

Admission Autumn 2024

AIOU

PROSPECTUS

Certificate Courses

- Manufacturing Surfactants Based Products
- AutoCAD (Civil)



Allama Iqbal Open University, Islamabad

www.aiou.edu.pk

Help Line: (051) 111-112-468

FOR ONLINE ONLY

PROSPECTUS
OF
CERTIFICATE IN
MANUFACTURING OF SURFACTANT BASED PRODUCTS
&
AUTO CAD
(One Semester Program)

SEMESTER: AUTUMN, 2024



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 of a distance and online academic programs, AIOU has now turned into the most favourite university of the country with high international repute. The university made a landmark progress by ensuring access to quality education rural areas under-privileged students for the people of all ages particularly the females can now select and join the programs of their choice, while sitting at their residences and along with continuing their jobs. After assessing the success of many degree programs in Pakistan, AIOU is now going to offer a range of programs for the students in UAE, Saudi Arabia, Kuwait, Qatar, Bahrain, Oman, USA and many other countries currently. More than 1.3 million students are getting benefits from the high quality educational services of AIOU in all regions of the country through more than fifty regional offices of the university. It offers/suggests many undergraduate and postgraduate programs at rural and remote areas providing a paralleled 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 kinds of educational programmes using their Learning Management System (LMS) Aaghi portal support online.



Committed to your bright future.

Prof. Dr. Nasir Mahmood
Vice Chancellor

IMPORTANT ACTIVITIES TO BE REMEMBERED

Activity	Spring Semester	Autumn Semester
Admissions	January – February	July – August
Study Period	March – June	September– January
Examinations	June – July	January
Result	July	February

Note: Contact the concerned Regional Office for exact schedule of activities. Continuing students are being sent information for all activities through LMS/SMS. Simultaneously information is placed on website (www.aiou.edu.pk), students can download, if not received by post.

**REVISED POLICY OF MINIMUM AND MAXIMUM DURATION OF
VARIOUS CERTIFICATES/DEGREE PROGRAMS OF AIOU**

Sr. No.	Degree Level	Minimum Duration	Maximum Duration
1	Ph.D	3 Years / 5 Semesters	8 Years*
2	MS/M.Phil/MSc (Hons)/MBA/COL MBA	2 Years / 4 Semesters	4 Years*
3	MA/MSc (2 years)	2 Years / 4 Semesters	4 Years
4	BS (4-years)	4 Years / 8 Semesters	6 Years
5	Associate Degree (2 years)	2 Years / /4 Semesters	4 Years
6	Postgraduate Diploma (1 year)	1 Year / 2 Semesters	2 Years
7	Certificate (6 Months)	6 Months / 1 Semester	1 Year

Revised Policy: Re-Appear and Again Reappear

The scheme of re-appear and again re-appear will be given from semester Spring 2023 onwards.

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 “**Application for New Admission** \implies **Click here**”
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, NBP, 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, NBP, 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.

CONTENTS

	<i>Page #</i>
ALLAMA IQBAL OPEN UNIVERSITY	1
Department of Chemistry	2
Certificate in Manufacturing of Surfactant Based Products	3
Scheme of Studies	4
Fee Tariff	4
Auto Cad	6
Fee Tariff	7
General Information	9
Fee Depositing Procedure Through Banks	10
Procedure of Fee Deposit through TELECOS	11
Regulations for Refund of Admission Fee	14
Important Telephone Numbers	15
Addresses of Part-Time Regional Coordinators	16

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 offered once a year. The enrolled students are given course books specially prepared by the university on self-instructional principles. However, at post graduate level reprints of foreign books alongwith allied material and university prepared study guides help students to polish their skills.

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

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

Apart from curricular and extra-curricular activities during the academic year, the AIOU and its regional 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 the research scholars, a science complex has been built where they use the latest equipment of international standard for experiments and research. To meet the present day challenges, internet facility is also available in the student hostel and the Central Library where computers have been provided to enable students to access latest information available through open source databases.

