understanding of the socio-political and economic institutions of any country, it is inevitable to study the Geography, History, Politics, Economics and Culture of that particular country in an integrated manner. The purpose of offering BS (4 years) Pakistan Studies is to promote investigative approach, in Social Sciences paradigms, to study Pakistani Society and Culture, Political and Economic Institutions, History and Geography in an integrated and interdisciplinary ways.

Objectives

The main objective of BS (4 years) Pakistan Studies programme is to produce social scientists who can embark on the task of carrying out scientific research in the fields of Pakistan's history, politics, economics, society and culture. We hope, this approach will be helpful to understand the complexities and problems associated with the socio-political and economic development of the country.

Eligibility

FA/FSC passed.

Duration

The minimum period for completion of the programme is four years while maximum period will be as per university rule(s) as prescribed by HEC.

Medium of Instruction

The medium of instructions and examinations will be English except the courses of languages and literature.

Scope of Studies

BS (4 years) Pakistan Studies programme would fulfill their innermost satisfaction and their thirst for knowledge as well as the requirements of students for jobs. After completing BS in Pakistan Studies the learners will find the jobs in public as well as in various private sectors. Pakistan Studies is a compulsory subject at college level and after completing BS the candidate may serve as lecturer in colleges as well as Subject Specialist & Senior Subject Specialist in schools in all over the country. Moreover, the candidates have vast opportunities in the field of Research, Tourism and NGOs. The curriculum of BS Pakistan Studies would be also fruitful for those who wish to join Central Superior Services of Pakistan. (CSS)

Scheme of Studies

BS (4 years) Pakistan Studies programme comprises of 129 Credit Hours (CH) of course work. The admission in BS (4 years) would be advertised twice in a year (Autumn and Spring Semesters).

Semester wise break-up of the courses:

Course Load per Semester: 15-21 Credit Hours

Number of Courses per Semester: 5-7 Courses

S#	Categories	No. of Courses Min- Max	Credit Hours Min- Max
1	Compulsory Requirement (No Choice)	09	27
2	General Courses (chosen from other departments)	02	06
3	Discipline Specific Foundation Courses (chosen from other departments)	09	27
4	Major Courses	23	69
	Total	43	129

SEMESTER WISE BREAKUP

SEMESTER 1 18 Credit hours			
S#	Code	Course Title	Cr.Hrs
1	9407	English – I	3
2	9374	Pakistan Studies	3
3	5403	Basics of Information & Communication Technology (Compulsory)	3
4	9352	Ideological Foundation of Pakistan	3
5	9404	Public Relations	3
6	9351	Geography of Pakistan -I	3

SEMESTER 2 18 Credit hours			
S#	Code	Course Title	Cr.Hrs
1	9408	English-II	3
2	9401/5437	Islamiat / Ethics (For non Muslims) (Compulsory)	3
3	4485	Introduction to Statistics (Compulsory)	3
4	9353	Geography of Pakistan -II	3
5	9354	Foreign Policy of Pakistan -I	3
6	9403	Pakistani Adab-I	3

SEMESTER 3 18 Credit hours			
S#	Code	Course Title	Cr.Hrs
1	9409	English-III	3
2	9369	Minorities & Human Rights in Pakistan	3
3	9410	Introduction to Sociology: Culture & Society	3
4	9417	Understanding of Mathematics & Statistics (Compulsory)	3
5	9355	Foreign Policy of Pakistan -II	3
6	9356	Pakistani Society and Culture -I	3

SEMESTER 4 15 Credit hours			
S#	Code	Course Title	Cr.Hrs
1	9416	English-IV	3
2	9375	Research for Development	3
3	9411	Population Studies	3
4	9362	Public Administration	3
5	9358	Genesis of Pakistan Movement	3

SEMESTER 5 **15 Credit hours**

S#	Code	Course Title	Cr.Hrs
1	9438	Methods of Social Research- I: Research Process	3
2	9376	Developing Research Reports	3
3	9264	National & International Current Affairs-I	3
4	9360	Political and Constitutional Development in Pakistan- I	3
5	9361	Pakistani Society and Culture- II	3

SEMESTER 6 **15 Credit hours**

S#	Code	Course Title	Cr.Hrs
1	9363	Pakistan and Neighbours	3
2	9359	Pakistani Languages and Literature-I	3
3	9365	Political and Constitutional Development in Pakistan-II	3
4	9439	Methods of Social Research- II: Tools of Data Collection (F.C)	3
5	9377	Natural Resource Management (F.C)	3

SEMESTER 7 **15 Credit hours**

S#	Code	Course Title	Cr.Hrs
1	9366	Cultural Diversity of Pakistan	3
2	9367	Economic Development in Pakistan-I	3
3	9368	Urbanization in Pakistan	3
4	9364	Pakistani Languages & Literature-II(M.C)	3
5	9440	Sociology of Development: Meaning and Explanation	3

Assessment/Weightage:

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

1. Workshops

There would be workshop for 6 days each 3 credit hour course. (Online) as per policy

2. Study Material

The University will provide study material to the students at the start of each semester in the form of soft copy as per AIOU policy.

3. Change of Rules

Any amendment made by the University in BS (4 years) rules will be applicable to the BS (4 years) Pakistan Studies programme (as per rules).

Fee Structure:

Item	Fee
Registration Fee (once, if not already registered with AIOU)	US\$50
Admission Fee	US\$50
Tuition fee per 3 Credit Hours Course = US\$100× 6 = 600	US\$600
Total US\$:	US\$700

For any assistance contact:**Directorate of International Collaboration & Exchange**

Phone: +92-51-9572495

E-mail: overseas@aiou.edu.pk

DEPARTMENT OF COMMERCE

The Department of Commerce is one of the pioneer academic Departments of AIOU. The Department was established in 1975 and started offering, Industrial & Commercial Training Courses. Since 1987 Commerce Department started working with a full-fledged capacity to cater the needs of the wide range of people interested in Commerce field. Since its inception thousands of business graduates have got business education. They are serving the nation in different capacities as part of the country's trained and productive work force. The Department of Commerce since its inception has been offering skill oriented and professional courses to cater the need of industry for professionally trained and productive workforce. As per the vision of University, the Department has always strived to develop courses and programmes in consultation with accreditation bodies and stakeholders. The Department takes pride to offer BS Accounting and Finance.

SCHEME OF STUDIES

BS 4 years (ACCOUNTING & FINANCE)

Programme Code: 0439

1st Semester

S #	Course Title	Code	Cr. Hrs.
1	Islamiat/Ethics (For Non Muslims Students)	5436/5437	3
2	Compulsory English-I	5404	3
3	Fundamentals of Business	5402	3
4	Principles of Accounting	5401	3

5	Principles of Micro Economics	9301	3
6	Applied Mathematic for Business and Social Sciences	5405	3
2nd Semester			
1	Pakistan Studies	5438	3
2	Compulsory English-II	5411	3
3	Basics of ICT	5403	3
4	Cost Accounting	5410	3
5	Principles of Macro Economics	9302	3
6	Statistics for Management	5412	3
3rd Semester			
1	Principles of Management	5414	3
2	Business Communication	5409	3
3	Fundamentals of Money and Banking	8593	3
4	Financial Accounting	5418	3
5	Business Taxation	5445	3
6	Commercial Geography	8595	3
4th Semester			
1	Auditing	5417	3
2	Introduction to Business Finance	8594	3
3	Advanced Accounting	5419	3
4	Business Law	5413	3
5	Islamic Banking	5421	3

5th Semester			
1	Advanced Financial Accounting	5059	3
2	Bank Operations Management	5479	3
3	E-Commerce	5060	3
4	Basics of Technical English	5027	3
5	Introduction to Sociology	9410	3
6	Pakistani Adab-I	9403	3
6th Semester			
1	Managerial Accounting	5031	3
2	Business Research	5034	3
3	Non-Banking Financial Institutions	5478	3
4	Marketing Management	5037	3
5	Introduction to Environment	5443	3
6	Iqbaliyat	9437	3
7th Semester			
1	Financial Management	5040	3
2	Corporate Law	5480	3
3	Taxation Management	5055	3
4	Money and Capital Markets	5054	3
5	Public Sector Accounting	5061	3
8th Semester			
1	Financial Reporting-I	5062	3
2	Corporate Finance	5051	3
3	Advanced Auditing	8533	3

	Financial Reporting II	5063	3
4	Research Project Or	8566	6
	1. Project Management	5047	3
	2. Entrepreneurship	5026	3
	Or		
	1. Project Management	5047	3
	2. Internship	8569	3
	Total Credit Hours		138

Admission Criteria

Intermediate or equivalent qualification.

Methods of Instruction

- i. The program will be offered according to ODL Education Policy.
- ii. Learning Management Systems (LMS) shall be sourced for hosting academic material delivery of instructions.

Assessment/Weightage:

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

Award of Degree

- i. Successful completion of all required courses.
- ii. Internship Report (if chosen):
 - a) A student will be required to complete internship of three (03) months and submit internship report to the department for evaluation. Guidelines regarding internship report will be provided by the department.

- b) On successful completion and submission of internship report, viva voce examination will be held in the department.
- iii. Successful completion of research project (if chosen), viva voce examination will be held in the department.

Fee Structure:

Item	Fee
Registration Fee (once, if not already registered with AIOU)	US\$50
Admission Fee	US\$50
Tuition fee per 3 Credit Hours Course = US\$100× 6 = 600	US\$600
Total US\$:	US\$700

For any assistance contact:

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BS Accounting & Finance 2.5 years

Duration:

Two and half (2.5) years consisting of five semesters.

Admission Criteria:

Candidates having bachelor (BA/BSc/B.Com/BBA) or equivalent qualification (fourteen years of education) with at least 50% marks are eligible to apply for admission.

Semester I (Bridging)

S.r	Course Title	code	Cr.Hrs
1.	Commercial Geography	8595	3
2.	Financial Accounting	5418	3
3.	Introduction to Business Finance	8594	3
4.	Principles of Management	5414	3
5.	Fundamentals of Money and Banking	8593	3
6.	Auditing	5417	3

Semester II

S.r	Course Title	code	Cr.Hrs
1.	Advanced Financial Accounting	5059	3
2.	Bank Operations Management	5479	3

3.	E-Commerce	5060	3
4.	Basics of Technical English	5027	3
5.	Introduction to Sociology	9410	3
6.	Pakistani Adab-I	9403	3

Semester III

S.r	Course Title	code	Cr.Hrs
1.	Managerial Accounting	5031	3
2.	Business Research	5034	3
3.	Non-Banking Financial Institutions	5478	3
4.	Marketing Management	5037	3
5.	Introduction to Environment	5443	3
6.	Iqbalayat	9437	3

Semester IV

S.r	Course Title	code	Cr.Hrs
1.	Financial Management	5040	3
2.	Corporate Law	5480	3
3.	Taxation Management	5055	3
4.	Money and Capital Markets	5054	3
5.	Public Sector Accounting	5061	3

Semester V

S.r	Course Title	code	Cr.Hrs
1.	Financial Reporting I	5062	3
2.	Corporate Finance	5051	3
3.	Advanced Auditing	8533	3
	Financial Reporting II	5063	

4.	Research Project	8566	6
	OR		
	1. Project Management 2. Entrepreneurship	5047 5026	
	OR		
	1. Project Management 2. Internship	5047 8569	
Total Credit Hours			87

Note: Two courses in lieu of Research project will be as follows:

- i. Project Management
- ii. Entrepreneurship

One course along with the internship will be **Project Management**.

Methods of Instruction:

- i. The program will be offered according to ODL Education Policy, i.e. Asynchronous/synchronous/ Blended Mode of Learning.
- ii. Learning Management Systems (LMS) shall be sourced for hosting academic material delivery of Instructions.

Evaluation system:

Assessment criteria as per rules & regulations of AIOU for BS level program will be applied as under:

Assessment Component	Weightage in the aggregate result
Assignment No. 1& 2	20%
Quiz	20%
Attendance	10%
Final Examination	50%

Award of Degree: Following are the requirements for the award of degree:

- i. Successful completion of all required courses.
- ii. Internship Report (if chosen):
- c) A student will be required to complete internship of **Six (06) Weeks** and submit internship report to the department for evaluation. Guidelines regarding internship report will be provided by the department.
- d) On successful completion and submission of internship report, viva voce examination will be held in the department.
 - ii. Successful completion of research project (if chosen), viva voce examination will be held in the department.

Fee Structure:

Item	Fee
Registration Fee (once, if not already registered with AIOU)	US\$50
Admission Fee	US\$50
Tuition fee per 3 Credit Hours Course = US\$100× 6 = 600	US\$600
Total US\$:	US\$700

For any assistance contact:

Directorate of International Collaboration & Exchange

Phone: +92-51-9572495

E-mail: overseas@aiou.edu.pk

DEPARTMENT OF BUSINESS ADMINISTRATION

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 center of excellence in the discipline of Business Management. The Department has assembled outstanding teaching faculty and developed extensive teaching material for the improvement of education in Pakistan.

The department is offering MBA 1.5 year, MBA 2 year, PGD HRM, MS Management Sciences and PhD Business Administration. The department introduced BBA 4 Years programme in Autumn 2017. It is hoped that these programmes would contribute significantly to the national goal of development of professions equipped with modern business techniques. These programmes are designed to provide an opportunity to upgrade the skills and enhance professional qualifications of the future managers. Further, we are of the opinion that the graduates from this university would have recognition in the human resource market and enjoy a respectable status in public and private sector organizations, operating in Pakistan and abroad. The Department has well qualified faculty members including PhDs, MPhil/MS both from national and foreign universities.

The department is offering various programmes in order to achieve the following objectives:

- 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 the 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.

BACHELOR OF BUSINESS ADMINISTRATION (BBA 4 Years) Programme Code: 5030

Introduction:

The Higher Education Commission initiated four years degree programme in Business Administration to access best talent at initial stages and provide students the opportunity to have expertise in the discipline of choice.

The purpose of BBA 4 year programme is to enable graduates to better respond to the organizational demands and to help them acquire the skills needed for managing self and others in an organization. The courses of BBA programme are aimed at developing an understanding of the ways in which individuals and groups behave in relation to an organization. It also

focuses on the way organizations shape individual action. The specialized courses of BBA 4 year Programme to enable the students to develop an understanding of particular kind of organizations and to learn different skills appropriate for managerial and administrative tasks associated with these organizations.

It is designed to enable students to develop knowledge and skills appropriate for them to effectively manage their own activities. At Department of Business Administration, AIOU a blend of theory and practical knowledge is applied in this programme.

Objectives:

The Business Administration programme of AIOU is designed to achieve the following objectives:

1. To prepare professionally trained leaders for public and private sector organizations and to train managers to cater to the needs of complex and changing business environment.
2. To inculcate future orientation in the managers which encourage continuous learning and habitual receptiveness to new ways, identifying and dealing with opportunities and problems in the business world.

Eligibility

Passed Certificate of FA/FSC 12 years of education.

Duration

BBA 4 years comprises total 42 courses of 128 credit hours of study will be spread over 8 semesters. In eight semester term papers can be opted or equivalent courses of credit hours. The Student have to take Internship programme of 6 to 8 weeks after sixth semester. The minimum period required for its completion will be 4 years (maximum duration is 8 years).

Scheme of Study

1st Semester

Sr#	Course Title	Code	Cr Hrs
1.	Principles of Accounting	8401	3+0
2.	Fundamentals of Business	8402	3+0
3.	Fundamentals of Computers	8403	4+0
4.	Islamic Studies/ Ethics (for Non- Muslim)	5466/ 5467	2+0
5.	English-I	9407	3+0

2nd Semester

Sr#	Course Title	Code	Cr Hrs
1.	Advanced Accounting	8404	3+0
2.	Applied Math for Business and Social Science	5405	3+0
3.	Principles of Microeconomics	9301	3+0
4.	Principles of Marketing	8407	3+0
5.	Pakistan Studies	5465	2+0

3rd Semester

Sr#	Course Title	Code	Cr Hrs
1.	Cost Accounting	8408	3+0
2.	English-II	9408	3+0
3.	Statistics for Management	5412	3+0
4.	Business Communication-I	8410	3+0
5.	Introduction to Psychology	8411	3+0

4th Semester

Sr#	Course Title	Code	Cr Hrs
1.	Principles of Macroeconomics	9302	3+0
2.	Introduction to Logic	8413	3+0
3.	Introduction to Business Finance	8414	3+0
4.	Business Communication–II	8415	3+0
5.	Introduction to Sociology: Culture and Society	9410	3+0
6.	Pre-Calculus	4431	3+0

5th Semester

Sr#	Course Title	Code	Cr Hrs
1.	Statistical Inferences	8417	3+0
2.	Production & Operations Management	8418	3+0
3.	Management Theory and Practice	8419	3+0
4.	Business Ethics	8420	3+0
5.	Business and Labor Laws	8421	3+0

6th Semester

Sr#	Course Title	Code	Cr Hrs
1.	Financial Management	8422	3+0
2.	Marketing Management	8423	3+0
3.	Entrepreneurship	8424	3+0
4.	Human Resource Management	8425	3+0
5.	Introduction to E- Business	8426	3+0

7th Semester

Sr#	Course Title	Code	Cr Hrs
1.	Organizational Behavior	8427	3+0
2.	Consumer Behavior	8428	3+0
3.	Management Information System	8429	3+0
4.	Project Management	8430	3+0
5.	Business Research	8431	3+0
6.	Economy of Pakistan	8432	3+0

8th Semester (Specialization S No 1 to 4)

Sr#	Course Title	Code	Cr Hrs
1.	Elective – I		3+0
2.	Elective – II		3+0
3.	Elective – III		3+0
4.	Elective – IV		3+0
5.	Term Paper Or Two course at serial no. 6 & 7 below in lieu of term paper	8445	6+0
6.	Corporate Governance	5017	3+0
7.	Total Quality Management	5011	3+0
Elective/Specialization Courses:			

Marketing			
1.	International Marketing	8433	3+0
2.	Marketing of Services	8434	3+0
3.	Marketing Research	8435	3+0
4.	Distribution Channels	8436	3+0
Human Resource Management			
1.	Human Resource Development	8437	3+0
2.	Training and Development	8438	3+0
3.	Compensation Management	8439	3+0
4.	Leadership and Team Management	8440	3+0
Banking and Finance			
1.	Financial Markets and Institutions	8441	3+0
2.	Auditing	8442	3+0
3.	Taxation Management	8443	3+0
4.	Banking Law and Practice	8444	3+0

Admission Procedure

1. Applications for admission will be invited through advertisement in the newspapers/AIOU website.
2. BBA-4 years admissions would be offered as determined by the Department.
3. The qualifying candidates as per criteria mentioned are required to deposit their fee online.
4. Incomplete admission forms will not be entertained in any case.

