

AIOU

Admission Autumn 2023

PROSPECTUS

Associate Degree in Education



Allama Iqbal Open University, Islamabad

www.aiou.edu.pk

Help Line: (051) 111-112-468

PROSPECTUS
Associate Degree Programme
in
EDUCATION

Semester: Autumn, 2023



Allama Iqbal Open University, Islamabad

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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

Minimum and Maximum Duration/Semesters: Programs on ODL Mode

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

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

All fresh and continue students can submit their admission using online system.

Follow these instructions to apply:

APPLY ONLINE (FRESH STUDENTS)

1. Visit website: <https://aiou.edu.pk/oas-fresh-admission>
2. Press link “Admission for fresh applicants”. Associate Degree Education
3. Get register by entering your email or mobile phone number
4. Login into your registered account
5. Fill all the requisite fields of admission form
6. After filling the admission form, print out your “Challan Form”.
7. Using printed challan form and submit your fee in any branch of FWBL, ABL, MCB or UBL.
8. **You can also deposit fee through Upaisa, Jazzcash & Easypaisa.**

APPLY ONLINE (CONTINUE STUDENTS):

1. Visit website: <https://aiou.edu.pk/cms-continuing-students>
2. Press link “**CMS for Continuing Students**”; (<https://enrollment.aiou.edu.pk>)
3. Enter your “User ID & Password
4. Select courses and print challan form.
5. Using printed challan form, submit your fee in any branch of FWBL, UBL, MCB or ABL. Keep save copy of your challan form after submission of fee. **You need not to send challan to the University**, but University can ask for copy of challan form any time, if required.
6. You can also deposit fee through Upaisa, Jazzcash & Easypaisa.

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ALLAMA IQBAL OPEN UNIVERSITY

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

At present, the AIOU is offering programmes from matric to PhD level in diverse disciplines comprising four faculties. The university has established study centres across the country, where distance education students are provided necessary guidance by their respective tutors. Moreover, the university has established full time study centres, wherein the students are being provided instructions, guidance and counselling

through face-to-face education. AIOU is offering four year under graduate degrees.

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

FACULTY OF EDUCATION

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

Departments of the Faculty

Faculty of Education comprises the following six departments:

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

DEPARTMENT OF EARLY CHILDHOOD EDUCATION AND ELEMENTARY TEACHER EDUCATION

The Department of Elementary Teacher Education was established in 2003. In April 2008, the name of Elementary Teacher Education Department was changed as Early Childhood Education and Elementary Teacher Education Department.

The Early Childhood Education and Elementary Teacher Education Department offers ADE, PGD in ECE, BEd 4 years, BEd 1.5 year, BEd 2.5 years, M.Ed, MPhil and Ph.D programmes. It also offers “Education” as subject at Matric, Intermediate and Graduate level.

The department is planning to launch BS.Ed Early Childhood.

Early Childhood Education and Elementary Teacher Education Department is one of the largest departments of this institution in terms of its enrollment of students and the number of courses offered by this department.

ASSOCIATE DEGREE IN EDUCATION (ADE) (Two Year)

Programme Code:

0	4	4	5
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Introduction:

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

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

It was notified by the Ministry of Education (MOE) in 2006. Major objectives of new scheme included teaching of school subjects using interactive student centered methods focusing on development of higher order cognitive skills. The new scheme suggests a paradigm shift in learning from teacher centered, rote learning to student centered and active learning. Better educated and trained teachers are required to implement the scheme effectively. ADE and B.Ed (Hons.) programmes have been introduced with the focus on nurturing those aspects in teachers that correspond to the basic requirements of National Education Policy 2009, National

Scheme of Studies 2006, National Professional Teaching Standards 2008 and National Accreditation Council for Teacher Education 2009.

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

Aims & Objectives:

- To equip the prospective teachers with adequate knowledge of subject matter, contemporary pedagogy techniques, communication skills, critical thinking, and dispositions to be an elementary school teacher.
- To offer students a teacher education programme that allows them to move through a four-year B.Ed., by completing part of the degree (ADE) and completing the remaining two years of the programme immediately, or by completing the additional year(s) at a later date.

Eligibility Criteria (ADE):

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

Duration: 2 Years (4 Semesters)

Semester Duration: 16–18 Weeks

Semesters: 04

Course Load per Semester: 18 Credit Hours

Medium of Instruction: English/Urdu

Mode: ODL

**Semester-Wise Breakup of Scheme of Studies
Semester-1**

Programme Code:

0	4	4	5
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18 – Credit Hours

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

Semester -2

18 – Credit Hours

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

Semester -3

18–Credit Hours

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

Semester-4

18–Credit Hours

Sr. No.	Course Code	Name of Course	Credit Hours
1.	6410	Arts Craft & Calligraphy	03
2.	6411	Foundations of Education	03
3.	6412	School Society & Teacher	03
4.	6413	Introduction to Inclusive Education	03
5.	6414	Teaching of General Science	03
6.	6997	Teaching Practice	03