DEPARTMENT OF CHEMISTRY

The Department of Chemistry was established in March 1998. Its faculty consists of one Professor, three Associate Professors, three Assistant Professors and three Lecturers. All faculty members are highly qualified having either PhD or post-Doctoral degrees. The department has modern equipment/instrumentation in its teaching and research labs in the Science Block at AIOU main campus. This equipment includes CHNS analyzer, Thermal Analyzer, UV-Visible, Fluorescence and FTIR Spectrophotometer, GC-MS, HPLC, GC-MS, Atomic Absorption Spectrometer, 3 Electrochemical Systems and Inductively Coupled Plasma Optical Emission Spectroscopy (ICP-OES).

The Department has developed all the courses in accordance with the guidelines provided by the Higher Education Commission (HEC). These courses are reviewed from time to time through Committee of Courses to incorporate emerging modern trends in the subject. The Committee of Courses of the department has distinguished professors and scientists of the country as members besides departmental faculty. The Department of Chemistry is going to offer skilled based Certificate in manufacturing of surfactant based products from Autumn 2024.

At present, Department of Chemistry is offering and coordinating the following programs:

1. Certificate in manufacturing of surfactant based products
(**New Offering**)

2. BS Chemistry
3. MPhil Chemistry
4. PhD Chemistry

Other than teaching practices, the Department has vigilantly engaged students in developing the skills to incorporate their chemistry knowledge into the practice field so that instead of becoming job seeker after the completion of degree. In this regard the department has tradition to organize product exhibition in which the students display their lab made product and discuss their marketing potentials. The chemistry knowledge acquired in the class teaching and practical knowledge gained through practices/lab work conducted in state of the art laboratories at department of chemistry, lead the students to generate innovative idea and business plans. Special attention is being given to groom the students with ability to develop marketable product/innovative chemistry based business idea/plan. Our student have participated in multiple innovative idea plan and scored multiple prizes.

The department of chemistry has also been organizing international conferences annually. Till date department has organized six international conferences on recent trends in chemistry and the department is honored to host multiple international symposiums. The department of chemistry has also been actively involved in co-curricular activity to enhance knowledge of students through poster/model exhibitions and quiz competitions.

CERTIFICATE IN MANUFACTURING OF SURFACTANT BASED PRODUCTS (One Semester Program)

Allama Iqbal Open University was founded in 1974 to cater for the educational needs of the masses and fill up the existing gaps in the educational system. For the last forty-nine years AIOU is providing educational facilities to a large number of students through its distance teaching methodology at different levels. A part of the mission of AIOU is to offer skill development programs, in this regard the Department of Chemistry intends to offer skill based certificate courses in chemistry.

Objectives

The objectives typically revolve around equipping individuals with the skills, knowledge, and mindset required to thrive in entrepreneurial ventures.

Eligibility and Selection Criterion

Students who have obtained at least 14 years of education with chemistry as major BSc/MSc/ADS (2 Years)/BS/MPhil Chemistry will be eligible to apply for admission in skill based certificate courses in chemistry. Selection in Manufacturing of Surfactant Based Products in Chemistry will be made on open merit.

Launching Scheme and Admission Procedure

The program will be offered from Autumn 2024. Admission procedure will be the same as for other AIOU certificate programs.

Method of Instruction

For each 3 (2+1) credit hours skill based certificate course CHEM504 (Basic Chemistry of Surfactants), CHEM 505 (Quality Control Assay of Surfactants Based Products) and CHEM506 (Soaps and Detergents) theory class of 2 hours duration on F2F through LMS portal (online class) will be arranged for 15 weeks and practicals for the course will be conducted in the form of 7 days on campus laboratory workshop. For each 3 (3+0) credit hour skill based short course (Fundamental of Business), a theory class of 3 hrs / week will be arranged for 15 weeks.