Note: Admission can be applied online.

(Provision of valid email is mandatory for BBA Programme)

Medium of Instruction

Medium of Instructions and examination will be English only.

Method of Instruction

BBA 4-years (specializations in Marketing, Human Resource Management and Banking & Finance) would be offered through ODL as per aiou policy.

BBA Workshop

At the end of each semester, online workshop will be arranged for all the courses. The workshop would be held as per University policy online. Attendance and Quiz is graded for each course. Workshop includes the following activities: Lectures of the resource person, Command tasks, simulation and role playing activities and Quiz of the students. No reappear of workshop.

Assessment/Weightage:

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

Fee Structure

Item	Fee
Registration fee: (once, if not already registered)	US\$ 50
Admission fee:	US\$ 50
Per 3 Credit Hour Fee = US\$ 100 (100 x 5 Courses) = US\$ 500	US\$ 500
Total Fee for First Semester:	US\$ 600

For any assistance contact:

Directorate of International Collaboration & Exchange

Phone: +92-51-9572495

E-mail: overseas@aiou.edu.pk

**Note: Admission can also be applied online.
(Provision of valid email is mandatory for BBA Programme)**

Degree Requirements

Following are the requirements for the award of BBA 4 Years degree.(as per policy)

1. Successful completion of all required courses.
2. After completion of 6th semester student is eligible for 6 to 8 weeks internship At the end if their internship the student will required to submit a certificate from the concerned organization to the department.
3. Student opted for term paper of 6 credit hours will require to submit term paper in department for evaluation.
4. Viva voce examination: On successful completion of term paper, comprehensive/viva voce shall be held as per AIOU rules.

Rules & Regulations

Rules and regulations, in line with the HEC guidelines and applicable in the AIOU, as amended from time to time will be adopted in this programme. Format and procedure for term paper will be communicated to students in due course of time.

SEMESTER WISE SCHEME OF STUDIES BBA (BA/BSc Based AD other than Business Administration) 2.5 years Programme Code: 5513

Duration:

Two and half (2.5) years consisting of five semesters.

Admission Criteria:

Candidates having bachelor (BA/BSc/B.Com/BBA/AD other than BA) or equivalent qualification (14-years of education) with at least 50% marks are eligible to apply for admission.

BRIDGING SEMESTER

S.r	Course Title	code	Cr.Hrs
1.	Principles of Accounting	8401	3
2.	Fundamental of Business	8402	3
3.	Principles of Marketing	8407	3
4.	Cost Accounting	8408	3
5.	Business Communication I	8410	3
6.	Introduction to Business Finance	8414	3

FIRST SEMESTER

S.r	Course Title	code	Cr.Hrs
1.	Statistical Inferences	8417	3
2.	Production & Operations Management	8418	3
3.	Management Theory and Practice	8419	3
4.	Business Ethics	8420	3
5.	Business and Labor Laws	8421	3

SECOND SEMESTER

S.r	Course Title	code	Cr.Hrs
1.	Financial Management	8422	3
2.	Marketing Management	8423	3
3.	Entrepreneurship	8424	3
4.	Human Resource Management	8425	3
5.	Introduction to E- Business	8426	3

THIRD SEMESTER

S.r	Course Title	code	Cr.Hrs
1.	Organizational Behavior	8427	3
2.	Consumer Behavior	8428	3
3.	Management Information System	8429	3
4.	Project Management	8430	3
5.	Business Research	8431	3
6.	Economy of Pakistan	8432	3

FOURTH SEMESTER

S.r	Course Title	code	Cr.Hrs
1.	Elective – I	Specialization	3
2.	Elective – II		3
3.	Elective – III		3
4.	Elective – IV		3
5.	Term Paper Or Two courses mentioned below in lieu of term paper	8445	6

6.	Corporate Governance	5017	3
7.	Total Quality Management	5011	3
Elective/Specialization Courses:			
Marketing			
2.	International Marketing	8433	3
3.	Marketing of Services	8434	3
4.	Marketing Research	8435	3
5.	Distribution Channels	8436	3
Human Resource Management			
2.	Human Resource Development	8437	3
3.	Training and Development	8438	3
4.	Compensation Management	8439	3
5.	Leadership and Team Management	8440	3
Banking and Finance			
2.	Financial Markets and Institutions	8441	3
3.	Auditing	8442	3
4.	Taxation Management	8443	3
5.	Banking Law and Practice	8444	3

Medium of Instructions

Medium of instructions and examination will be English.

Method of Instructions:

The program will be offered according to ODL Education Policy, i.e. Asynchronous/synchronous/ Blended Mode of Learning. Learning Management Systems (LMS) shall be sourced for hosting academic material delivery of Instructions.

Evaluation system:

Assessment criteria for BS level program will be applicable as under:

Award of Degree: Following are the requirements for the award of degree:

- i. Successful completion of all required courses.
- ii. Student will require to complete a term paper of 6 credit hours and submit to the department for evaluation.
- iii. After successful it completion of 20 courses, students are required to undertake internship in any organization for a period of 6-8 weeks. Internship completion certificate issued by the respective organization must be submitted to the department. Detailed guidelines in this regard would be shared with the student accordingly.
- iv. Viva voce examination: On successful completion entire scheme of studies, viva voce shall be held as per AIOU rules.

Fee Structure

Item	Fee
Registration fee: (once, if not already registered)	US\$ 50
Admission fee:	US\$ 50
Per 3 Credit Hour Fee = US\$ 100 (100 x 6 Courses) = US\$ 600	US\$ 600
Total Fee for First Semester:	US\$ 700

For any assistance contact:**Directorate of International Collaboration & Exchange**

Phone: +92-51-9572495

E-mail: overseas@aiou.edu.pk

DEPARTMENT OF ECONOMICS

The Department of Economics was established in 1987 with a few introductory courses like microeconomics and macroeconomics at intermediate and bachelor level. Over the years, the department has established itself as a reputable academic department and achieved a country wide reputation for introducing programs for higher studies and research in economics. At present, the department offers MSc and MPhil program in economics. In semester Spring, 2023 department is going to offer BS Economics program and in near future Ph.D. level programs in economics. The department currently has well-qualified teaching faculty possessing Ph.D. degree from foreign as well as local well reputed institutions. Moreover, the department continuously collaborates with economists, academicians, and researchers of other academic institutions for students' supervision as resource persons and as part-time teaching.

i) **BS ECONOMICS: (FA/FSc. Based)**

Aims and Objectives of BS Economics

- To provide general knowledge of the Economy, National Income, and various methods of National Income Accounting.
- To provide the basic knowledge of various economic theories and economic models
- To enable the students to attain basic understanding of the core courses of the discipline.
- To empower the students for getting different analytical skills
- To strengthen the students for understanding the policy formulation at various levels

Eligibility Criteria:

Passed Certificate of intermediate (F.A/FSc.) or equivalent.

Medium of Instruction:

The medium of instructions and examinations will be English except the courses of languages and literature.

The program will be offered according to ODL Education Policy. Asynchronous/ Synchronous/ Blended mode of learning. The Learning Management System (LMS) shall be sourced for hosting Academic/Instructional Material's delivery. Study guides and study material will be uploaded on AIOU website.

Assessment/Weightage:

Assessment criteria as per revised rules and regulations of the university.

Workshops:

The online workshops through Aghi Portal will be conducted as per AIOU policy.

Duration of the Program:

Duration The duration of this program is a minimum of 4 years. Extension in studies may be granted as per existing AIOU and HEC rules.

Change of Rules

Any amendment made by the University in BS Program rules and in scheme of study will be applicable to the BS Economics program (as per rules)

**SCHEME OF STUDY BS ECONOMICS
(FA/FSc Based)**

Semester-I

Name of Subject	Course Code	Credit Hours
Compulsory English-I	9407	03
General Science	6404	03
General Mathematics & Statistics	6401	03
Literature of Pakistani Languages	9006	03
Introduction to Sociology Culture and Society	9410	03
Total		15

Semester-II

Name of Subject	Course Code	Credit Hours
Compulsory English-II	9408	03
Islamiyat / Ethics (for Non-Muslim)	9401/ 5437	03
Basic of Information & Communication Technology	5403	03
Entrepreneurship	5026	03
Fundamentals of Business	5402	03
Total		15

Semester -III

Name of Subject	Course Code	Credit Hours
Quantitative Reasoning	9424	03
Ideology and Constitution of Pakistan	Not Assigned	03
Introduction to Psychology	8411	03
Economics	9335	03
Principles of Management	5414	03
Non- Banking Financial Institutions	5478	03
Total		18

Semester-IV

Name of Subject	Course Code	Credit Hours
Principles of Microeconomics	9301	03
Principles of Macroeconomics	9302	03
Introduction to Statistics for Economists	9309	03
Introduction to Mathematical Economics	9311	03
Issues in Pakistan Economy	9317	03
Fundamentals of Money and Banking	8593	03
Total		18

Semester-V

Name of Subject	Course Code	Credit Hours
Intermediate Microeconomics	9303	03
Intermediate Macroeconomics	9304	03
Intermediate Mathematical Economics	9312	03
Principles of Accounting	5401	03
Intermediate Statistics for Economists	9310	03
Tajveed Quran		Non-Credit
Total		15

Semester-VI

Name of Subject	Course Code	Credit Hours
Microeconomic Analysis	9305	03
Macroeconomic Analysis	9306	03
Development Economics	9315	03
Research Methodology	9318	03
Internship	ECO 5010	03
Seerat-E-Tayyaba		Non-Credit
Total		15

Semester-VII

Name of Subject	Course Code	Credit Hours
Public Sector Economics	9320	03
Macroeconomic Dynamics	9308	03
Fundamentals of Econometrics	9313	03
Islamic Economics	9321	03
International Trade Theory & Policy	9319	03
Capstone Project	Not Assigned	03
Total		18

Semester-VIII

Name of Subject	Course Code	Credit Hours
General Equilibrium & Welfare Economics	9307	03
Monetary Economics	9322	03
Econometric Methods & Techniques	9314	03
Population Economics	9326	03
Institutional Economics	9332	03
Energy Economics	9328	03
Total		18

Total Credit Hours=132

Note: AIOU reserves the right to make any change(s) anytime in the program partially or fully without any prior intimation.

Fee Structure

Item	Fee
Registration fee: (once, if not already registered)	US\$ 50
Admission fee:	US\$ 50
Per 3 Credit Hour Fee = US\$ 100 (100 x 5 Courses) = US\$ 500	US\$ 500
Total Fee for First Semester:	US\$ 600

For any assistance contact:
Directorate of International Collaboration & Exchange
 Phone: +92-51-9572495
 E-mail: overseas@aiou.edu.pk

**ii) BS ECONOMICS:
 (BA/ BSc and Associate Degree other than
 Economics Based)**

Objectives:

The main objective is to achieve the highest possible standards of education, teaching and research in economics. More specific objectives are to:

- Enhance the qualification of those who could not continue their education after BA/BSc/ Associate Degree other than Economics disciplines through formal universities.
- Impart sound theoretical and applied knowledge of economics.
- Develop an ability in students to become effective independent researchers and learners.

- Provide a thorough understanding of the economic theory pertaining to global economic issues and its impact on Pakistan’s economy.

Eligibility Criteria:

An applicant having minimum 50% marks in Bachelor’s degree BA/BSc/Associate Degree other than Economics disciplines or equivalent is eligible for admission.

Medium of Instruction:

The medium of instructions and examinations will be English.

Mode of Study:

The program will be offered according to ODL Education Policy. Asynchronous/ Synchronous/ Blended mode of learning. The Learning Management System (LMS) shall be sourced for hosting Academic/Instructional Material’s delivery. Study material and study guides will be uploaded on AIOU website.

Assessment/Weightage:

Assessment criteria as per revised rules and regulations of AIOU.

Workshops:

The online workshops will be conducted through Aghi Portal as per AIOU policy.

Duration of the Program:

The duration of this program is a minimum of 2.5 years. Extension in studies may be granted as per existing AIOU and HEC rules.

Change of Rules

Any amendment made by the University in BS Program rules and in scheme of study will be applicable to the BS Economics program (as per rules)

SCHEME OF STUDY OF BS ECONOMICS (BA/B.Sc and Associate Degree other than Economics Based)

Semester-I

Name of Subject	Course Code	Credit Hours
Principles of Microeconomics	9301	03
Principles of Macroeconomics	9302	03
Introduction to Statistics for Economists	9309	03
Introduction to Mathematical Economics	9311	03
Issues in Pakistan Economy	9317	03
Total		15

Semester-II

Name of Subject	Course Code	Credit Hours
Intermediate Microeconomics	9303	03
Intermediate Macroeconomics	9304	03
Intermediate Mathematical Economics	9312	03
Principles of Accounting	5401	03
Intermediate Statistics for Economists	9310	03
Tajveed Quran	Non-Credit	
Total		15

Semester -III

Name of Subject	Course Code	Credit Hours
Microeconomic Analysis	9305	03
Macroeconomic Analysis	9306	03
Development Economics	9315	03
Research Methodology	9318	03
Internship	ECO 5010	03
Seerat-E-Tayyaba	Non-Credit	03
Total	9424	18

Semester-IV

Name of Subject	Course Code	Credit Hours
Public Sector Economics	9320	03
Macroeconomic Dynamics	9308	03
Fundamentals of Econometrics	9313	03
Islamic Economics	9321	03
International Trade Theory & Policy	9319	03
Capstone Project	Not Assigned	Non-Credit
Total		15

Semester-V

Name of Subject	Course Code	Credit Hours
General Equilibrium & Welfare Economics	9307	03
Monetary Economics	9322	03
Econometric Methods & Techniques	9314	03
Population Economics	9326	03
Institutional Economics	9332	03
Energy Project	9328	03
Total		18

Total Credit Hours=84

Note: AIOU reserves the right to make any change(s) anytime in the program partially or fully without any prior intimation.

Fee Structure

Item	Fee
Registration fee: (once, if not already registered)	US\$ 50
Admission fee:	US\$ 50
Per 3 Credit Hour Fee = US\$ 100 (100 x 5 Courses) = US\$ 500	US\$ 500
Total Fee for First Semester:	US\$ 600

<p>For any assistance contact: Directorate of International Collaboration & Exchange Phone: +92-51-9572495 E-mail: overseas@aiou.edu.pk</p>
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DEPARTMENT OF HISTORY

The Department of History was established in 1995 as part of the Faculty of Social Sciences & Humanities. Since inception, Department has been offering academic programs at Intermediate, Graduate and Post-graduate level, M.Phil. History and PhD Programmes have been launched since Spring 2015 & Autumn 2017 respectively. According to the current scenario and academic needs, Department of History is offering BS (four years) in History.

BS HISTORY PROGRAMME:

Aims and Objectives of BS in History

- To familiarize the students with theoretical and conceptual foundations of discipline of History.
- To apprise the students with multiple approaches and diverse perspectives on the development of human society.
- To make the students aware of the development in the world history.
- To inculcate awareness about regional history
- To familiarize the integrated approach towards Social Sciences

Skills

To develop the ability to compare different methods, approaches of thoughts and modes of expression from different historical school of thoughts in global context.

- To develop the skills of critical thinking and formulate logical argument
- To improve communication skills through interpretation of historical issues and problems.
- To develop writing skills.

Learning Outcomes

- To develop critical approaches towards historical knowledge.
- To inculcate in depth knowledge about historical events and developments.
- To enable student to relate the regional/International dynamics with historical perspectives.
- To apprise students to grasp on sources of history (primary & secondary sources)
- To enable them to write book review, research article, research report and thesis.

Eligibility for Admission

Passed Certificate of intermediate (F.A/FSc.) or equivalent.

Medium of Instruction

The medium of instructions and examinations will be English except the courses of languages and literature.

Mode of Study

Program will be offered according to ODL Education Policy. Asynchronous/ Synchronous/Blended mode of learning. The Learning Management System (LMS) shall be sourced for hosting Academic/Instructional Material's delivery. Study guides and study material will be uploaded on AIOU website.

Assessment/Weightage:

Assessment criteria as per revised rules and regulations of the university.

Workshops:

The online workshops through Aghi Portal will be conducted as per AIOU policy.

Duration of the Program

Duration The duration of this program is a minimum of 4 years. Extension in studies may be granted as per existing AIOU and HEC rules.