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

Fee Structure:

S. No.	Title	Fee
1.	Registration Fee (At the time of first Admission)	Rs. 550/-
2.	Admission Fee (At the time of first Admission)	Rs. 1100/-
3.	Course Fee (3 Credit Hours Fee)	Rs. 3630/-
4.	Technology Fee	Rs. 550/-
5.	Practicum/ Workshop (6415) Fee	Rs. 3630/-
	Total fee for 1 st Semester	Rs. 23980

Faculty Members of the Department

1. Dr. Fazal-Ur-Rehman
Chairman
2. Dr. Muhammad Athar Hussain
Assistant Professor
3. Dr. Rahmatullah Bhatti
Assistant Professor
4. Dr. Muhammad Sami Ullah
Assistant Professor
5. Dr. Syed Nasir Hussain
Assistant Professor
6. Dr. Mubeshera Tufail
Lecturer
7. Dr. Rukhsana Durrani
Lecturer
8. Mr. Salman Khalil Ch.
Lecturer

For academic assistance, please contact the department:

1. Dr. Fazal-ur-Rahman
Chairman (ECE & ETED)
Ph No. 051-9250167 (PA-051-9057718)
2. Mr. Salman Khalil Ch.
Lecturer/Programme Coordinator
ECE & ETED
Ph: 051-9057709

GENERAL INFORMATION

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A candidate who has passed BA/BSc degrees (Level-5 Qualification i.e. 14 years education) can be admitted in Third Year (5th Semester) of BS (four years) degree programme upon successful completion of 15-18 credit hours bridging courses to be decided by admitting University.
- iii. If an applicant of post-graduate/research level programme does not receive any information regarding admission within three months from submission of application, he/she should presume non-selected.
- iv. The address of a student will not be changed during the semester.
- v. Admission to courses for both the Spring and Autumn semesters are generally offered in the months of March and September, respectively, whereas, examinations commenced in November and May respectively. The continuing students may enroll through online system on AIOU website within due date.
- vi. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme
- vii. On payment of the registration fee, each student will be issued a student ID. This number must be quoted in all the future correspondence.
- viii. Study material shall be available on AIOU website for downloading.
- ix. Rules and regulations framed, enhanced and changed from time to time by the authorities, bodies of the university will be effective as deemed necessary. The student will have to abide by all such rules and regulations from the date of their implementation.
- x. A student who fails in continuous assessment component is not eligible to reappear but will be allowed to re-register for the same course at its next offering semester by the university.
- xi. It is the responsibility of the student to remain in touch with the department regarding the academic activities.
- xii. A student already admitted to a programme or a specialization of a programme shall not be allowed to transfer or to get admission to another programme unless he/she formally postpones it till the completion of the new programme or withdraws from the previous programme.
- xiii. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.
- xiv. The university reserves the right to change contents of this prospectus without any prior notice as per university policy.
- xv. In case of discrepancies in the name of student/ Father's name of the student or difference in name mentioned in his/her other educational certificates, the name on the Matric certificate of the student will be considered as correct name. The Examination Department shall also issue certificate/ degree on the said name.

- xvi. In case provision of forged documents for admission, not only the admission will be refused to the applicant but the fee deposited by him/her will also be forfeited. The university may proceed further in the matter.

PROCEDURE FOR DEPOSITING FEE

Eligible candidates for (OPEN MERIT PROGRAMMES) are required to deposit fee in any branch of the following banks:

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

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

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

REGULATIONS FOR REFUND OF ADMISSION FEE

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

GENERAL CONDITIONS FOR REFUND

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

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

IMPORTANT TELEPHONE NUMBERS

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

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



ALLAMA IQBAL OPEN UNIVERSITY

“Education for All”

Admission

Examination

Mailing

Download

Department

Programme

Education for All



Admissions

Admission Confirmation
Admission Objectionable Forms
Books Dispatch Status
Admissions Amendments
Admission Refund of Fee
Tutors Information
Workshop Schedule
More....

Examinations

Result
Result Rechecking Application
Date Sheet
Roll Number Slip
Assignment Marks
Degree Tracking System
Assignments Schedule
Assignments

ALLAMA IQBAL OPEN UNIVERSITY, REGIONAL NETWORK

FEDERAL AREA ISLAMABAD

Adl. RD, Regional Campus, AIOU, Block-27, (Service Block) Sector H-8, ISLAMABAD. Ph: (051)9250171
Email: rd_isb@aiou.edu.pk

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DRD, Regional Centre, AIOU, Street No.5, Major Tahir Sadiq Road, Dar-ul-Salam Colony, ATTOCK
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ARD, Regional Campus, AIOU, Chak No. 12-A/BC, Near Airport Hasilpur Bypass Road, BAHAWALPUR.
E-mail: rd_bahawalpur@aiou.edu.pk