Method of Assessment

Assessment for laboratory workshop will be totally based on continuous assessment. A specific number of Practicals will be conducted in each workshop. Each experiment will be assessed separately, and attendance

in these workshops will be compulsory for every student. Written test and assignment for the certificate course will be conducted during the semester. The marks obtained in the written tests, assignments and laboratory workshop will contribute 30% (3 x 10% each) to the final course result. The marks obtained in the final examination (total = 100 marks) will contribute 70% to the final course result. Written test and assignments will be taken through LMS and final exams will be conducted on campus. Minimum required marks to pass the certificate course are 50%.

SCHEME OF STUDIES
(Certificate in Manufacturing of Surfactants
Based Products)

S. No.	Code	Title	Credit
1	CHEM 504	Basic Chemistry of Surfactants	3 (2+1)
2	CHEM 505	Quality Control Assay of Surfactants Based Products	3 (2+1)
3	CHEM 506	Soaps and Detergents	3 (2+1)
4	COMM 500	Fundamentals of Business	3 (3+0)
Total Credits			12
Duration: One Semester			

Course-wise Objectives

Basic Chemistry of Surfactants – CHEM 504 – 3(2+1)

Students will be able to learn

- about the basic chemistry of surfactants and the factors affecting it
- difference and pre-requisites of surfactants for different industries
- about startup opportunity in this field

Quality Control Assay of Surfactant Based Products
CHEM504 – 3(2+1)

Students will be able to: -

- Learn basic analysis of cleaning agents
- Check the quality of prepared formulations
- Develop optimized compositions for given water quality
- Optimize the quality of formulation by checking various factors that affect the performance of product

Soaps and Detergents – CHEM504 – 3(2+1)

Students will be able to learn

- Basic formulations of soaps and detergents
- How to develop optimized compositions for given water quality

Fundamentals of Business – CHEM500 – 3(3+0)

The main objective of offering this course in this certificate is to train the students with basic prerequisites of establishing a business out of their skills of developing surfactant based products. So that they can cope with the problems of marketing and taxation associated with launch of new business.

FEE TARIFF

DESCRIPTION	FEE Rs.
Registration (if not registered) once at the time of first admission in the university	600/-
Admission Fee (Payable in advance at the time of first admission)	1200/-
Technology Fee (Per semester per student)	600/-
Lab Charges	7260/-
Per credit hour Course fee @ Rs.1100/-	13200/-
Total	22,260/-

Since this program is offered in face to face mode of learning through LMS. It comprises interactive tutorial support, online submission of assignments and other online activities

سرٹیفیکیٹ ان ٹوکیڈ

کورس کے اجراء کے مقاصد:

- 1- ملک میں ٹیکنیکل کمپیوٹر اسسٹنڈ ڈیزائنرز کی کمی کو پورا کرنا۔
- 2- اس شعبہ میں پہلے سے کام کرنے والوں کو سرٹیفیکیٹ مہیا کرنا۔
- 3- الیکٹرکل اور سول میں پہلے سے کام کرنے والوں کے لیے اپنی کارآمدگی بڑھانے کا موقعہ فراہم کرنا۔
- 4- تعلیم چھوڑ جانے والے بچوں کو ہنرمند بنا کر پھر سے معاشرے کا حصہ بنانا۔

داخلے کی اہلیت:

کم از کم سینڈری سکول سرٹیفیکیٹ (سینڈ ڈویژن) کے حاصل امیدوار داخلے کے اہل ہوں گے تاہم اعلیٰ تعلیم یافتہ افراد بھی اس کورس سے مستفید ہو سکتے ہیں۔

کورس کرنے کا طریقہ:

- 1- کورس فیس ٹو فیس (Face to Face) ہو گا۔ اس کی کلاس علامہ اقبال اوپن یونیورسٹی مین کیمپس میں ہو گی۔
- 2- کورس کا طالب حفتہ میں پانچ دن یونیورسٹی آئے گا اور کلاس میں کمپیوٹر پر کام کرے گا۔

3- استاد کلاس کے دوران کچھ امتحانی مشقیں دے گا جو کہ طالب حل کر کہ استاد کو دکھائے گا۔