Change of Rules

Any amendment made by the University in BS Program rules and in scheme of study will be applicable to the BS History program (as per rules)

Scheme of Studies BS History (FA/F.Sc Based)**1st Semester**

S#	Code	Course	Cr.Hrs
1	9407	English-I	3
2	9404	General Science	3
3	9410	Introduction to sociology: Culture and Society	3
4	6401	General Math & Statistics	3
5	9006	Literature of Pakistan Language	3

2nd Semester

S#	Code	Course	Cr.Hrs
1	9408	English II	3
2	9401/ 5437	Islamiat or Ethics	3
3	5403	Basics of Information & Communication Technology (ICT)	3
4	5026	Entrepreneurship	3
5	9199	Pakistan and the World Affair: Issues and Challenges	3

3rd Semester

S#	Code	Course	Cr.Hrs
1	9424	Quantitative Reasoning	3
2	Not assigned	Ideology and Constitution of Pakistan	3
3	8411	Introduction to Psychology	3
4	9202	Introduction to Library and Information professions	3
5	9452	Introduction to Social Work	3
6	9105	Islamic History (570-661 AD) (Prophet Muhammad S.A.W & Pious Caliphate)	3

4th Semester

S#	Code	Course	Cr.Hrs
1	9101	Introduction to History	3
2	9139	Ancient History of India	3
3	9145	Constitutional Development in British India	3
4	9117	History of Pakistan I (1947-1971)	3
5	9144	History of Umayyads	3
6	9134	History of Abbasid	3

5th Semester

S#	Code	Course	Cr.Hrs
1	9141	Sultanate of Delhi (712-1526)	3
2	9142	Mughals in India (1526-1707 AD)	3
3	9143	Rise and Consolidation of British Power in India	3
4	9115	Methods in Historical Research	3
5	9129	Muslim Rule in Spain	3
6	Not Assigned	Tajweed Quran	Non-Credit

6th Semester

S#	Code	Course	Cr.Hrs
1	9114	Historiography	3
2	9128	History of Europe (1789-1919)	3
3	9146	Muslim Struggle for Independence	3
4	9147	History of Later Mughals	3
5	Not Assigned	Field Experience/internship	3
6	Not Assigned	Seerat-e-Tayyaba	Non-Credit

7th Semester

S#	Code	Course	Cr.Hrs
1	9122	History of Pakistan II (1971-2008)	3
2	9191	Punjab: History and Politics	3
3	9192	Khyber Pakhtunkhwa: History and Politics	3
4	9193	Sindh: History and Politics	3
5	9119	Muslim Political Thought in South Asia	3
6	Not Assigned	Capstone Project	3

8th Semester

S#	Code	Course	Cr.Hrs
1	9195	Muslim World Since 1945: History & Politics	3
2	9196	Saudi Arabia: History and Politics	3
3	9197	Afghanistan: History and Politics	3
4	9198	India: History and Politics	3
5	9194	Balochistan: History and Politics	3
6	9130	History of Ottoman Empire (1299-1924)	3

Fee Structure

Item	Fee
Registration fee: (once, if not already registered)	US\$ 50
Admission fee:	US\$ 50
Per 3 Credit Hour Fee = US\$ 100 (100 x 5 Courses) = US\$ 500	US\$ 500
Total Fee for First Semester:	US\$ 600

For any assistance contact:

Directorate of International Collaboration & Exchange

Phone: +92-51-9572495

E-mail: overseas@aiou.edu.pk

DEPARTMENT OF SOCIOLOGY

Introduction

Since 1985 department of Sociology, social work and population studies is committed to empirically rich, conceptually sophisticated, and socially and politically relevant research and scholarship. Keeping the traditions of discipline of Sociology, the department aims to play a key role in developing new intellectual areas and addressing the social problems and ethical dilemmas that face a globalized society. AIOU's Sociology department embraces a theoretically and methodologically diverse range of approaches. The department aims to provide a learning environment in which students are encouraged to think critically and independently.

Objectives of the Department

The objectives of the department are:

1. To introduce students with recent and contemporary debates and frameworks for social analysis to enable them to understand, evaluate and compare arguments
2. To provide students an understanding of different social problems of society and highlight them for broader national interests
3. To prepare students for scholarly and applied research and for teaching in Sociology

BS Sociology Programme Code: 5020

The 126 credit hours BS Sociology program combines an emphasis on knowledge development and capacity enhancement in social theory and research methods. Students will be trained in several sub fields of sociology in which the faculty has

concentrations of expertise. Among these are population dynamics, social Statistics, Gender Issues, Development issue, Deviance etc. It is this broad perspective that has made sociology a unique and one of the most comprehensive of academic disciplines.

Objectives of BS Sociology Program

The main objective is to achieve the higher possible standards of education and research in Sociology. More specific objectives are to:

- Enhance the qualification of those who could not continue their education after HSSC through formal universities.
- Impart sound theoretical and applied knowledge of sociology.
- Develop an ability in students to become creative and critical thinkers about society and related issues.
- Provide a thorough understanding of sociological theory, research methods and different social problems.

Eligibility

- Passed Certificate (F.A/FSc) (12 years education)

Scheme of Studies

Semester-1

S.r	Course Title	code	Cr.Hrs
1.	Compulsory English I (Functional English)	9407	3
2.	General Science (Natural Science)	6404	3
3.	Sociology-I	9410	3

4.	General Mathematics & Statistics (Quantitative Reasoning)	6401	3
5.	Literature of Pakistani Languages (Arts & Humanities)	9006	3
	Total		15

Semester –II

S.r	Course Title	code	Cr.Hrs
1.	Compulsory English II (Expository Writing)	9408	3
2.	Introduction to Environment	5443	3
3.	Economics (Social Science)	9335	3
4.	Introduction to Statistics	4485	3
5.	Geography of Pakistan-I	9351	3
	Total		15

Semester – III

S.r	Course Title	code	Cr.Hrs
1.	Basics of Technical English	9409	3
2.	Pakistan Studies (Ideology and Constitution of Pakistan)	9374	3
3.	Islamiat /Ethics	9401/ 5437	3
4.	Basics of ICT (Info and Comm Technologies)	5403	3
5.	Soft Skills (Personality Development)	9201	3
	Total		15

Semester – IV

S.r	Course Title	code	Cr.Hrs
1.	Social change and Social Institutions	9444	3

2.	Introduction to Criminology	9459	3
3.	Social Stratification	9445	3
4.	Sociology of Child Rights and Child Development	9433	3
5.	Conflict Resolution	9446	3
	Total		15

Semester – V

S.r	Course Title	code	Cr.Hrs
1.	Sociology of Gender	9447	3
2.	Human Rights	9448	3
3.	Social Psychology	9449	3
4.	Methods of Social Research	9450	3
5.	Sociological Theory-I	9434	3
	Total		15

Semester VI

S.r	Course Title	code	Cr.Hrs
1.	Development Studies	9451	3
2.	Population Studies	9411	3
3.	Introduction to Social Work	9452	3
4.	Sociological Theory-II	9435	3
5.	Anthropology	9460	3
6.	Development of Social thought in Sub-continent(New)	9462	3
	Total		15

Semester VII

S.r	Course Title	code	Cr.Hrs
1.	Sociology of Deviance	9453	3
2.	Sociology of Health	9454	3

3.	Advance Research Methods	9455	3
4.	Men and Masculinities	9171	3
5.	Urban Sociology	9456	3
6.	Introduction to Globalization(New)	9463	3
	Total		15

Semester VIII

S.r	Course Title	code	Cr.Hrs
1.	Community Development	9436	3
2.	Social Problems	9457	3
3.	Rural Sociology	9458	3
4.	Capstone Research Report	9461	3
5.	Internship	9464	3
	Total		15

Medium of Instruction

Medium of Instructions for BS Sociology is English.

Instructional Methodology for BS Sociology Assessment

For each course, the registered students will be assessed as following:

Assignments

Assignment are the exercises which students are required to complete while being at home or places of work after having studied the required material prescribed in the study guide/ course materials. They are designed in a way to motivate the student in studying the required materials and enabling them to relate their reading with the objectives of the study. For each 03 credit hours course, you will receive 02 assignments to be completed in given time and submitted online or as prescribed by the university from time to time. The tutor is supposed to return the same after marking and providing the necessary academic guidance. To qualify the assignments component and take the final exam, you must obtain a minimum of 50% marks.

Workshops

The workshops will be organized by the university online or otherwise time to time.

Internship

Every student will complete 9 weeks internship

Final/ Terminal Exam

Final examination will take place at the end of each semester. The students are required to obtain at least 50% marks in the final written exam for each course code.

To pass a subject ,the student are required to obtain an aggregate of 50% marks.

Based on the following approved formula assignment = 20% workshop 30% (attendance/quizzes) and final exams 50%

Admission Procedure for BS Sociology

Candidates are required to fill in and submit the online admission forms along with the submission of the required documents. The system will generate a fee voucher/ chalan to be submitted online.

Fee Structure

Item	Fee
Registration fee: (once, if not already registered)	US\$ 50
Admission fee:	US\$ 50
Per 3 Credit Hour Fee = US\$ 100 (100 x 5 Courses) = US\$ 500	US\$ 500
Total Fee for First Semester:	US\$ 600

For any assistance contact:

Directorate of International Collaboration & Exchange

Phone: +92-51-9572495

E-mail: overseas@aiou.edu.pk

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCES

Introduction

Postgraduate library education in Pakistan started in 1956 by the University of Karachi. In the mid-eighties there were six library science departments all over the country. But they were not producing the required number of trained professional graduates as per demand. Moreover, the rate of technological change created by television, computer and other mass media was so stunning that many librarians had been unable to assess clearly its far-reaching effects on the sphere of their services and operation. Thus keeping in view the demand of professional staff and mission of AIOU, the Department of Library and Information Sciences was established in 1985 within the Faculty of Social Sciences and Humanities to cope with this shortage and change. It contributes to meeting the professional requirements of the existing libraries and training skilled manpower scattered all over the country in accordance with the emerging need and trend.

BS 4-Year (Library and Information Sciences) Program

Objectives

The scheme of study of this program focuses to give students an understanding of the general subjects and theories, principles and methodologies that form the foundation of LIS. This program intends to enhance student's abilities in planning and controlling library functions. The new scheme

of study will produce highly skilled professional human resource to serve the libraries, resource centers, documentation centers, archives, museums, information centers, and LIS schools. This gives students a proficiency in the skills of management, research, ICT, advocacy, problem-solving, and decision making relevant to information work in a rapidly changing environment along with integrity and social responsibility. This scheme also intends to inculcate entrepreneur skills in graduates.

Eligibility Criteria and Procedure of Admission

Intermediate/higher secondary school pass certificate or equivalent.

Pre-requisites from Students

A student must have a computer with internet connection to successfully complete this program. Download study material from AIOU or LIS Department website. Most updates are available at AIOU website <<https://aiou.edu.pk>> such as matters relating to admission, exam and result, workshops, assignments, and so on. A student should willingly be hard-working enough to get information and knowledge. Consult your AIOU-appointed tutors for technical and conceptual guidance. Take full benefit from your tutors and workshops. We are also providing guidance to students via LIS website <<https://lis.aiou.edu.pk/>> and our Facebook page <LIS@AIOU official>. Also keep in touch with **Directorate of International Collaboration & Exchange**.

Scheme of Studies

Duration

The duration of this program is eight semesters, i.e. four years. However, AIOU reserves the right to make any change(s) anytime in this program partly or wholly without prior notice.

Courses

A student will have to complete 43 courses comprising 129 credit hours. All courses are of 100 marks each. The semester-wise break-up of these courses is as under.

1st Semester

Sr#	Code	Course	CrHrs
1	5403	Basics of Information and Communication Technology	3
2	8413	Introduction to Logic	3
3	9201	Soft Skills (Personality Development)	3
4	9374	Pakistan Studies	3
5	9407	English-I	3

2nd Semester

Sr#	Code	Course	CrHrs
1	8411	Introduction to Psychology	3
2	9202	Introduction to Library and Information Professions	3
3	9266	Language Skills and Communicative Abilities	3

4	9408	English-II	3
5	9401 OR 5437	Islamiyat (اسلاميات) OR Ethics (اخلاقيات) (for non-Muslims)	3

3rd Semester

Sr#	Code	Course	CrHrs
1	4431	Pre-Calculus	3
2	6404	General Science	3
3	8432	Economy of Pakistan	3
4	9204	Information Literacy	3
5	9409	English-III	3
6	9410	Introduction to Sociology, Culture & Society	3

4th Semester

Sr#	Code	Course	CrHrs
1	4485	Introduction to Statistics	3
2	9205	Planning Library Building, Space and Services	3
3	9206	Collection Development and Management	3
4	9208	Classification and Subject Headings	3
5	9209	Cataloguing and RDA	3
6	9416	English-IV	3

5th Semester

Sr#	Code	Course	CrHrs
1	9203	Information Architecture	3
2	9207	Information Science in Transition	3
3	9210	Integrated Library Automation Systems	3
4	9211	Library Public Services	3
5	9212	Library and Web Technology	3
6	9213	Library and Database Technology	3

6th Semester

Sr#	Code	Course	CrHrs
1	9214	Modern Information Retrieval Systems	3
2	9215	Communication Skills for Information Professionals	3
3	9216	Developing Digital Library	3
4	9217	Emerging Trends in Library and Information Services	3
5	9218	Management Basics for Information Professionals	3
6	9219	Library Analytics and Big Data	3

7th Semester

Sr#	Code	Course	CrHrs
1	9220	Library Security and Safety	3
2	9221	Marketing of Library and Information Services	3
3	9222	Archives, Records, and Information Management	3
4	9223	Knowledge Management	3
5	9224	Auditing Information Systems	3
6	9225	Development of Library and Information Professionals	3

8th Semester

Sr#	Code	Course	CrHrs
1	9226	Research Methodology in Library and Information Sciences	3
2	9228	Evaluation of Library and Information Services	3
3	9229	Project Management in Libraries, Archives, and Museums	3

Mode of Study

This program is offered in ODL mode using LMS.

Medium of Study

English language only will be the medium of study for any of the components of this program. However, Urdu and/or

English language can be opted for a course on Islamiyat OR Ethics only.

Assessment/Evaluation Criteria

As per AIOU policy.

Fee Structure

Item	Fee
Registration fee: (once, if not already registered)	US\$ 50
Admission fee:	US\$ 50
Per 3 Credit Hour Fee = US\$ 100 (100 x 5 Courses) = US\$ 500	US\$ 500
Total Fee for First Semester:	US\$ 600

Fee for subsequent semesters will be informed at the time of their admission.

Note: The AIOU reserves the right to make any change(s) anytime in this program partly or wholly without prior notice.

<p>For any assistance contact: Directorate of International Collaboration & Exchange Phone: +92-51-9572495 E-mail: overseas@aiou.edu.pk</p>

BS Gender & Women Studies – 4 Years **For Students having HSSC degree or** **Equivalent**

Gender and women Studies Department was established in 1997. Besides, BS program currently, the department is offering postgraduate diploma and M.Sc. program in Gender and Women Studies. The department caters to the needs of both public and private sector clientele. The aim is to highlight the gender roles, historically taught with only male perspectives. Through our curriculum, we offer the alternative, the woman perspective to the students for having a balanced point of view. The courses are designed to encourage research and analysis on gender with perspective of Pakistan. Considering the demand the department is offering BS in Gender and Women Studies. In 2019, The Department of Gender and Women Studies launched its flagship BS degree program in Gender Studies (4-Year) with a distinctive and inclusive array of courses centered around gender, women's studies, and related fields, The BS Gender Studies program is designed to furnish young learners with foundational education and instruction in the realms of gender studies and women's issues. This program's primary goal is to cultivate essential research competencies, enabling students to engage with matters concerning Pakistani society at large, with a specific focus on practices related to gender studies and women's rights.

Objectives:

The main objective is to achieve the highest possible standards of education, teaching and research in Gender and Women Studies. More specific objectives are to:

- Enhance the qualification of those who could not continue their education after HSSC through formal universities.
- Impart sound theoretical and applied knowledge of interdisciplinary field of Gender and Women Studies.
- Develop students critical thinking and approach to become future potential social scientists in the field of Gender and Women Studies.
- Provide a thorough understanding of the feminist concerns pertaining to local, national, and international gender issues that hinder sustainable development and HDI ranking of Pakistan.

Learning outcomes

- To provide the general knowledge of the basic concepts, terminology, and perspectives to understand socially embedded gender discrimination and inequalities
- To provide the basic knowledge of various feminist theories concerning health, education, development, religion, economy, literature, psychology, and other fields of life.
- To enable the students to attain basic understanding of the core courses of the discipline.
- To empower the students for getting different theoretical and analytical skills

- To strengthen the students for understanding the policy formulation processes at various levels that hinder the goal to attain sustainable development.

Admission/Entry Requirements

Intermediate/higher secondary school pass certificate or equivalent .

4. Mode of Study

The program is offered through Open Distance Learning (ODL) mode using LMS. The teaching/contact hours for a course would be determined and adjusted according to AIOU uniform policy at BS level. There would be workshops for each course as per AIOU policy/rules as amended from time to time.

5. Medium of Study

English language will be the medium of study. The students may not opt for any other language for any of the components of this program except some compulsory courses offered in Urdu language.

6. Duration of the Program

This program spans minimum four semesters duration while maximum duration is eight semesters. The extension(s) in the studies may be granted as per existing AIOU and HEC policy.

7. Study Material

The department will upload study material in soft form at the university website www.aiou.edu.pk . Study guides will be written and provided to the students by the university on its

online soft books tab https://aiou.edu.pk/Soft_Books.asp that needs to be downloaded by the students. However, the students are required to consult reference books in the library as well as utilize Open Educational Resources (OER) for their coursework and research purposes.