ARD, Regional Centre, AIOU, Opposite Allied Park, Near Food Godam Railway, Bypass Road, CHAKWAL
Ph: (0543)553577
E. mail: rd_chakwal@aiou.edu.pk

RD, Regional Campus, AIOU, Railway Road, Near Veterinary Hospital, DERA GHAZI KHAN. Ph:(064) 9260387
Email: rd_dgkhan@aiou.edu.pk

RD, Regional Campus, AIOU, F-Block, Near STN Tower, Millat Town, FAISALABAD Ph: (041)9330790
Email: rd_faisalabad@aiou.edu.pk

RD, Regional Campus, AIOU, 10-X Block, Peoples Colony, GUJRANWALA.
Ph: (055)9230253
Email: rd_gujranwala@aiou.edu.pk

DRD, Regional Campus, AIOU, Toba Road, Opposite Officers Colony, JHANG. Ph: (0477)631166
Email: rd_jhang@aiou.edu.pk

ARD, Regional Centre, AIOU, Ghaffar Chowk (Bhatta Corianwal), Main Road, KASUR CITY. Ph: 049-2723723
Email: rd_kasur@aiou.edu.pk

DRD, Regional Centre, AIOU, Near Under Pass, MIANWALI. Ph:(0459) 920024
Email: rd_mianwali@aiou.edu.pk

RD, Regional Campus, AIOU, CF-7, Shah Rukn-e-Alam Colony, Near Thana Stop, MULTAN . Ph:(061) 6772499
Email: rd_multan@aiou.edu.pk

ARD, Regional Centre, AIOU, Old Katchary Road, Amin Colony, NAROWAL
Ph: (0542)413122
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DRD, Regional Campus, AIOU, Hidayat Campus, Near Sheikh Zaid Airport. RAHIM YAR KHAN Ph: (0321)925429
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Adl. RD, Regional Campus, AIOU, House No.CB/190-A, Lane No.4, St.1, Near Maryam Memorial Hospital, Peshawar Road, RAWALPINDI. Ph: 051-9334265
Email: rd_rawalpindi@aiou.edu.pk

DRD, Regional Centre, AIOU, House No.268, St. 3 Saeed Mokol Colony near Imtiaz Hospital, SAHIWAL. Ph: (0409)330457
Email: rd_sahiwal@aiou.edu.pk

Adl. RD, Regional Centre, AIOU, H. 145, Muradabad Colony, Near Daewood Terminal, University Road, SARGODHA CANTT. Ph: (0483)211217
Email: rd_sargodha@aiou.edu.pk

DRD, Regional Centre, AIOU, Mohallah Mumtaz Pura, Haji Pura, Daska Road, SIALKOT. Ph:052-3241400
Email: rd_sialkot@aiou.edu.pk

DRD, Regional Centre, AIOU, House No. 166, Faisal Town, Opposite Govt. Boys Post Graduate College, VEHARI.
Ph: (067)3360637
Email: rd_vehari@aiou.edu.pk

ARD, Regional Centre, AIOU, Opposite office of Punjab Food Authority, Near Railway Phattak, Main Chishtian Road, BAHAWALNAGAR. Ph: 063-9330012
Email: rd_bahawalnagar@aiou.edu.pk

Adl. RD Regional Centre, AIOU, Street No. 01, Jamil Town, Lahore Road, Near Superior College, SHEIKHUPURA.
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Email: rd_sheikhupura@aiou.edu.pk

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Superintendent/Incharge, Model Study Center, AIOU, Near Sat Sira Chowk Marala Road, MANDI BAHAUDDIN. Ph: (0546)571171
Email: msc_mbdin@aiou.edu.pk

SINDH

DRD, Regional Centre, AIOU, Bungalow No.46, B1-8, Unit No.02, Railway Employee Housing Society, Autobahn Road Latifabad, Near Lal Qila Restaurant, HYDERABAD. Ph: (022)9330053
Email: rd_hyderabad@aiou.edu.pk

Adl. RD, Regional Centre, AIOU, ST-6, D-1, Block No.14, Federal 'B' Area, KARACHI. Ph: (021) 99246099
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DRD, Regional Centre, AIOU, Sachal Colony, Banglow No.67, Near City Hospital (Bakhtiar Park), LARKANA CITY. Ph: (074)4752263
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ARD, Regional Campus, AIOU, Near Session Court Mai Bhaghi Chowk, MITHI, Ph (0232)920089
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Adl. RD, Regional Centre, AIOU, A Little Ahead of Dars Bus Stop Near Feroze Jamali Sahib's Bungalow on National Highway N.5, Moro. Ph: (0321)3139843
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Superintendent/Incharge, AIOU Model Study Centre, District Complex, Goli Maar Road, Kandkot, District Kashmir. Ph: 0722-921614
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KHYBER PAKHTUNKHWA

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BALUCHISTAN

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