4- کلاس میں کوئیز حل کرے گا۔

5- اس کے علاوہ مڈ ٹرم انگرام دے گا۔

6- کلاس میں ایک پراجیکٹ بھی دیا جائے گا جس کو طالب مکمل حل کر کہ استاد کو دکھائے گا۔

7- کورس کے آخر میں دو امتحان ہوں گے، ایک تحریری اور ایک عملی، دونوں پاس کرنے پر طالب کو سرٹیفیکیٹ حاصل ہو گا۔

نمایاں خصوصیات:

AutoCAD ڈیزائن اور تعمیر سمیت بہت سے شعبوں میں استعمال ہونے والا ایک عام سافٹ ویئر ہے۔ AutoCAD کی مہارت رکھنے سے ان شعبوں میں نوکریوں کے لیے زیادہ پرکشش امیدوار بن سکتے ہیں اور ممکنہ طور پر اپنی آمدنی بڑھائی جاسکتی ہیں۔

بہت سے ڈرافٹنگ کاموں کو خود کار کر سکتا ہے، جس سے وقت اور محنت کی بچت ہوتی ہے۔ یہ ڈیزائنوں میں ترمیم اور تبدیلیوں کی بھی اجازت دیتا ہے، جو تیز رفتار والے کام کے ماحول میں ایک بڑا فائدہ ثابت ہو سکتا ہے۔

درست پیمائش اور ٹولز کی مدد سے ڈیزائنوں میں غلطیوں کو کم کرنے میں مدد کرتا ہے۔ اس سے تعمیر یا مینوفیکچرنگ کے دوران کم غلطیاں ہو سکتی ہیں، جس سے وقت اور پیسے کی بچت ہوتی ہے۔

AutoCAD سیکھنے سے بنیادی CAD کمپیوٹر اسسٹڈ ڈیزائن تصورات کی مضبوط سمجھ حاصل ہو سکتی ہے جو دوسرے ڈیزائن سافٹ ویئر پروگراموں پر لاگو ہوتے ہیں۔ یہ مستقبل میں ضرورت پڑنے پر نیا سافٹ ویئر سیکھنا آسان بنا دیتا ہے۔

برائے رابطہ:

- 1- شعبہ انجینئرنگ اینڈ ٹیکنالوجی۔
فیکلٹی آف سائنسز، علامہ اقبال اوپن یونیورسٹی، اسلام آباد
کسی بھی صورت میں معلومات کے لئے درج ذیل نمبر پر رابطہ کر سکتے ہیں۔
- 2- انجینئر عمیر حفیظ خان

فون نمبر: 051-9575531

ای میل: umair.hafeez@aiou.edu.pk

FEE TARIFF

DESCRIPTION	FEE Rs.
Registration (if not registered) once at the time of first admission in the university	600/-
Admission Fee (Payable in advance at the time of first admission)	600/-
Technology Fee (Per semester per student)	600/-
Course Fee	15,400/-
Total	17,200/-

GENERAL INFORMATION

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A candidate is required to apply for admission (LMS) online only.
- iii. If an applicant does not receive any information regarding admission within three months from submission of application, he/she should presume no admission.
- iv. A course taken by any student cannot be changed during the semester. However, in real hardship cases, the change in courses will be allowed before the start of study period after deposit of prescribed fee. Study period schedule is available on AIOU website.
- v. The address of a student will not be changed during the semester.
- vi. On payment of the registration fee, each student will be issued a student ID. This number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.
- vii. Study material shall be available at the LMS and Website at their given addresses.
- viii. After confirmation of admission students are usually intimated about the part time tutors for each course through student CMS/Aaghi portal. If you do not find information about tutors, you are required to contact the concerned AIOU Regional Office immediately without any delay.
- 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 selected programme.
- 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 the contents of this prospectus without any prior notice as per university policy.
- xv. The student must inform the Admission Department in writing about admission mistakes within the period of 15 days, which is not according to the admission form/ check list or mistake in name and address. No request for any change will be entertained after the stipulated period.
- xvi. Admission form received without prescribed fee, less fee or fee deposited after due date will not be considered in any case.
- xvii. 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 Examinations Department shall also issue certificate/ degree on the said name.
- xviii. 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.
- xix. The degree/diploma/certificate of the student will be quashed:
 - i) If any mistake found in compilation or declaration of result at any stage.
 - ii) If any candidate found ineligible for a degree/ diploma/certificate during the cross verification process of result and documents at any stage.