8. Assessment

The summary of assessment system is given below:

Assessment Components	Weightage
Assignments	20
Quiz	20
Attendance	10
Final Exam	50
Total Marks	100
Pass Marks	50 (in aggregate)

9. Change of Rules

Any amendment made by the University in BS Degree rules will be applicable to the program.

10. Plagiarism Policy

Plagiarism policy of AIOU and HEC would be implemented and followed to deal with plagiarism cases.

11. Proposed Semester of Offering

The program initially is offered once a year in autumn semester.

12. Semester Breakdown

The semester break up of BS GWS is as follows:

1st Semester

S. No.	Course	Code	Credit Hour	Marks
1	Perspective on Gender Studies	9162	3	100
2	Introduction to Environment	5443	3	100
3	English I: Communication Skills	9407	3	100
4	Pak Studies	9374	3	100
5	Basics of ICT	5403	3	100

2nd Semester

S. No.	Course	Code	Credit Hour	Marks
1	Perspectives of Women Rights in Islam	9168	3	100
2	Sociology of Child Rights & Child Development	9433	3	100
3	Sociological Theory I	9434	3	100
4	Women and Media	9165	3	100
5	Feminism in Islam	9158	3	100
6	English II: Academic Reading and Writing	9408	3	100

3rd Semester

S. No	Course	Code	Credit Hour	Marks
1	Pakistani Perspective of Gender Studies	9163	3	100
2	Gender & Law	9175	3	100
3	Sociological Theory II	9435	3	100
4	English III: Basics of Technical English	9409	3	100
5	Introduction to Statistics	4485	3	100
6	Sustainable Communities	9431	3	100

4th Semester

S. No.	Course	Code	Credit Hour	Marks
1	Community Development	9436	3	100
2	Gender & Environment	9167	3	100
3	Feminist Philosophy	9176	3	100
4	Women's Movements in Global Perspective	9173	3	100
5	Gender & International Relations	9174	3	100

5th Semester

S. No.	Course	Code	Credit Hour	Marks
1	Gender & Religion	9181	3	100
2	Women and Development	9160	3	100
3	Gender & Development	9161	3	100
4	Psychology of Gender	9151	3	100
5	Men & Masculinities	9171	3	100
6	Gender & Religion	9181	3	100

6th Semester

S. No.	Course	Code	Credit Hour	Marks
1	Social Construction of Gender	9170	3	100
2	Introduction to Anthropology	9169	3	100
3	Research Methods in Gender studies	9155	3	100
4	General Mathematics and Statistics	6401	3	100
5	Gender & Policy Planning	9178	3	100

7th Semester

S. No	Course	Code	Credit Hour	Marks
1	Pakistani Khawateen ka Nasri Adab Mein Kirdar	9172	3	100
2	Soft Skills (Personality Development)	9201	3	100
3	Information Literacy	9204	3	100
4	Gender & Post-Colonial Studies	9153	3	100
5	Impact of Social Change on Rural Women	9184	3	100

8th Semester

S. No.	Course	Code	Credit Hour	Marks
1	Applied Statistics in Gender Studies	9156	3	100
2	Feminist Debates on Gender Inequalities	9157	3	100
3	Thesis	9182	6	200
Or				
1	Applied Statistics in Gender studies	9156	3	100
2	Feminist Debates on Gender Inequalities	9157	3	100
3	Changing Role of Urban women	9164	3	100
4	Women and Health	9166	3	100

Fee Structure

Item	Fee
Registration fee: (once, if not already registered)	US\$ 50
Admission fee:	US\$ 50
Per 3 Credit Hour Fee = US\$ 100 (100 x 5 Courses) = US\$ 500	US\$ 500
Total Fee for First Semester:	US\$ 600

For any assistance contact:

Directorate of International Collaboration & Exchange

Phone: +92-51-9572495

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DEPARTMENT OF ENGLISH

Introduction

Department of English, AIOU aspires to lead in academic and research fields in the critically vital streams of English Literature and Applied Linguistics. The academic tradition and practices of AIOU stand unique among all institutions as it provides phenomenal facilities to the students and scholars at all levels through Open Distance Learning (ODL).

BS English Program

BS English Program, initially launched in 2019, aims at providing basic education and training to young learners in English literature and linguistics. With the basic objective to equip the learners with mandatory research skills, BS English will enable them address issues related to Pakistani society in general and ELT practices in particular.

Objectives

- To provide basic education and training to young learners of English Literature and Applied Linguistics.
- To equip the learners with mandatory research skills required to accomplish higher education goals.
- To establish, strengthen and promote research culture in the country.
- To develop critical thinking and analytical skills of the learners.

Eligibility Criteria and Admission Procedure

Intermediate/higher secondary school pass certificate or equivalent.

Duration

The duration of this program is minimum 4 years while maximum duration is eight years. Extension in coursework and submission of project may be granted as per existing AIOU and HEC rules.

Courses

BS English is a 135 credit hour program. A student is required to complete 43 courses of 3 credit hour each. All courses carry 100 marks. In addition to these courses, a student is also required to complete a project of 6 credit hour of 200 marks successfully to be awarded a BS English Degree.

Scheme of Studies

Semester-wise detail of the courses is as under:

1st Semester

Sr#	Course	Code	CrHrs
1	Compulsory English I	9407	3
2	Pak Studies	9374	3
3	Islamic Studies/ Ethics (for non-Muslims)	9401/5437	3
4	Basics of ICT	5403	3
5	Introduction to Sociology: Culture & Society	9410	3
6	English Literature	9416	3

2nd Semester

Sr#	Course	Code	CrHrs
1	Compulsory English II	9408	3
2	Pre-Calculus	4431	3
3	Perspectives on Gender Studies	9162	3
4	Bunyadi Urdu	9001	3
5	Introduction to Linguistics	9051	3
6	History of English Language	9052	3

3rd Semester

Sr#	Course	Code	CrHrs
1	Compulsory English III	9409	3
2	Introduction to Statistics	4485	3
3	Public Relations	9263	3
4	History of English Literature	9053	3
5	Classical Poetry	9054	3
6	Psycholinguistics	9055	3

4th Semester

Sr#	Course	Code	CrHrs
1	Phonetics & Phonology	9056	3
2	Classical Drama	9057	3
3	Classical Novel	9058	3
4	Language & Culture	9059	3
5	ELT Methodologies	9060	3
6	Sociolinguistics	9061	3

5th Semester

Sr#	Course	Code	CrHrs
1	Stylistics	9062	3
2	Romantic Poetry	9063	3
3	Prose	9064	3

4	Semantics	9065	3
5	Syntax	9066	3
6	Discourse Analysis	9067	3

6th Semester

Sr#	Course	Code	CrHrs
1	Modern Poetry	9068	3
2	Modern Novel	9069	3
3	Modern Drama	9070	3
4	Pragmatics	9071	3
5	Educational Psychology	9072	3
6	ESP	9073	3

7th Semester

Sr#	Course	Code	CrHrs
1	Criticism	9074	3
2	Postcolonial Literature	9075	3
3	Pakistani Literature in English	9076	3
4	Morphology	9077	3
5	Research Methodology	9078	3

8th Semester

Sr#	Course	Code	CrHrs
1	American Literature	9079	3
2	Testing & Evaluation	9080	3
3	Project	9081	6

Note: The Department reserves the right to change the sequence of the courses offered as approved by AIOU statutory bodies.

Mode of Study

BS (4-year) in English is offered through Open Distance Learning Mode (ODL) using LMS.

Medium of Study

English language is the medium of instruction except the courses offered in Urdu.

Assessment

The summary of assessment system is given below:

Assessment Components	Weightage
Assignments	20
Quiz	20
Attendance	10
Final Exam	50
Total Marks	100
Pass Marks	50 (in aggregate)

Fee Structure

Item	Fee
Registration fee: (once, if not already registered)	US\$ 50
Admission fee:	US\$ 50
Per 3 Credit Hour Fee = US\$ 100 (100 x 6 Courses) = US\$ 600	US\$ 600
Total Fee for First Semester:	US\$ 700

For any assistance contact:

Directorate of International Collaboration & Exchange

Phone: +92-51-9572495

E-mail: overseas@aiou.edu.pk

BS English (Language and Literature) 2.5 Year **(BA/BSc Based)**

1. Introduction to BS English Program

The Department offered its flagship BS degree program in English (4-Year) with a unique and diverse blend of courses based on English language and literature initially in Autumn 2019 and admitted its first batch. The department then admitted second, third and fourth batches in the years 2020, 2021 and 2022 respectively. The program is based on HEC's policy guidelines delineated in curriculum of BS English proposed in 2017.

However, HEC's policy of phasing out MA/MSc programs has created a serious need to offer BS English (2.5 -Year) program for BA/BSc degree holders. In accordance with the HEC policy, the students with BA/ BSc degrees are allowed transition to BS English program in 4th semester which serves as bridging semester. The program, primarily, focuses on the needs of young learners of English language with little or no prior knowledge and exposure to the fields of English language and literature. Therefore, the scheme of studies includes foundation and specialized courses from both the fields to develop and strengthen critical skills of the learners fundamentally required to peruse their future higher education goals. The program is also expected to engage the learners in highly critical and academic debates as well as establish and strengthen the foundations for the Department's higher education programs including MPhil

(Literature), MPhil (Linguistics) and PhD in English (Linguistics) besides providing prospective candidates for other higher education institutions in the country.

2. Objectives

The main objectives of the program are to

- i. provide basic education and training to young learners of English literature and linguistics
- ii. equip the learners with mandatory critical skills required to accomplish higher education goals
- iii. meet national needs of young and skillful researchers who can address the issues related to Pakistani ELT domain
- iv. develop critical thinking and analytical skills of the learners
- v. provide prospective and aspiring candidates for post graduate studies in Pakistani higher education degree awarding institutions including AIOU

3. Admission/Entry Requirements

An applicant having BA/BSc degree or equivalent in second division (at least 50% marks) with any subject(s) is eligible for admission. They will be enrolled in the 4th semester (bridging semester). Similarly, candidates having associate degree in any other discipline except English will also be enrolled in the 4th semester.

Students are required to fill the admission form available online on the university website.

4. Mode of Study

The program is offered through Open Distance Learning (ODL) mode using LMS. The teaching/contact hours for a course would be determined and adjusted according to AIOU uniform policy at BS level. There would be workshops for each course as per AIOU policy/rules as amended from time to time.

5. Medium of Study

English language will be the medium of study. The students may not opt for any other language for any of the components of this program except some compulsory courses offered in Urdu language.

6. Duration of the Program

This program spans minimum five semesters duration while maximum duration is ten semesters. The extension(s) in the studies may be granted as per existing AIOU and HEC policy.

7. Study Material

The department will upload study material in soft form at the university website www.aiou.edu.pk to be downloaded by the students at the start of each semester as per AIOU policy. However, the students are required to consult reference books in the library as well as utilize Open Educational Resources (OER) for their coursework and research purposes.

8. Assessment

The summary of assessment system is given below:

Assessment Components	Weightage
Assignments	20
Quiz	20
Attendance	10
Final Exam	50
Total Marks	100
Pass Marks	50 (in aggregate)

9. Change of Rules

Any amendment made by the University in BS Degree rules will be applicable to the program.

10. Plagiarism Policy

Plagiarism policy of AIOU and HEC would be implemented and followed to deal with plagiarism cases.

11. Proposed Semester of Offering

This program is proposed to be offered once a year in spring semester.

12. Credit Hours and Division of Courses

A student will have to complete/pass twenty-five courses of three credit hour each as well as a project of six credit hour. Total number of credit hours of the program is eighty-one and a student is required to complete the same to earn a BS

degree in English. The semester-wise breakup of the courses is as under:

4th Semester (Bridging Semester)

S. No.	Course	Code	Credit Hour	Marks
1	Phonetics & Phonology	9056	3	100
2	Classical Drama	9057	3	100
3	Classical Novel	9058	3	100
4	Language & Culture	9059	3	100
5	ELT Methodologies	9060	3	100
6	Sociolinguistics	9061	3	100

5th Semester

S. No.	Course	Code	Credit Hour	Marks
1	Stylistics	9062	3	100
2	Romantic Poetry	9063	3	100
3	Prose	9064	3	100
4	Semantics	9065	3	100
5	Syntax	9066	3	100
6	Discourse Analysis	9067	3	100

6th Semester

S. No.	Course	Code	Credit Hour	Marks
1	Modern Poetry	9068	3	100
2	Modern Novel	9069	3	100
3	Modern Drama	9070	3	100
4	Pragmatics	9071	3	100
5	Educational Psychology	9072	3	100
6	English for Specific Purposes	9073	3	100

7th Semester

S. No.	Course	Code	Credit Hour	Marks
1	Criticism	9074	3	100
2	Postcolonial Literature	9075	3	100
3	Pakistani Literature in English	9076	3	100
4	Morphology	9077	3	100
5	Research Methodology	9078	3	100

8th Semester

S. No.	Course	Code	Credit Hour	Marks
1	American Literature	9079	3	100
2	Testing and Evaluation	9080	3	100
3	Project	9081	6	200

Fee Structure

Item	Fee
Registration fee: (once, if not already registered)	US\$ 50
Admission fee:	US\$ 50
Per 3 Credit Hour Fee = US\$ 100 (100 x 6 Courses) = US\$ 600	US\$ 600
Total Fee for First Semester:	US\$ 700

For any assistance contact:
Directorate of International Collaboration & Exchange
 Phone: +92-51-9572495
 E-mail: overseas@aiou.edu.pk

DEPARTMENT OF MASS COMMUNICATION

Introduction

The Department of Mass Communication Allama Iqbal Open University was established in 1986 for the educational needs of students at various levels ranging from Bachelors programme to research-based, social science-focused, advanced-level PhD in Mass Communication studies. The Department offered its specialized BA cluster programme in Mass Communication in 1988 for the first time in the country at graduate level. Admission to Masters in Arts (MA) Programme was announced in 1997 for the first time. Later on, it was re-titled as MSc Mass Communication in 2001. Keeping in view the fast growing trend of students studying Mass Communication phenomenon, the Department launched advanced studies of MPhil in Mass Communication in Autumn Semester 2000. MPhil in Mass Communication involves 24 credit hours of course work and 12 credit hours of thesis. The course work spans evolution and advances in mass communication theory and research, sociology of mass media, and methods of behavioural research in social sciences.

The Department also offered PhD Programme in Mass Communication for the first time in Autumn 2005, then in Autumn 2010 and on regular yearly basis from Autumn 2014. The main objective of the programme is to enable students to understand and explain the dynamics of the social phenomenon of mass communication in Pakistani society, and especially to enable them to independently investigate the

contents, uses and effects and sociology of mass media in the society. The Department also offered MSc in Television Production program in 2015, which was a face-to-face program. In addition to the above degree programmes, the department also offers three certificate level courses in Journalism, Advertising and Public Relations in the University's Short Term Educational Programmes (STEPS). The Department launched its 4-Year BS Mass Communication Program in semester Autumn 2019. This programme is primarily focused on social science prong.

BS Mass Communication

The BS Mass Communication Programme consists of 129 credit hour courses to be completed in a minimum period of four years. The programme provides a broad overview of mass communication theories and methods. Students are required to attend fortnightly tutorials, participate in workshops, and do internship in an accredited media organization.

Objectives

The BS Mass Communication programme has been designed to achieve the following objectives:

- To cater the educational needs of our students.
- To prepare and guide interested students for pursuing higher studies and research in mass communication.

Eligibility Criteria and Procedure of Admission

An applicant having intermediate/higher secondary school pass certificate or equivalent from any recognized institution is eligible for admission. There is no merit and age determination. All students who fulfill above criteria will be granted admission. Students are required to apply online through Online Admission System (OAS) available on AIOU website. The required documents (e.g. Copies of CNIC or B form, certificates of matriculation and intermediate, and photographs should be scanned and uploaded in OAS. There is no requirement to send any form or document to the university after submission of online application.

Scheme of Studies for 4-Year BS Mass Communication

Duration

The Duration of BS Mass Communication program is eight semesters, i.e. four years. However, AIOU reserves right to make any change(s) anytime in this program partially or wholly without prior notice.

Courses

A student will have to complete courses comprising 129 credit hours. The semester-wise break-up of these courses is as under.

1ST SEMESTER

S#	Course Title	Credit hours	Course Code
1	Pakistan Studies	3	9374
2	Compulsory English-1	3	9407

3	Reporting	3	9251
4	Concepts of Mass Communication	3	9252
5	Islamic Studies/Ethics (for Non Muslims Students only)	3	9401/5437

2nd SEMESTER

S#	Course Title	Credit hours	Course Code
1	Principles of Journalism (Part-1)	3	9253
2	Principles of Journalism (Part-2)	3	9254
3	Compulsory English-II	3	9408
4	Fundamentals of Computer (Basics of Information & Communication Technology)	3	5403
5	Sociology (Introduction to Sociology, Culture and Society)	3	9410

3rd SEMESTER

S#	Course Title	Credit hours	Course Code
1	Magazine Journalism	3	9255
2	Principle of TV Broadcasting	3	9256
3	Introduction to Advertising	3	9257
4	Principles of Radio Broadcasting	3	9258
5	Compulsory English-III	3	9409

4th SEMESTER

S#	Course Title	Credit hours	Course Code
1	Introduction to Public Relations	3	9259
2	Book Editing & Production	3	9260
3	Advertising and Sales Promotion	3	5435
4	Math & Stats	3	9417

5th SEMESTER

S#	Course Title	Credit hours	Course Code
1	Print Media (Part – 1)	3	9261
2	Print Media (Part – 2)	3	9262
3	Public Relations	3	9263
4	National & International Current Affairs (Part-1)	3	9264
5	National & International Current Affairs (Part-2)	3	9265
6	Language Skills & Communicative Abilities	3	9266

6th SEMESTER

S#	Course Title	Credit hours	Course Code
1	Electronic Media (Part-1)	3	9267
2	Electronic Media (Part-2)	3	9268
3	Advertising	3	9269
4	Process & Effects of Mass	3	9270

S#	Course Title	Credit hours	Course Code
	Communication (Part-1)		
5	Process & Effects of Mass Communication (Part-2)	3	9271
6	Development Support Communications	3	9272

7th SEMESTER

S#	Course Title	Credit hours	Course Code
1	Advance Theories & Strategies of Communication (Part-1)	3	9273
2	Advance Theories & Strategies of Communication (Part-2)	3	9274
3	Basic Concepts in Social Sciences (Part-1)	3	9275
4	Basic Concepts in Social Sciences (Part-2)	3	9276
5	Research Methods in Mass Communication (Part-1)	3	9277
6	Research Methods in Mass Communication (Part-2)	3	9278

8th SEMESTER

S#	Course Title	Credit hours	Course Code
1	Social Psychology (Part-1)	3	9279
2	Social Psychology (Part-2)	3	9280
3	Media Ethics & Laws (Part-1)	3	9281

4	Media Ethics & Laws (Part-2)	3	9282
5	Thesis (Mandatory)	6	9283
6	Internship	Non credit	Mandatory

Internship: There will be a two month mandatory internship. The internship will be done in accredited and professionally relevant media organizations; e.g. mass media organizations, advertising agencies, PR firms, news agencies etc., which is a prerequisite for the award of the BS degree. After fifth and sixth semester's courses, students will be eligible for internship. At the end of their internship, students will be required to submit an internship certificate along with an internship report detailing with proof, the work done during the two months internship period and duly signed by the competent authority of organization where the student is employed or working as an internee. The internship report will be evaluated by the Department and upon satisfaction, an internship certificate will be sent to the Controller of examinations.

Thesis: In 8th semester, students will be eligible to register for the thesis which carries 6 credit hours. The students will be required to perform research work of six credit hours under the supervision of an advisor. There will be an intensive workshop for discussion of research proposal of the students in the beginning of 8th semester. After evaluation of the thesis

by the external expert, the students will appear before a viva voce committee to defend his/her thesis.

Mode of Study

The BS (4-year) in Mass Communication will be offered in **distant mode** using LMS. There will be tutorial for each 3-credit hour course in every semester with non-compulsory attendance and workshop (06 days for each 3-credit hour course) with at least **70% compulsory attendance**).

Matters related to Research Thesis, Code 9283, (e.g. compulsory workshop, synopsis and thesis writing) will be dealt with separately in accordance with AIOU rules.

Evaluation system:

Assessment criteria as per rules & regulations of AIOU for BS

level program will be applied as under:

Assessment Component Weightage in the aggregate result

Assignment No. 1& 2:	20%
Quiz during workshop:	20%
Workshop Attendance:	10%
Final Examination:	50%

All the matters relating to Research Thesis will be dealt with as per AIOU rules. However, the pass marks for Research Thesis is 50% both in evaluation of research report and viva voce examination separately.

Entry & Exit Points: As per HEC/AIOU Rules and Policy.

Note: The University has right to change fee tariff with the approval of its statutory bodies. Fee for subsequent semesters will be informed at the time of their admission. The AIOU reserves the right to make any change(s) any time in this program partially or wholly without prior notice.

Fee Structure

Item	Fee
Registration fee: (once, if not already registered)	US\$ 50
Admission fee:	US\$ 50
Per 3 Credit Hour Fee = US\$ 100 (100 x 5 Courses) = US\$ 500	US\$ 500
Total Fee for First Semester:	US\$ 600

For any assistance contact:

Directorate of International Collaboration & Exchange

Phone: +92-51-9572495

E-mail: overseas@aiou.edu.pk

علامہ اقبال اوپن یونیورسٹی کا مختصر تعارف

ایم بی اے (آئی ٹی)، بینکنگ اور فنانس، بی ایس (سی ایس)، بی ایس (کیمسٹری)، بی ایس (مائیکرو بیا لوجی) اور کئی پوسٹ گریجویٹ پروگراموں میں طلبہ کو بالمشافہ رہنمائی مہیا کی جاتی ہے۔ علامہ اقبال اوپن یونیورسٹی چار سالہ انڈر گریجویٹ ڈگری پروگرام بھی پیش کر رہی ہے۔ علاوہ ازیں علامہ اقبال اوپن یونیورسٹی اور اس کے جملہ علاقائی دفاتر تعلیمی سال کے دوران نصابی اور تعلیمی سرگرمیوں کے ساتھ ساتھ ہم نصابی سرگرمیوں میں بھی بڑھ چڑھ کر حصہ لیتے ہیں اور مختلف نوعیت کی علمی، ادبی اور قومی تقریبات کے انعقاد کا اہتمام کرتے ہیں جن میں ہمارے طلبہ اساتذہ کے ساتھ ساتھ علاقے کے معزز و سرکردہ راکین اور صاحبان علم و دانش شرکت کرتے ہیں۔ سائنس کے طلبہ کے لئے یونیورسٹی سائنس کمپلیکس کا قیام عمل میں لایا گیا ہے۔ جس میں سائنس کے تمام ڈسپلنز کے ریسرچ اسکالرز کے لئے بین الاقوامی معیار کی حامل جدید سائنسی تجربہ گاہوں کی سہولیات فراہم کی گئی ہیں۔ موجودہ دور کے تقاضوں کو پورا کرنے کے لیے یونیورسٹی مرکزی لائبریری اور سٹوڈنٹس ہوسٹل میں انٹرنیٹ لیب کی سہولت بھی فراہم کی گئی ہے جہاں اس مقصد کے حصول کے لیے کمپیوٹرز مہیا کر دیئے گئے ہیں تاکہ یونیورسٹی کے اساتذہ و طلبہ اپنی علمی و تحقیقی کاوشوں کو جدید عصری تقاضوں سے ہم آہنگ کر سکیں۔

علامہ اقبال اوپن یونیورسٹی، ایک میگا یونیورسٹی ہے جو 1974 میں پارلیمنٹ کے ایکٹ کے تحت قائم ہوئی۔ اس یونیورسٹی کا مرکزی کیمپس اسلام آباد کے سیکٹر H-8 میں واقع ہے۔ اپنے قیام کے وقت یہ دنیا کی دوسری اوپن یونیورسٹی اور ایشیا اور افریقہ میں اپنی نوعیت کی پہلی یونیورسٹی تھی۔ علامہ اقبال اوپن یونیورسٹی کے قیام کا بنیادی مقصد فاصلاتی نظام تعلیم کے ذریعے ان لوگوں کو جو بوجہ رسمی تعلیم سے استفادہ نہیں کر سکے یا جن کا سلسلہ تعلیم منقطع ہو گیا ہے ان کے گھروں کی دہلیز پر تعلیمی سہولیات مہیا کرنا ہے۔ اوپن یونیورسٹی سمسٹر سسٹم کے مطابق کام کر رہی ہے۔ انڈر گریجویٹ طلبہ کے لیے دونوں سمسٹر میں داخلے ہوتے ہیں جبکہ پوسٹ گریجویٹ سطح پر داخلہ سال میں ایک بار ہوتا ہے۔ طلبہ کو یونیورسٹی کی اپنی تیار کردہ کتابیں بھجوائی جاتی ہیں جبکہ پوسٹ گریجویٹ کی سطح کے کورسز کے لیے غیر ملکی کتابوں کی دوبارہ چھپائی، تقویٰ مواد اور یونیورسٹی کی تیار کردہ سٹڈی گائیڈز طلبہ کی مہارت میں مزید اضافہ کرتے ہیں۔

اس وقت علامہ اقبال اوپن یونیورسٹی میٹرک سے پی ایچ ڈی کی سطح تک کے پروگرام پیش کر رہی ہے۔ جو چار کلیات پر مشتمل ہے۔ یونیورسٹی نے ملک بھر میں مطالعاتی مراکز قائم کیے ہیں جہاں فاصلاتی نظام تعلیم کے طلبہ اپنے مقرر کردہ ٹیوٹرز سے ضروری رہنمائی حاصل کرتے ہیں۔ علاوہ ازیں یونیورسٹی نے کل وقتی مطالعاتی مراکز بھی قائم کیے ہیں جہاں پر

1- کلیہ عربی و علوم اسلامیہ

تعارف

علامہ اقبال اوپن یونیورسٹی کے قیام کے ساتھ ہی ادارہ عربی و علوم اسلامیہ قائم کیا گیا۔ اس ادارے میں عربی زبان و ادب اور علوم اسلامیہ کا شعبہ موجود تھا۔ ادارے کی طرف سے ابتدائی سطح پر اللسان العربی اے ٹی ٹی سی (مدریب المعلمین)، میٹرک، ایف اے اور بی اے کی سطح پر اسلامیات فقہ اور سیرت طیبہ ﷺ کے کورسز پیش کیے گئے۔

1988 میں علامہ اقبال اوپن یونیورسٹی ایکٹ 1974 کی رو سے منظور شدہ کلیہ عربی و علوم اسلامیہ کو معرض وجود میں لایا گیا اور ادارہ عربی و علوم اسلامیہ کو کلیہ عربی و علوم اسلامیہ کے نام سے ایک مستقل کلیہ (Faculty) کا درجہ دے دیا گیا۔

اس کلیہ کے قیام کا مقصد اسلامی علوم کی ترویج اور پاکستان میں نئی نسل کو اسلامی علوم سے اس طرح روشناس کرانا ہے کہ وہ معاشرے کو اسلام کے سانچے میں ڈھالنے کے لئے منوٹر کردار ادا کر سکیں اور اس کے ساتھ اہل مغرب کی جانب سے اسلام پر جو اعتراضات کئے جاتے ہیں ان کا جواب ان ہی کی زبان اور ان ہی کے انداز میں اخلاقیات کے اصولوں کو مد نظر رکھ کر دے سکیں۔ ان مقاصد کے حصول کے لئے 1987 میں علوم اسلامیہ میں ایم فل کی ابتدا کی گئی جو مزید ترقی پا کر پی ایچ ڈی علوم اسلامیہ پروگرام کے اجرا تک جا پہنچا۔ 1999 میں ایم اے عربی و علوم اسلامیہ کے پروگراموں کا باقاعدہ اجرا کر دیا گیا اور ایم اے علوم

اسلامیہ کو چار تخصصات (Specialization) میں تقسیم کیا گیا، مزید برآں خزاں 2019 سے بی ایس عربی و علوم اسلامیہ کا چار سالہ ڈگری پروگرام بھی شروع کیا گیا جو سات تخصصات پر مبنی ہے۔

کلیہ عربی و علوم اسلامیہ کے شعبہ جات

کلیہ عربی و علوم اسلامیہ کے درج ذیل شعبہ جات ہیں۔

1- شعبہ عربی زبان و ادب

عربی زبان و ادب کا علوم اسلامیہ سے انتہائی گہرا اور بنیادی تعلق ہے عربی زبان پڑھے بغیر علوم اسلامیہ پر دسترس حاصل کرنا بہت مشکل کام ہے شعبہ عربی نے ابتدائی عربی سے لے کر ایم فل عربی تک کے کورسز پیش کیے ہیں اس کا نصاب نہ صرف جدید ٹیکنالوجی سے ہم آہنگ ہے بلکہ پاکستان کی دیگر بیشتر جامعات کے نصاب کو مد نظر رکھ کر روزمرہ کی عربی زبان میں بہترین انداز میں بنایا گیا ہے۔ جو وقت کے تقاضوں کے عین مطابق بھی ہے۔

شعبہ عربی کے مقبول عام پروگراموں میں لفظ القرآن، عربی بول چال، اللسان العربی، میٹرک، انٹرمیڈیٹ، بی اے کے علاوہ ٹیچرز ٹریننگ کے لیے مدریب المعلمین کورس اور بی ایڈ عربی کے پروگرام ہیں، علاوہ ازیں ایم اے عربی کا نصاب پورے پاکستان کی جامعات میں سراہا گیا ہے اور ایم فل عربی میں بھی جدید علوم و ادب پر بحث و تحقیق کامیابی سے جاری و ساری ہے۔ الحمد للہ پی ایچ ڈی عربی کا آغاز ہونے جا رہا ہے اس کے علاوہ مزید

شارٹ کورسز کا بھی اجرا کیا جا رہا ہے۔ اس وقت بی ایس (عربی) کانیا (4 سالہ پروگرام) شروع ہو چکا ہے، جس میں داخلہ جاری ہے، شعبہ عربی زبان و ادب علامہ اقبال اوپن یونیورسٹی کاسب سے پہلا شعبہ ہے جس نے عربی سہل کے نام سے ٹیلی ویژن پروگراموں کا آغاز 1974 سے ہی کر دیا تھا۔

2- شعبہ قرآن و تفسیر

قرآن مجید اور علوم القرآن سے متعلق کورسز کی تیاری شعبہ قرآن و تفسیر کے ذمہ ہے۔ شعبہ الحمد للہ بی ایس علوم اسلامیہ (تخصص قرآن و تفسیر)، ایم۔ اے ایم۔ فل اور پی۔ ایچ۔ ڈی علوم اسلامیہ (تخصص قرآن و تفسیر) کے جملہ کورسز تیار کر چکا ہے۔ شعبہ ہذا خزاں 2013 سے ایم فل اور پی ایچ ڈی علوم اسلامیہ کے پروگرام تخصص (Specialization) قرآن و تفسیر کے ساتھ پیش کر رہا ہے، جبکہ سنہ 2019 سے بی ایس علوم اسلامیہ (تخصص قرآن و تفسیر) کے پروگرام کا اجرا بھی کر دیا گیا ہے۔

3- شعبہ حدیث و علوم حدیث

اس شعبہ کے ذمہ حدیث اور علوم حدیث کے میٹرک سے لے کر پی ایچ۔ ڈی سطح تک کے تمام کورسز کی تیاری ہے۔ شعبہ ہذا نے اس ضمن میں تمام کورسز کو از سر نو مرتب کیا ہے اور کئی اہم کتب تیار کی ہیں۔ بی ایس علوم اسلامیہ کے پروگرام میں تخصص حدیث و علوم حدیث کے تمام کورسز کی تیاری بھی شعبہ حدیث و علوم حدیث نے کی ہے۔ میٹرک، ایف اے اور بی اے کے اسلامیات کے کورسز کی کوآرڈینیشن بھی اسی شعبہ کے ذمہ ہے۔ مزید برآں شعبہ ہذا

ایم اے علوم اسلامیہ (تخصص حدیث و سیرت)، ایم فل (تخصص حدیث و علوم حدیث) شروع کرنے کی تیاری کر رہا ہے۔

4- شعبہ سیرت سٹڈیز

بی ایس علوم اسلامیہ (تخصص سیرت سٹڈیز) و بی ایس علوم اسلامیہ (تخصص درس نظامی) کے ساتھ ساتھ ایم۔ فل اور پی ایچ ڈی کے سیرت طیبہ سے متعلق کورسز کی آفرنگ اور سیرت رسول ﷺ پر نئے کورسز کی تیاری شعبہ سیرت سٹڈیز کی ذمہ داری ہے، علاوہ ازیں میٹرک، ایف اے اور بی ایس درس نظامی پروگرام کی کوآرڈینیشن بھی شعبہ ہذا کے ذمہ ہے، اس کے علاوہ مجلہ سیرت سٹڈیز کی طباعت بھی اسی شعبہ کے زیر اہتمام ہوتی ہے۔

5- شعبہ فکر اسلامی تاریخ و ثقافت (اسلامک سٹڈیز جنرل)

شعبہ فکر اسلامی، تاریخ و ثقافت کلیہ عربی و علوم اسلامیہ کا سب سے بڑا اور قدیم شعبہ ہے۔ کلیہ کے تمام کلیدی پروگرام جیسے پی ایچ ڈی علوم اسلامیہ (عمومی)، ایم فل علوم اسلامیہ (عمومی) اور بی ایس علوم اسلامیہ (عمومی) کی مقبولیت کے پیش نظر شعبہ اب رواں سمسٹر (بہار 2023ء) سے بیرون ممالک میں مقیم طلبہ و طالبات کے لیے بھی یہ پروگرام شروع کر رہا ہے۔ علاوہ ازیں اسی سمسٹر (بہار 2023ء) سے بی ایس اسلامی فنانس اور ٹریننگ کورس ’امام و خطیب‘ کا آغاز بھی کیا جا رہا ہے۔ میٹرک سے پی ایچ ڈی سطح تک فکر اسلامی، تاریخ و ثقافت سے متعلقہ کورسز بھی یہی شعبہ پیش کرتا ہے۔ ایم فل اور پی ایچ ڈی کی سطح پر سب سے زیادہ ریسرچ اسی شعبہ میں ہوتی ہے۔