- iii) If found that candidate submitted forged/fake/ illegal document(s) in the University at any stage.

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

FEE DEPOSITING PROCEDURE (Through Banks)

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

**First Woman Bank Ltd,
Allied Bank Ltd,
MCB Bank Ltd,
United Bank Limited
National Bank of Pakistan.**

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

PROCEDURE OF FEE DEPOSIT THROUGH TELECOS

Easypaisa

Through Easypaisa App

The account may be created after downloading the Easypaisa Mobile App from Playstore. For using this mode, student must have balance equal to his/her payable fee in Easypaisa mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through Easypaisa App.

1. Login to Easypaisa App
2. Press “View All”
3. In “Payment” Section, select “Fee Collection”
4. Select “AIOU”
5. Enter “Challan Number”
6. Easypaisa App will show the payable amount & due date
7. Press “Pay Now”
8. Fee will be Paid and student will receive confirmation SMS from 3737
9. Student will write **Transaction ID** and **“Paid via Easypaisa App”** on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Through USSD String *786#

The Easypaisa mobile wallet account may be created by dialing *786#. For using this mode, student must have balance equal to his/her payable fee in Easypaisa mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment

through USSD string *786#

1. Dial *786#
2. Select “4” (Payments)
3. Select “7” (Fee Collections)
4. Select “99” (Next)
5. Select “AIOU”
6. Enter Challan No.
7. Screen will show the payable amount & due date
8. Enter Mobile Account PIN
9. Fee will be Paid and student will receive confirmation SMS from 3737
10. Student will write **Transaction ID** and **“Paid via Easypaisa786 String”** on the challan and admission form. Further, students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU.

Through Easypaisa Retailer (Agent) Shop/Telenor Franchise / Telenor Bank Branches

Fee can also be paid by visiting any Easypaisa Agent shop, Telenor franchise and Telenor Microfinance Bank branch. For using this mode, student has to pay **Rs.15 per transaction** in addition to the payable fee. Following is the fee payment procedure through this mode.

1. Student may visit any nearest Easypaisa Retailer (Agent) Shop, Telenor franchise or Telenor Microfinance Bank branch
2. Student will inform the retailer/franchisee/teller that he/she wish to pay fee of AIOU
3. Retailer/Franchisee/Teller will ask the student to share CNIC number, Mobile Number & Challan Number

4. Retailer/Franchisee/Teller will enter the Challan Number in his Easypaisa Tab/system
5. Tab/System will show the payable amount & due date
6. Student will hand-over the fee amount to retailer/franchisee/teller
7. Once the fee amount is handed over, the retailer/franchisee/teller will process the fee transaction
8. Fee will be paid and student will receive confirmation SMS from 3737 on mobile number. Transaction charges will be mentioned in the confirmation SMS
9. Student will write **Transaction ID** and **“Paid via Easypaisa Agent/Franchisee/Teller”** on the challan and admission form. Bank stamp will be embossed only in case the fee is paid through Telenor Microfinance Bank branches. Further students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU.

Upaisa

Through Upaisa App

The account may be created after downloading the Upaisa Mobile App from Playstore. For using this mode, student must have balance equal to his/her payable fee in Upaisa mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through Upaisa App.

1. Login to Upaisa App
2. Please click on “Payments”
3. Click on “AIOU”
4. Enter “Challan Number”
5. Upaisa App will show the payable amount

6. Press “Pay Now”
7. Fee will be Paid and student will receive confirmation SMS
8. Student will write **Transaction ID** and **“Paid via Upaisa App”** on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU.