تحقیقی اور تدریسی سرگرمیوں کے ساتھ ساتھ شعبہ تاریخ و ثقافت فکری اور ثقافتی پروگرامز کے انعقاد میں بھی پیش پیش رہتا ہے، شعبہ ہذا کے زیر اہتمام ’خطبات اسلام آباد‘ کے عنوان سے ایک سلسلہ محاضرات بھی جاری ہے جس میں ملت اسلامیہ کو درپیش فکری و تہذیبی مسائل پر محققین اور ماہرین علوم اسلامیہ کو لیکچرز کے لیے مدعو کیا جاتا ہے۔ گذشتہ پانچ برسوں میں ایسی پچیس کے قریب نشستیں منعقد کی جا چکی ہیں جن میں ملکی اور عالمی سطح کے اہل فکر و تحقیق خطاب کر چکے ہیں۔ ان میں ڈاکٹر سید سلمان ندوی، ڈاکٹر محمد یاسین مظہر صدیقی، ڈاکٹر محمد خالد مسعود، ڈاکٹر سفیر اختر اور مولانا زاہد الراشدی کے اسماء گرامی لائق ذکر ہیں۔ علاوہ ازیں سال بھر میں مختلف مناسبتوں سے بھی پروگرام منعقد کیے جاتے ہیں، جیسے یوم اقبال وغیرہ۔ اسی طرح وقتاً فوقتاً ادبی مجالس اور نعتیہ مشاعروں کا اہتمام بھی کیا جاتا ہے تاکہ طلبہ و طالبات کو

اسلامی تہذیب کے ثقافتی پہلوؤں سے بھی روشناس کرایا جاسکے۔ شعبہ ہذا ہر برس ایک بین الاقوامی کانفرنس/ سیمینار کا انعقاد بھی کرتا ہے جس میں معاشرتی تہذیبی تحقیقات میں سے کسی ایک اہم موضوع کو منتخب کر کے ماہرین کو مقالہ لکھنے کی دعوت دی جاتی ہے۔

شعبہ کے بعض منصوبے جو حتمی منظوری کے مراحل سے گزر چکے ہیں اور جلد بروئے

کار آنے والے ہیں درج ذیل ہیں:

- 1- پوسٹ ڈاکٹریٹ پروگرام
- 2- پوسٹ گریجویٹ ڈپلومہ ’افتاء‘
- 3- سرٹیفکیٹ کورس ’افتاء‘
- 6- شعبہ شریعہ

شعبہ شریعہ سے متعلقہ کورسز اور پروگراموں کی تیاری شعبہ ہذا کے ذمہ ہے۔ اس شعبے نے بی۔ ایس، ایم۔ اے، ایم فل اور پی ایچ ڈی علوم اسلامیہ میں اسلامی قانون و فقہ کے تخصص (Specialization) کے کورسز تیار کئے ہیں۔ بی۔ ایس علوم اسلامیہ تخصص اسلامی شریعہ کی اہم کتب کی تیاری بھی اس شعبہ کے ذمہ ہے۔ شعبہ ہذا شریعہ میں تخصص کے ساتھ بی ایس علوم اسلامیہ، ایم اے علوم کے پروگرام پیش کر رہا ہے۔ اس کے علاوہ شعبہ شریعہ ایم ایس شریعہ اور پی ایچ ڈی شریعہ پروگراموں کا اجرا بھی کیا ہے۔ شعبہ نے متعلقہ پروگراموں کے کورسز بھی تیار کیے ہیں۔

- 7- شعبہ مطالعات بین المذاہب
- 8- ایم فل عربی
- 9- ایم اے علوم اسلامیہ (جنرل)
- 10- ایم اے علوم اسلامیہ (تخصص قرآن و تفسیر)
- 11- ایم اے علوم اسلامیہ (تخصص حدیث و سیرت)
- 12- ایم اے علوم اسلامیہ (تخصص اسلامی قانون و فقہ)
- 13- ایم اے عربی
- 14- بی ایس عربی
- 15- بی ایس اسلامک سائنس
- 16- بی اے علوم اسلامیہ (جنرل)
- 17- بی اے علوم اسلامیہ (تخصص قرآن و تفسیر)
- 18- بی اے علوم اسلامیہ (تخصص حدیث و علوم حدیث)
- 19- بی اے علوم اسلامیہ (تخصص سیرت سنڈیز)
- 20- بی اے علوم اسلامیہ (تخصص شریعہ)
- 21- بی اے علوم اسلامیہ (تخصص درس نظامی)
- 22- بی ایس علوم اسلامیہ (تخصص مطالعات بین المذاہب)
- 23- تدریب المعلمین (ATTC)
- 24- اللسان العربی
- 7- شعبہ مطالعات بین المذاہب
- شعبہ مطالعات بین المذاہب کا آغاز 2021 میں ہوا، اس شعبہ کے قیام کا بنیادی مقصد، اسلام کی آفاقی اور عالمگیر تعلیمات کو پیش کرنا، بین المذاہب اور بین الممالک ہم آہنگی کے لئے کورسز کی تیاری ہے، شعبہ نے ایم اے علوم اسلامیہ کی سطح پر دو کتب دعوت و ارشاد اور مطالعہ مذاہب عالم تیاری کی ہیں جو طباعت سے آراستہ ہو کر طلبہ کے ہاتھوں میں ہیں، شعبہ کے زیر اہتمام بی اے علوم اسلامیہ تخصص مطالعات بین المذاہب کے پروگرام کا آغاز کر دیا گیا ہے، شعبہ ہذا نے ایم فل اور پی ایچ ڈی سطح کے کورسز کے پروگرامز کی منظوری ہو چکی ہے اور اس حوالے سے مواد کی جمع و ترتیب کا کام جاری ہے۔
- کلیہ عربی و علوم اسلامیہ کے اہم پروگرام / کورسز
- 1- پی ایچ ڈی - علوم اسلامیہ (جنرل)
- 2- پی ایچ ڈی - علوم اسلامیہ (تخصص قرآن و تفسیر)
- 3- پی ایچ ڈی شریعہ
- 4- پی ایچ ڈی عربی
- 5- ایم فل علوم اسلامیہ (جنرل)
- 6- ایم فل علوم اسلامیہ (تخصص قرآن و تفسیر)
- 7- ایم ایس شریعہ

- 3- پروفیسر ڈاکٹر غلام شمس الرحمن (پی ایچ ڈی، پوسٹ ڈاکٹریٹ)
صدر مطالعات بین المذاہب
- 4- ڈاکٹر شائد (ایم فل علوم اسلامیہ، پی ایچ ڈی)
ایسوسی ایٹ پروفیسر / صدر شعبہ قرآن و تفسیر
- 5- ڈاکٹر ہدایت خان (ایل ایل ایم، پی ایچ ڈی، پوسٹ ڈاکٹریٹ)،
ایسوسی ایٹ پروفیسر / صدر شعبہ شریعہ
- 6- ڈاکٹر عبد المجید بغدادی (ایم فل عربی، پی ایچ ڈی، ہارڈ ڈپلومہ ان عربک، عراق)
ایسوسی ایٹ پروفیسر / صدر شعبہ عربی
- 7- ڈاکٹر محمد سجاد (ایم فل علوم اسلامیہ، پی ایچ ڈی علوم اسلامیہ)
ایسوسی ایٹ پروفیسر شعبہ مطالعات بین المذاہب
- 8- ڈاکٹر محمد ریاض محمود، (پی ایچ ڈی، ایم فل علوم اسلامیہ)،
ایسوسی ایٹ پروفیسر شعبہ فکر اسلامی، تاریخ و ثقافت
- 9- ڈاکٹر محمد شاہد، (ایم فل، پی ایچ ڈی علوم اسلامیہ)
اسٹنٹ پروفیسر / انچارج شعبہ حدیث و علوم حدیث
- 10- ڈاکٹر سمیع اللہ زبیری (اے ٹی سی بی ایڈ / ایم فل علوم اسلامیہ اور پی ایچ ڈی عربی)
اسٹنٹ پروفیسر
- 11- ڈاکٹر احمد رضا، (پی ایچ ڈی علوم اسلامیہ، پوسٹ ڈاکٹریٹ)

25- عربی بول چال

26- لغۃ القرآن

27- میٹرک تا بی اے (درس نظامی پروگرام)

کلیہ عربی و علوم اسلامیہ کی تحقیقی سرگرمیاں

کلیہ عربی و علوم اسلامیہ کا نمایاں امتیاز اس کی علمی اور تحقیقی سرگرمیاں ہیں۔ تحقیق کے میدان میں یہ کلیہ بی۔ ایس ایم اے ایم فل اور پی ایچ ڈی کی سطح کے مقالات تحریر کرواتا ہے۔ کلیہ عربی و علوم اسلامیہ سے تین علمی و تحقیقی مجلے معارف اسلامی، سیرت سنڈیز اور مجلہ الجٹ العربی باقاعدگی سے شائع ہو رہے ہیں، ان مجلات میں عربی، انگریزی اور اردو میں تحقیقی مقالات شائع کئے جاتے ہیں، علاوہ ازیں مختلف علمی و تحقیقی موضوعات پر موقع بہ موقع سیمینار کانفرنسیں اور سیمپوزیم کا اہتمام بھی کیا جاتا ہے۔

کلیہ عربی و علوم اسلامیہ کا تدریسی عملہ

1- پروفیسر ڈاکٹر محی الدین ہاشمی (پی ایچ ڈی علوم اسلامیہ، ایم فل علوم اسلامیہ)

ڈین کلیہ عربی و علوم اسلامیہ / صدر شعبہ فکر اسلامی تاریخ و ثقافت

2- پروفیسر ڈاکٹر شاہ معین الدین ہاشمی (ایم فل علوم اسلامیہ، پی ایچ ڈی)،

صدر شعبہ سیرت سنڈیز

- 12- اسٹنٹ پروفیسر، شعبہ فکر اسلامی، تاریخ و ثقافت
ڈاکٹر حافظ محمد ارشد اقبال (ایم فل، پی ایچ ڈی علوم اسلامیہ)
- 13- اسٹنٹ پروفیسر شعبہ قرآن و تفسیر
ڈاکٹر حافظ طاہر اسلام عسکری (ایم فل، پی ایچ ڈی علوم اسلامیہ)
- 14- اسٹنٹ پروفیسر، شعبہ فکر اسلامی، تاریخ و ثقافت
ڈاکٹر نوید اقبال، (ایم فل، پی ایچ ڈی علوم اسلامیہ)،
- 15- اسٹنٹ پروفیسر، شعبہ حدیث و علوم حدیث
ڈاکٹر حافظ محمد فاروق عبداللہ، (ایم فل، پی ایچ ڈی علوم اسلامیہ)،
- 16- اسٹنٹ پروفیسر، شعبہ مطالعات بین المذاہب
ڈاکٹر روافر حان علی، (ایم فل، پی ایچ ڈی علوم اسلامیہ)،
- 17- اسٹنٹ پروفیسر، شعبہ شریعہ
ڈاکٹر ظفر اقبال، (ایم فل، پی ایچ ڈی علوم اسلامیہ)
- 18- اسٹنٹ پروفیسر، شعبہ قرآن و تفسیر
ڈاکٹر سعاد محمد عباس، (ایم فل، پی ایچ ڈی علوم اسلامیہ)
- 19- اسٹنٹ پروفیسر، شعبہ قرآن و تفسیر
ڈاکٹر محمد رفیق (پی ایچ ڈی علوم اسلامیہ، ایم ایڈ (عربی)، کنگ سعود یونیورسٹی، ریاض)،
اسٹنٹ پروفیسر، شعبہ سیرت اسٹڈیز
- 20- ڈاکٹر طاہرہ افراق (ایل ایل بی، شریعہ اینڈ لاء، ایل ایل ایم شریعہ اینڈ لاء، پی ایچ ڈی
شریعہ) نیکچر ار شعبہ شریعہ
- 21- ڈاکٹر حافظ معظم شاہ (ایم فل علوم اسلامیہ، پی ایچ ڈی شریعہ (اسلامک اسٹڈیز))
نیکچر ار شعبہ شریعہ
- 22- ڈاکٹر ثقلیل احمد (پی ایچ ڈی و ایم فل عربی)،
نیکچر ار شعبہ عربی
- 23- ڈاکٹر حافظ حارث سلیم، (پی ایچ ڈی و ایم فل عربی)،
نیکچر ار شعبہ عربی
- 24- احمد عبدالرحمن، (ایم ایس / پی ایچ ڈی علوم اسلامیہ)،
نیکچر ار شعبہ فکر و اسلامی تاریخ و ثقافت
- 25- ڈاکٹر محمد طیب، (ایم فل / پی ایچ ڈی علوم اسلامیہ)،
نیکچر ار شعبہ قرآن و تفسیر
- 26- ڈاکٹر مجیب الرحمن (ایم فل / پی ایچ ڈی علوم اسلامیہ)
نیکچر ار شعبہ سیرت اسٹڈیز
- 27- ڈاکٹر حسن بیگ (ایم فل / پی ایچ ڈی علوم اسلامیہ)،
نیکچر ار شعبہ مطالعات بین المذاہب

- 28 حافظ سعید الرحمن ایم فل علوم اسلامیہ،
لیکچرار شعبہ فکر اسلامی، تاریخ و ثقافت
- 29 عثمان علی شیخ، ایم فل علوم اسلامیہ،
لیکچرار شعبہ مطالعات بین المذاہب
- 30 ڈاکٹر مہر شہزاد، (ایم فل / پی ایچ ڈی عربک)، لیکچرار شعبہ عربی

2- بی ایس عربی پروگرام (چار سالہ)

پروگرام کا تعارف، تفصیل اور شرائط داخلہ

بی ایس (عربی) میں داخلے کے خواہش مند امیدوار یونیورسٹی کے آن لائن طریقہ کار کے تحت درخواست دیں۔ داخلہ کی شرائط مندرجہ ذیل ہیں۔

1- کسی تسلیم شدہ بورڈ سے ایف اے یا مساوی مع سیکنڈ ڈویژن / گریڈ سی (کم از کم %45 نمبروں کے ساتھ)۔

2- میٹرک مع خاصہ سرٹیفکیٹ جو کہ IBCC کے منظور شدہ مدارس یا بورڈ سے منظور شدہ ہو، اس شرط کے ساتھ کے طالب علم کو ایف اے لیول کے کورسز کو پاس کرنا ہوگا تاکہ وہ بی ایس پروگرام کے مکمل ہونے سے پہلے IBCC سے Equivalence حاصل کر سکیں۔

صرف داخلہ کی شرائط پر پورا اترنے والے طلبہ ہی فیس جمع کروائیں۔ ایک وقت میں یونیورسٹی کے ایک ہی پروگرام میں داخلہ لیا جاسکتا ہے۔ نامکمل معلومات ہونے کی صورت میں داخلہ مسترد ہو جائیگا۔

بی ایس عربی (چار سالہ) کی مطالعاتی سکیم

- 1- بی ایس (عربی) پروگرام کا دورانیہ چار سال ہے (کل آٹھ سمسٹرز ہیں)
- 2- ہر سمسٹر کی مدت چھ ماہ ہے، کل آٹھ سمسٹرز ہیں اور ہر سمسٹر کے کورسز کی ورکشاپ

2- بی بی اے۔ بی ایس سی۔ بی کام۔ بی ٹیک یا ان کے مساوی پروگراموں سے پاس طلبا بھی بی ایس عربی میں داخلہ کے اہل ہیں بشرطیکہ انہوں نے مجموعی طور پر کم از کم سینڈ ڈوریشن (50% نمبر) حاصل کی ہو۔

بی۔ ایس عربی کی مطالعاتی سکیم

- 1- بی۔ ایس (عربی) کا مجوزہ پروگرام کا دورانیہ ڈھائی سال پر مشتمل ہے۔
- 2- ہر سمسٹر کی مدت چھ ماہ ہے، کل پانچ سمسٹر ہیں اور ہر سمسٹر کے مخصوص کورسز کی ورکشاپ لازمی ہے۔
- 3- طالب علم یونیورسٹی کی طرف سے پیش کئے گئے کورسز کے مطابق سمسٹر میں داخلہ لے سکے گا۔

4- طلباء طالبات کی سہولت کے پیش نظر کلیہ عربی و علوم اسلامیہ کو پیش کردہ کورسز میں کسی بھی وقت تبدیلی کا اختیار حاصل ہوگا۔

لازمی ہے۔

3- طالب علم یونیورسٹی کی طرف سے پیش کئے گئے کورسز کے مطابق سمسٹر میں داخلہ لے سکے گا۔

4- بی۔ ایس (عربی) کی ڈگری کے حصول کے لئے تمام طلباء کو کم از کم 124 کریڈٹ آوز کی تکمیل کرنا ہوگی، جبکہ مقالہ لکھنے کے خواہشمند طلبہ کی 11 میجر کورسز کی تکمیل کرینگے اور آٹھویں سمسٹر میں 6 کریڈٹ کا مقالہ تحریر کریں گے۔

5- طلباء طالبات کی سہولت کے پیش نظر کلیہ عربی و علوم اسلامیہ کو پیش کردہ کورسز میں کسی بھی وقت تبدیلی کا اختیار حاصل ہوگا۔

بی۔ ایس عربی (ڈھائی سالہ) پروگرام

پروگرام کا تعارف، تفصیل اور شرائط داخلہ

جو امیدوار بی ایس (عربی) میں داخلے کے خواہش مند ہوں وہ مجوزہ فارم پر کریں۔

داخلہ کی شرائط درج ذیل ہیں:

- 1- کسی تسلیم شدہ یونیورسٹی سے بی اے۔ بی ایس سی کم از کم سینڈ ڈوریشن (50% نمبر) کے ساتھ پاس کی ہو۔

دوہرا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ آورز
-1	9408	English-II (Academic Reading & Writing)	3
-2	9417	Understanding of Math & Stat	3
-3	3900	Seerat Taybay / السیر النبوی	3
-4	9252	الاتصال الجماہیری Concept of Mass Communication	3
-5	9432	علم الاجتماع / Sociology	3

تیسرا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ آورز
-1	9409	English-III	3
-2	4900	العربی الوظیمی - I / I- Functional Arabic- I	3
-3	4901	القواعد الاساسیة Basic Arabic Grammer /	3
-4	4902	الوطن العربی / Arabic World	3
-5	4903	الترجمة / Translation	3

بی۔ ایس عربی۔ پروگرام کوڈ 5108

(چار سالہ)

پہلا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ آورز
-1	9407	English-I (Communication Skill)	3
-2	9401	الدراسات الاسلامیة / Islamiat	3
-3	9402	الدراسات الباكستانية / Pak Study	3
-4	9001	اللغة الأردیة / Bunyadi Urdu	3
-5	1919	اللغة العربیة / Arabic Language	3
-6	5403	Basics of Information & Communication Technology	3

پانچواں سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ آورز
-1	4909	Rhetoric / البلاغة	3
-2	4910	القرآن الکریم (دراس ادبی) Quran Literature /	3
-3	4911	المدخل الی علم اللغة Introduction to Arabic Linguistic	3
-4	1904	آداب الاختلاف فی السلام Ethics of Disagreement in Islam	3
-5	1915	قضايا الفكر الاسلامی Issues in Contemporary Islamic thought	3

چھٹا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ آورز
-1	4912	الحديث النبوی (دراسة ادبية) Hadith Literature /	3
-2	4913	اشعر العربی القديم Classical Arabic Poetry	3
-3	4914	النثر العربی القديم Classical Arabic Prose	3
-4	—	* کوئی دو اختیاری مضمون منتخب کریں (تفصیل کے لئے فہرست اختیاری مضامین دیکھئے)	3

-6	4904	Sources of مصادر اللغ و الادب Language & Literature	3
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چوتھا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ آورز
-1	1903	التاریخ الاسلامی (حصہ اول) Islamic History-I /	3
-2	4905	القواعد التطبيقية Applied Grammer_I	3
-3	4906	العربية الوظيفية Functional Arabic-II	3
-4	4907	المدخل الی اللغة العربی Introduction to Arabic Language	3
-5	4908	الانشاء والترسل Arabic Comoposition & Dictation	3

6	Research Report OR 2 Courses of 3 Credit hours each from the list of Elective Courses including "Research Methodology"	4921	4
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فہرست اختیاری مضامین

نمبر شمار	نام کورس	کورس کوڈ	کریڈٹ آورز
-1	Teaching Methods / طرق التدریس	4922	3
-2	Literature of المهاجر Immigrants	4923	3
-3	Criticism / النقد الادبی	4924	3
-4	الادب العربی فی الاندلس Arabic Literature in Spain	4925	3
-5	الادب العربی فی شبه القارة Arabic Literature in Subcontinent	4926	3
-6	منہج البحث و التحقیق Research Methodology	4927	3

ساتواں سمسٹر

نمبر شمار	نام کورس	کورس کوڈ	کریڈٹ آورز
-1	تاریخ الادب العربی القديم History of Arabic Literature	4915	3
-2	اشعر العربی الحدیث Modern Arabic Poetry	4916	3
-3	النثر العربی الحدیث Modern Arabic Prose	4917	3
-4	القواعد الطبیقة-II Applied Grammer-II	4918	3
-5	کوئی سے دو مضامین منتخب کریں (تفصیل کے لئے فہرست اختیاری مضامین دیکھئے)	-----	3

آٹھواں سمسٹر

نمبر شمار	نام کورس	کورس کوڈ	کریڈٹ آورز
-1	علم العروض والاصوات Prosody of Phonetics /	4928	3
-2	الاعلام العربی / Arab Media	4919	3
-3	History of Arabic Literature / تاریخ الادب العربی الحدیث	4920	3

بی۔ ایس عربی۔ پروگرام کوڈ-0511
(ڈھائی سالہ)

پہلا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ / آورز
1	1919	التواعد العربی	03
2	4900	العربی الوظیفی I	03
3	4901	التواعد الآساسی	03
4	4904	مصادر اللغ و الأدب	03
5	4905	التواعد تطبیقی	03
6	4906	العربی الوظیفی II	03

دوسرا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ / آورز
1	4909	البلاغ	03
2	4910	القرآن الکریم (دراس ادبی)	03
3	4911	المدخل الی علم اللغ	03
4	1904	آدب الختلاف فی الاسلام	03
5	1915	قضايا الفکر الاسلامی	03

تیسرا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ / آورز
1	4912	الحديث النبوی (دراس الادبی)	03
2	4913	اشعر العربی القديم	03
3	4914	النثر العربی القديم	03
4	----	* کوئی ایک اختیاری مضمون منتخب کریں (تفصیل کے لئے فہرست اختیاری مضامین دیکھئے)	03

06	Research Project OR 2 Courses of 3CHs each from the list of Elective Courses including "Research Methodology"	4921	4
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* فہرست اختیاری مضامین

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ / آوز
1	4922	طرق التدریس	03
2	4923	ادب المہجر	03
3	4924	التقد الاذبی	03
4	4925	الادب العربی فی الآندلس	03
5	4926	الآدب فی شبہ القارالھندی	03
6	4927	منہج البحت والتحقیق	03

چوتھا سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ / آوز
1	4915	تاریخ الادب العربی القدیم	03
2	4916	اشعر العربی الحدیث	03
3	4917	النثر العربی الحدیث	03
4	4918	التواعد التطبيق-II	03
5	---	* کوئی سے دو مضامین منتخب کریں (تفصیل کے لئے فہرست اختیاری مضامین دیکھئے)	03+03

پانچواں سمسٹر

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ / آوز
1	4928	علم العروض والاصوات	03
2	4919	الاعلام العربی	03
3	4920	تاریخ الآدب العربی الحدیث	03

شرح فیس

3- بی۔ ایس علوم اسلامیہ اور عربی کے کورسز کے لوازمات

مطالعائی رہنما

علامہ اقبال اوپن یونیورسٹی میں رسمی تعلیم کے عام طریقے استعمال نہیں کئے جاتے چونکہ اس یونیورسٹی کے طلبہ پورے ملک میں پھیلے ہوئے ہیں اس لئے فاصلاتی تعلیم (Distance Learning) کے مطابق تعلیم دی جاتی ہے۔

بی ایس (علوم اسلامیہ) اور بی ایس (عربی) پروگرام کے اجزائے مندرجہ ذیل ہوں گے۔

(i) مطالعاتی مواد (ii) امتحانی مشقیں

(iii) ورکشاپ (iv) آخری امتحان (v) مقالہ

(i) مطالعاتی مواد

بی ایس (عربی) کا طالب علم بننے کے بعد آپ کے کورسز آن لائن یونیورسٹی کی ویب سائٹ پر موجود ہوں گے۔ ان مطالعاتی رہنماؤں کی روشنی میں آپ مقررہ کتابیں پڑھ سکیں گے۔

1- بی ایس (عربی) کے لئے بیشتر کورسز کا انحصار کسی مخصوص کتاب پر نہیں ہے۔ بعض کورسز جن میں متون شامل ہیں ان کی متداول شروح آپ کے پیش نظر ہونی چاہئیں۔ جن کو ریز کا مقرر کردہ درسی مواد کتابوں میں ملتا ہے وہ آپ کو اپنے ذرائع سے حاصل کرنا ہوگا۔

Registration Fee:	US\$ 50/-
Admission Fee:	US\$ 50/-
Per 3 Credit Hour Course Fee:	US\$ 100/-
6 Courses Fee 100 x 6 = 600	US\$ 600/-
Total Fee:	US\$ 700/-

مزید رہنمائی اور معلومات کے لئے رابطہ

Directorate of International Collaboration & Exchange
Phone: +92-51-9572495
E-mail: overseas@aiou.edu.pk

ان نصابی کتابوں اور ان کے ساتھ مجوزہ کتب کے کورس کے مطالعاتی رہنما میں نشاندہی کر دی جاتی ہے۔

2- مطالعاتی رہنما میں مقررہ نصابی کتب کے متعلقہ ابواب اور صفحات کی نشاندہی بھی موجود ہے۔ اس طرح آپ سہولت کے ساتھ مجوزہ کتب سے استفادہ کر سکیں گے۔

مطالعاتی رہنمایا نصابی کتاب کے یونٹ

ہر کورس کے کتابی اجزا درسی یونٹ کہلاتے ہیں۔ بی ایس پروگرام کا کورس (9) یونٹوں پر مشتمل ہوتا ہے۔ ایک ہی بڑے عنوان سے متعلق دو یا زیادہ یونٹوں کو بلاک کہا جاتا ہے۔

ایک کورس کا مطالعہ اندازاً آپ کو نو ہفتوں میں مکمل کرنا ہے۔ اس لئے درسی مواد کو نو (09) یونٹوں میں تقسیم کر دیا گیا ہے۔ اس طرح آپ ایک یونٹ کے مطالعہ پر اوسطاً ایک ہفتہ صرف کر سکتے ہیں۔ خیال رہے کہ روزانہ کم از کم دو گھنٹے یا ایک ہفتہ میں بارہ سے چودہ گھنٹے تک کا وقت ایک یونٹ یا اس سے مساوی مواد کے لئے درکار ہوگا۔

بی ایس کے پروگرام کے ہر کورس پر مشتمل ایک مطالعاتی رہنما کے یونٹ خود آ زمانی کے اصول پر تیار کئے گئے ہیں۔ یہ یونٹ بذات خود کورس نہیں بلکہ ان کا تعلق کورس کے درسی مواد کے ساتھ ہے جو مجوزہ کتابوں میں موجود ہے۔ یہ یونٹ مندرجہ ذیل اجزا پر مشتمل ہوتے ہیں:

1- یونٹ کا مطالعہ 2- مطالعہ کے مقاصد

3- درسی مواد کے مختصر خاکے 4- درسی مواد کی نشاندہی

5- خود آ زمانی کے سوالات

ان یونٹوں میں اس بات کا بھی خیال رکھا جاتا ہے کہ وضاحت طلب امور کی صراحت کر دی جائے نیز یونٹوں کے تعارف میں درسی تفصیلات سے متعلق خاکہ بھی دیا جاتا ہے تاکہ آپ درسی مواد کو بہتر طور پر سمجھ سکیں۔ متعلقہ مواد یونیورسٹی کی ویب سائٹ پر موجود ہے۔ مجوزہ کتب کا حصول طلبہ کی ذمہ داری ہے تاہم طلبہ کی سہولت کے لئے یونیورسٹی اپنی مرکزی لائبریری اور علاقائی دفاتر میں حتی الامکان مجوزہ کتب کی فراہمی کا انتظام کرتی ہے۔

بی ایس عربی کے پروگرام کے ہر کورس کی کتاب مندرجہ بالا اصولوں کے مطابق تیار کی گئی ہے اس لئے اس پروگرام کے لئے الگ سے مطالعاتی رہنما ارسال نہیں کیا جاتا۔

(ii) خود آ زمانی

ہر یونٹ کے درمیان یا آخر میں خود آ زمانی (Self Assessment) کے سوالات دیئے گئے ہیں۔ ان سوالات کو حل کر کے آپ کو اپنی تعلیمی رفتار کا اندازہ ہو سکے گا۔

(iii) اساتذہ سے رہنمائی

فاصلاتی نظام تعلیم کا ایک جزو مطالعاتی مرکز ہے جہاں طلبہ اپنے ٹیوٹر سے مہینے میں دو بار ملاقات کر کے تعلیمی مسائل پر گفتگو کرتے ہیں، اس کے ساتھ بی ایس کے طلبہ کا ٹیوٹر کے ساتھ رابطہ خط و کتابت کے ذریعے بھی رہتا ہے۔

امتحانی مشقیں

1- ہر کورس کے لئے اس کی نوعیت کے اعتبار سے امتحانی مشقوں کی ایک مخصوص تعداد مقرر کی گئی ہے۔ طلبہ کے لئے کورس کے دوران یہ امتحانی مشقیں حل کر کے اپنے ٹیوٹر کو

منعقد ہوتی ہے

بروقت بھیجنا لازمی ہے۔ یوٹریج اور جانچ پڑتال کے بعد یہ امتحانی مشقیں طالب علم کو بذریعہ LMS یونیورسٹی کی ویب سائٹ پر لوڈ کرنا ہوں گی اس طرح طلبہ اپنی کارکردگی سے باخبر رہیں گے۔ ان مشقوں کے نمبر آخری امتحان میں حاصل کردہ نمبروں میں شامل کر کے نتیجہ مرتب کیا جاتا ہے۔ ایک مکمل کورس کے لئے دو امتحانی مشقیں ہوتی ہیں۔ بیس فیصد نمبر مشقوں کے لئے مختص ہیں۔

آخری امتحان

ہر کورس کی دو امتحانی مشقوں کی تکمیل کے بعد آخری امتحان ہوگا جو سارے کورس پر مشتمل ہوگا۔ امتحانی مشقوں اور آخری امتحان میں الگ الگ کامیاب ہونا ضروری ہے۔

امتحانی مشقوں اور آخری امتحان کے نمبروں کو ملا کر مجموعی طور پر آپ کو کامیابی کے لیے کم از کم 50 فیصد نمبر حاصل کرنے ہوں گے۔ اگر کوئی طالب علم امتحانی مشقوں میں 50 فیصد نمبر حاصل نہ کر سکا تو اسے نئے سرے سے فیمل ہونے والے مضمون میں داخلہ لے کر پاس کرنا ہوگا۔
مقالہ (تحقیقی مقالہ کے قواعد)

(الف) مدت کا تعین

مدریسی کورسز پاس کرنے اور ورکشاپ مکمل کرنے کے بعد مقالہ تحریر کرنے کی اجازت ہوگی۔ مقالہ تحریر کرنے کی مدت ایک سمسٹر یعنی چھ ماہ ہوگی جو یونیورسٹی کی طرف سے اس خط کی تاریخ اجراء سے شمار ہوگی۔ جس میں عنوان کی باقاعدہ منظوری کی اطلاع درج ہوگی۔ اس مدت میں نگران مقالہ کی سفارش پر صدر شعبہ چھ ماہ کی توسیع کر سکتا ہے۔ مزید توسیع کا اختیار کلیہ کے ڈین کو حاصل ہے بشرطیکہ طالب علم مجوزہ فیس جمع کروائے اور نگران مقالہ طالب علم کے کام

2- امتحانی مشقیں لازمی طور پر شیڈول کے مطابق اتالیق کے پاس پہنچ جانی چاہئیں دیر سے پہنچنے والی مشق قابل قبول نہ ہوگی۔

3- کسی کتاب / طالب علم کی مشق سے نقل کرنے کا ثبوت مہیا ہونے پر تادیبی کارروائی کی جائے گی۔ جس میں طالب علم کی مشق منسوخ کی جاسکتی ہے اور متعلقہ کورس یا پروگرام میں اس کا داخلہ بھی منسوخ کیا جاسکتا ہے۔

4- اتالیق کی جانچی ہوئی مشق پر نظر ثانی نہیں ہو سکتی، البتہ نمبروں کے میزان کی غلطی درست ہو سکتی ہے۔

عملی ورکشاپ

ہر سمسٹر میں کورسز کی امتحانی مشقیں مکمل ہونے کے بعد بی۔ ایس (علوم اسلامیہ) کے ہر کورس کے لیے تین روزہ ورکشاپ منعقد ہوتی ہے آٹھویں سمسٹر میں مقالہ لکھنے والے طلبہ طالبات کے لیے سمسٹر کے شروع میں موضوع کے انتخاب اور خاکہ تحقیق کی تیاری کے لیے ورکشاپ میں شرکت لازمی ہے، اسی طرح سے بی ایس عربی کے ہر کورس کی تین روزہ ورکشاپ

سے مطمئن ہو لیکن یہ طالب علم کا استحقاق نہیں اور یہ تو وسیع استثنائی صورت حال میں دی جائے گی۔ مقررہ مدت کے دوران مقالہ مکمل کر کے جمع نہ کروایا گیا تو موضوع مقالہ از خود منسوخ تصور کیا جائے گا۔

(ب) تحقیقی مقالہ اور نگران کا تقرر

1- موضوع تحقیق کی منظوری کے لیے تحقیقی مقالہ کا خاکہ اور کتابیات خاکہ نگاری کے معین اصولوں کی روشنی میں تیار کر کے متعلقہ شعبہ کو پیش کئے جائیں گے۔ موضوع تحقیق قطعی واضح اور تخلیقی (Original) ہونا چاہیے۔ موضوع کی منظوری Thesis Committee دے گی۔

2- تحقیقی مقالہ کے مجوزہ موضوع کی منظوری کے بعد طالب علم اپنے نگران مقالہ کی رہنمائی میں تحقیقی کام مکمل کرے گا۔ نگران کی تعلیمی اہلیت کے پیش نظر اس کا تقرر کیا جائے گا۔

3- تحقیقی مقالے سے متعلق مزید تفصیلات و رکشاپ میں مہیا کی جائیں گی۔

4- تحقیقی مقالے کی تکمیل پر طالب علم اپنے مقالے کی چار کاپیاں مع خلاصہ اپنے نگران کے تصدیق شدہ مراسلہ کے ہمراہ متعلقہ شعبہ کے پاس جمع کرائے گا اور ایک اضافی کاپی اپنے نگران کو بھی دے گا۔

3- شعبہ اُردو کا تعارف

تعارف (Introduction)

شعبہ اُردو کا قیام 1974ء میں علامہ اقبال اوپن یونیورسٹی کے قیام کے ساتھ ہی عمل میں آیا۔ یہ شعبہ اب تک اردو زبان کے حوالے سے مختلف امور کی انجام دہی خصوصاً قومی زبان کو بطور لازمی مضمون متعارف کرانے میں فعال رہا ہے۔ اس وقت شعبہ اُردو کی طرف سے میٹرک، انٹرمیڈیٹ اور بی۔ اے کے علاوہ ایم۔ اے، ایم فل اور پی۔ ایچ۔ ڈی کے پروگرام پیش کیے جا رہے ہیں۔

4- بی ایس اردو پروگرام (تعارف اور جانچ)

تعارف

بی ایس اُردو پروگرام چار سالہ پروگرام ہے جو ہائر ایجوکیشن کمیشن کی ہدایات کے مطابق بی اے اور ایم اے اردو کی جگہ لے گا۔

مقاصد (Objectives)

- 1- فاصلاتی نظام تعلیم کے تقاضوں کے مطابق طلبہ کو اردو زبان و ادب کی تعلیم دینا۔
- 2- اردو زبان و ادب کے ساتھ دیگر سماجی علوم سے متعارف کرانا۔
- 3- اردو زبان و ادب میں سولہ سالہ تعلیم کے برابر مہارت بہم پہنچانا جس کی بنیاد پر طلبہ عملی زندگی میں اپنا کردار ادا کرنے کے قابل ہو سکیں اور اس ڈگری کی بنیاد پر اعلیٰ تعلیم بھی حاصل کر سکیں۔

دورانیہ (Duration)

اس کورس کا دورانیہ چار سال ہے جس میں ہائر ایجوکیشن کمیشن کی ہدایات کے مطابق طلبہ کی ہمہ جہت تعلیمی ضروریات کے پیش نظر نولازمی (compulsory)، آٹھ عمومی (General)، نو بنیادی (Foundation)، تیرہ تخصیصی (Major)، چار تخصیصی اختیاری (Elective within the major) مضامین (کورسز) شامل ہیں۔

شرائط داخلہ (Admission Requirements)

- 1- کم از کم تعلیمی قابلیت انٹرمیڈیٹ سیکنڈ ڈویژن (۴۵ فیصد)
- 2- امیدواروں سے درخواست ہے کہ داخلہ فارم کے ساتھ اپنی تازہ تصویر، تعلیمی اسناد کی تصدیق شدہ نقول اور انٹرمیڈیٹ کی مارکس شیٹ منسلک کریں۔
- 3- اہل امیدوار فارم مع فیس پراپیکٹس میں دیے گئے طریقہ کار کے مطابق جمع کرائیں۔

ذریعہ تعلیم (Medium of Instruction)

تدریس کی زبان اردو اور انگلش ہوگی۔

تدریس کا طریقہ کار (Methods of Instruction)

یہ پروگرام فاصلاتی تعلیم کے ذریعے (Distance Learning Mode) پر پورے ملک میں پیش کیا جائے گا۔ ہر کورس کے لیے چھ روزہ آن لائن ورکشاپ ہوگی۔ تمام کتابیں پی ڈی ایف فارم (Soft Form) میں یونیورسٹی ویب سائٹ پر موجود ہیں۔
(نوٹ): انگریزی کے تین پرچوں کے علاوہ دوسرے شعبہ جات کے کورسز کا اگر اردو ورژن (Urdu Version) دستیاب ہو تو اسے اختیار کیا جائے گا۔

شرح فیس

Registration Fee:	US\$ 50/-
Admission Fee:	US\$ 50/-
Per 3 Credit Hour Course Fee:	US\$ 100/-
6 Courses Fee 100 x 6 = 600	US\$ 600/-
Total Fee:	US\$ 700/-

مزید رہنمائی اور معلومات کے لئے رابطہ

Directorate of International Collaboration & Exchange
Phone: +92-51-9572495
E-mail: overseas@aiou.edu.pk

فیکلٹی شعبہ اردو

- ۱۔ ڈاکٹر عبدالعزیز ساحر،
پروفیسر (صدر شعبہ اردو)
فون نمبر: 051-9576350
- ۲۔ ڈاکٹر نوریہ تحریم باہر
(ایسوسی ایٹ پروفیسر)
فون نمبر: 051-9576356
- ۳۔ ڈاکٹر ارشد محمود شاہد
(ایسوسی ایٹ پروفیسر)
فون نمبر: 051-9576355
- ۴۔ ڈاکٹر صفدر رشید
(اسٹنٹ پروفیسر)
فون نمبر: 051-9574945
- ۵۔ ڈاکٹر محمد قاسم، (اسٹنٹ پروفیسر)
فون نمبر: 051-9576374
- ۷۔ ڈاکٹر عبدالستار ملک، (لیکچرار)
فون نمبر: 051-9576381
- ۸۔ قاسم یعقوب، (لیکچرار)، فون نمبر: 051-9576351

علامہ اقبال اوپن یونیورسٹی، اسلام آباد

(شعبہ اردو)

مجوزہ نصاب: بی ایس اردو (چار سالہ)

پہلا سمسٹر:

کورس کوڈ	کورس نام	نوعیت	کریڈٹ آور
9407	انگلش I (Communication Skills)	لازمی	3
5438	مطالعہ پاکستان	لازمی	3
4431	ریاضی (Pre-Calculus)	لازمی	3
5415	عمرانیات	(عمومی)	3
9335	معاشیات	(عمومی)	3
9002	اردو زبان: تشکیل و ارتقا	(بنیادی)	3
18	کل کریڈٹ آورز		

دوسرا سمسٹر:

کورس کوڈ	کورس نام	نوعیت	کریڈٹ آور
9408	انگلش II (Academic Reading & Writing)	لازمی	3
5436	اسلامیات	لازمی	3
4485	شماریات (Introduction to Statistics)	لازمی	3
1903	تاریخ اسلام	(عمومی)	3
9443	علم التعلیم	(عمومی)	3
9003	شعری اصناف: تعارف و تفہیم (اول)	(بنیادی)	3
18	کل کریڈٹ آورز		

تیسرا سمسٹر:

کورس کوڈ	کورس نام	نوعیت	کریڈٹ آور
9409	انگلش III (Basics of Technical English)	لازمی	3
5403	کمپیوٹر کا علم I (Basics of ICT)	لازمی	3
9004	فارسی زبان و ادب	عمومی	3
9441	بشریات	عمومی	3
9005	شعری اصناف: تعارف و تفہیم (حصہ دوم)	بنیادی	3
15	کل کریڈٹ آورز		

چوتھا سمسٹر:

کورس کوڈ	کورس نام	نوعیت	کریڈٹس
9442	کمپیوٹر کا علم II (Office Automation)	لازمی	3
9006	پاکستانی زبانوں کا ادب	عمومی	3
5443	ماحولیات (Introduction to Environment)	عمومی	3
9007	نثری اصناف: تعارف و تفہیم (حصہ اول)	بنیادی	3
9008	تحریر و انشا (عملی تربیت)	بنیادی	3
15	کل کریڈٹس		

پانچواں سمسٹر:

کورس کوڈ	کورس نام	نوعیت	کریڈٹس
9009	نثری اصناف: تعارف و تفہیم (حصہ دوم)	بنیادی	3
9010	اردو زبان: قواعد و املا	بنیادی	3
9011	اردو داستان اور ناول: فکری و فنی مباحث	تنحصیسی	3
9012	اردو غزل کا فکری و فنی مطالعہ	تنحصیسی	3
9013	تاریخ ادب اردو اور ادبی تحریکیں	تنحصیسی	3
15	کل کریڈٹس		

چھٹا سمسٹر:

کورس کوڈ	کورس نام	نوعیت	کریڈٹس
9014	بیان و بدلیج و عروض	بنیادی	3
9015	ادبی اصطلاحات	بنیادی	3
9016	اردو افسانہ اور ڈرامہ	تنحصیسی	3
9017	اردو ناول کا ارتقا: بیسویں صدی تا حال	تنحصیسی	3
9018	اردو نظم: فکری و فنی مطالعہ	تنحصیسی	3
9019	اردو نثر کے اسالیب	تنحصیسی	3
18	کل کریڈٹس		

ساتواں سمسٹر:

کورس کوڈ	کورس ٹائٹل	نوعیت	کریڈٹ آور
9020	لسانیات	تخصیصی	3
9021	اصول تحقیق و تدوین	تخصیصی	3
9022	میر کا خصوصی مطالعہ	تخصیصی	3
9403	پاکستانی ادب	تخصیصی	3
9023	عالمی کلاسیک	تخصیصی اختیاری	3
9024	لغت نویسی کا فن اور اردو میں لغت نویسی کی روایت	تخصیصی اختیاری	3
9025	غالب کی تخلیقی و فکری جہات	تخصیصی اختیاری	3
9026	معاصر شعری ادب	تخصیصی اختیاری	3
	کل کریڈٹ آورز		18

نوٹ: مندرجہ بالا دو تخصیصی اختیاری کورسز کا انتخاب کرنا ہوگا۔

آٹھواں سمسٹر:

کورس کوڈ	کورس ٹائٹل	نوعیت	کریڈٹ آور
9027	اقبال کا خصوصی مطالعہ	تخصیصی	3
9028	اردو تنقید	تخصیصی	3
9029	ادب اور بلاغیات	تخصیصی اختیاری	3
9030	فروغ اردو کے کام ادارے	تخصیصی اختیاری	3
9031	سرسید کی فکری جہات	تخصیصی اختیاری	3
9032	معاصر نثری ادب	تخصیصی اختیاری	3
	کل کریڈٹ آورز		12

نوٹ: مندرجہ بالا دو تخصیصی اختیاری کورسز کا انتخاب کرنا ہوگا۔

بی ایس اردو۔ کل کریڈٹ آور: 129

علامہ اقبال اوپن یونیورسٹی، اسلام آباد

(شعبہ اردو)

مجوزہ نصاب: بی ایس اردو (اڑھائی سالہ)

(مطلوبہ تعلیمی قابلیت BSC / BA)

پہلے سمسٹر:

کورس کوڈ	کورس نام	نوعیت	کریڈٹ آور
9002	اردو زبان: تشکیل و ارتقا		3
9003	شعری اصناف: تعارف و تفہیم (اول)		3
9004	فارسی زبان و ادب		3
9005	شعری اصناف: تعارف و تفہیم (حصہ دوم)		3
9006	پاکستانی زبانوں کا ادب		3
9007	نثری اصناف: تعارف و تفہیم (حصہ اول)		3

پانچواں سمسٹر:

کورس کوڈ	کورس نام	نوعیت	کریڈٹ آور
9009	نثری اصناف: تعارف و تفہیم (حصہ دوم)	بنیادی	3
9010	اردو زبان: قواعد و املا	بنیادی	3
9011	اردو داستان اور ناول: فکری و فنی مباحث	تخصصی	3
9012	اردو غزل کا فکری و فنی مطالعہ	تخصصی	3
9013	تاریخ ادب اردو اور ادبی تحریکیں	تخصصی	3
	کل کریڈٹ آورز		15

چھٹا سمسٹر:

کورس کوڈ	کورس نام	نوعیت	کریڈٹ آور
9014	بیان و بدیع و عروض	بنیادی	3
9015	ادبی اصطلاحات	بنیادی	3
9016	اردو افسانہ اور ڈرامہ	تخصصی	3
9017	اردو ناول کا ارتقا: بیسویں صدی تا حال	تخصصی	3
9018	اردو نظم: فکری و فنی مطالعہ	تخصصی	3
9019	اردو نثر کے اسالیب	تخصصی	3
	کل کریڈٹ آورز		18

ساتواں سمسٹر:

کورس کوڈ	کورس ٹائٹل	نوعیت	کریڈٹ آور
9020	لسانیات	تخصیصی	3
9021	اصول تحقیق و تدوین	تخصیصی	3
9022	میر کا خصوصی مطالعہ	تخصیصی	3
9403	پاکستانی ادب	تخصیصی	3
9023	عالمی کلاسیک	تخصیصی اختیاری	3
9024	لغت نویسی کا فن اور اردو میں لغت	تخصیصی اختیاری	3
9025	نویسی کی روایت	تخصیصی اختیاری	3
9026	غالب کی تخلیقی و فکری جہات معاصر شعری ادب	تخصیصی اختیاری	3
18	کل کریڈٹ آورز		

نوٹ: مندرجہ بالا دو تخصیصی اختیاری کورسز کا انتخاب کرنا ہوگا۔

مزید رہنمائی اور معلومات کے لئے رابطہ

Directorate of International Collaboration & Exchange
Phone: +92-51-9572495
E-mail: overseas@aiou.edu.pk

آٹھواں سمسٹر:

کورس کوڈ	کورس ٹائٹل	نوعیت	کریڈٹ آور
9027	اقبال کا خصوصی مطالعہ	تخصیصی	3
9028	اردو تنقید	تخصیصی	3
9029	ادب اور بلاغیات	تخصیصی اختیاری	3
9030	فروغ اردو کا ہم ادارے	تخصیصی اختیاری	3
9031	سر سید کی فکری جہات	تخصیصی اختیاری	3
9032	معاصر نثری ادب	تخصیصی اختیاری	3
12	کل کریڈٹ آورز		

نوٹ: مندرجہ بالا دو تخصیصی اختیاری کورسز کا انتخاب کرنا ہوگا۔

شرح فیس

Registration Fee:	US\$ 50/-
Admission Fee:	US\$ 50/-
Per 3 Credit Hour Course Fee:	US\$ 100/-
6 Courses Fee 100 x 6 = 600	US\$ 600/-
Total Fee:	US\$ 700/-

GENERAL INFORMATION

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A course taken by any student cannot change during the semester. However, in real hardship cases, the change in courses will be allowed by Director Admission within fifteen days after deposit of prescribed fee.
- iii. The address of a student will not be changed during the semester.
- iv. Admission to courses for both the Spring and Autumn semesters are generally offered in the months of March and September, respectively, whereas examinations commenced in November and May respectively. Admission schedule is announced on University website <https://aiou.edu.pk> during this period. The students are required to submit their online application for admission as per schedule.
- v. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme.
- vi. On payment of the registration fee, each student will be issued a registration number. The registration number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.
- vii. Rules and regulations framed, enhanced and changed from time to time by the authorities, bodies of the university will be effective as applicable. The student must 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 would be 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 as per guided process by the Directorate of International Collaboration & Exchange.
- xii. The university reserves the right to change contents of this prospectus without any prior notice as per university policy.
- xiii. Online admission forms incomplete in any respect will not be entertained and after closure of admissions students would be informed about the deficiency in clear terms with advice to request for refund of fee.
- xiv. Online admission form received without prescribed fee less fee or fee deposited after due date will not be considered.
- 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.
- xvii. International students having international degree equivalent to SSC/HSSC degree are required to get it verified by the IBCC and provide the equivalence certificate to AIOU.

Availability of Learning Material

- i. Learning material can be downloaded from university website: www.aiou.edu.pk
- ii. All learning material would be available online for international/overseas students after the commencement of classes.
- iii. Student shall download the learning material and tally with the course codes for which he/she had been registered in the semester.
- iv. Students can get their learning material through AAGHI LMS portal.

Procedure for Fee Payment

International and Overseas Students will have to pay their fee Online as per Guided Procedure:

1. Go to olpay.aiou.edu.pk
2. Enter challan number and **click on "search"** button.
3. Check & tally your challan details with the generated challan then **click on "submit fee"** button.
4. Enter credit/debit card number, card holder name, expiry and CVV code (mentioned on back side of card).
5. **Click on "pay now"** button.
6. A successful payment notification will be appeared with an Order ID.
7. Write Order ID and Transaction Date on the space given below.

8. Save the Order ID in your record till confirmation of your admission.

REGULATIONS FOR REFUND OF ADMISSION FEE

- The students who have submitted their fees for Admission but do not wish to continue and have applied for refund of fee will be refunded after deduction @ 10% of total fee.
- The student who was not eligible but deposited fee for Admission, the fee shall be refunded after deduction @ 15% of total fee.
- The students who have deposited their fee in excess of due fee the total excess amount shall be refunded adjusted as the case may be.
- The Treasurer Department shall verify the fee of students and shall send the case to the audit for pre-audit.
- Cheque will be issued to the candidate by the campus payment section, Treasurer Department.
- Admission fee will be refunded/ adjusted maximum up to one year.
- Refund of Fee for all international and overseas students is subject to the University policy time to time.

GENERAL CONDITIONS FOR REFUND

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

REFUND OF OTHER FEE

1. All kind of other fee including but not limited to Degree fee, Re-appear exams fee, change off name/father name, examiner registration fee, tutor registration fee, late assignment evaluation fee, analysis fee, rechecking of answer scripts fee, NOC fee, subject/group change fee, thesis evaluation fee, thesis extension fee, job fee, tender fee tec. will not be refunded. Only excess fee deposited will be refunded/ adjusted.
2. The extension in thesis fee in excess shall be refunded on approval of concerned Dean with certificate that fee was deposited in excess.
2. The amount deposited in University accounts by any person/firm (other than student), by mistake or in excess shall be refunded after verification of the amount deposited.

IMPORTANT TELEPHONE NUMBERS

Sr. #	Name	Telephone Nos.
1.	Director Admissions	051-9057298 051-9250043 051-9250162 (Fax)
2.	Controller of Examinations	051-9057310 051-9057328 051-9250012
3.	Director Students Affairs	051-9250174
Directorate of International Collaboration & Exchange		
1.	Dr. Zahid Majeed Director email: Zahid_majeed@aiou.edu.pk	+92-51-9057294
2.	Sehrish Khan Assistant Director sehrish.khan@aiou.edu.pk	+92-51-9057811
3.	Mr. Muhammad Ajab Superintendent overseas@aiou.edu.pk	+92-51-9057165 +92-51-9250175