Through USSD String *786#

The Upaisa mobile wallet account may be created by dialing *786#. For using this mode, student must have balance equal to his/her payable fee in Upaisa mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through USSD string *786#

1. Dial *786#
2. Select “Payments”
3. Select “AIOU”
4. Enter Challan No.
5. Screen will show the payable amount
6. Student will enter his/her Mobile Number and PIN
7. Fee will be Paid & student will receive confirmation SMS
8. Student will write **Transaction ID** and **“Paid via Upaisa786 String”** on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Through Upaisa Agent Shop/Ufone Franchise /PTCS OSS/U Microfinance Bank Branches

Fee can also be paid by visiting any Upaisa Agent shop, Ufone franchise, PTCL One stop shop (OSS) and U Microfinance Bank branch. For using this mode, student has to pay **Rs.15/-**

per transaction in addition to the payable fee. Following is the fee payment procedure through this mode.

1. Student may visit any nearest Upaisa Retailer (Agent) Shop, Ufone Franchise, PTCL OSS or U Microfinance Bank branch
2. Student will inform the retailer/franchisee/teller that he/she wish to pay fee of AIOU
3. Retailer/Franchisee/Teller will ask the student to share CNIC number, Mobile Number & Challan Number
4. Retailer/Franchisee/Teller will enter the Challan Number in his Upaisa Tab/system
5. Tab/System will show the payable amount & due date
6. Student will hand-over the fee amount to retailer/franchisee/ teller
7. Once the fee amount is handed over, the retailer/franchisee/teller will process the fee transaction
8. Fee will be paid and student will receive confirmation SMS on mobile number. Transaction charges will be mentioned in the confirmation SMS
9. Student will write **Transaction ID** and **“Paid via Upaisa Agent/Franchisee/Teller”** on the challan and admission form. Bank stamp will be embossed only in case the fee is paid through U Microfinance Bank branches. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Jazz Cash

Through Jazzcash App

The account may be created after downloading the Jazzcash Mobile App from Playstore. For using this mode, student must have balance equal to his/her payable fee in Jazzcash mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through Jazzcash App.

1. Login to Jazzcash App

2. Please click on “Education Fee”
3. Select “Universities” from the Menu
4. Select “AIOU” from the Sub Menu
5. Enter “Challan Number”
6. Jazzcash App will show the payable amount and due date
7. Enter MPIN
8. Fee will be Paid & student will receive confirmation SMS
9. Student will write **Transaction ID** and **“Paid via Jazzcash App”** on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Through USSD String *786#

The Jazzcash mobile wallet account may be created by dialing *786#. For using this mode, student must have balance equal to his/her payable fee in Jazzcash mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through USSD string *786#

1. Dial *786#
2. Select “Payments”
3. Select “Education Payments”
4. Select “AIOU”
5. Enter Challan No.
6. Screen will show the payable amount
7. Enter MPIN
8. Fee will be Paid & student will receive confirmation SMS
9. Student will write **Transaction ID** and **“Paid via Jazzcash786 String”** on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU.

Through Jazzcash Agent Shop/Jazz Franchise /Mobilink Microfinance Bank Branches

Fee can also be paid by visiting any Jazzcash Agent shop, Jazz franchise and Mobilink Microfinance Bank branch. For using this mode, student has to pay **Rs.20/- per transaction** in addition to the payable fee. Following is the fee payment procedure through this mode.

1. Student may visit any nearest Jazzcash Retailer (Agent) Shop, Jazz Franchise or Mobilink Microfinance Bank branch
2. Student will inform the retailer/franchisee/teller that he/she wish to pay fee of AIOU
3. Retailer/Franchisee/Teller will ask the student to share CNIC number, Mobile Number & Challan Number
4. Retailer/Franchisee/Teller will enter the Challan Number in his Jazzcash Tab/system
5. Tab/System will show the payable amount & due date
6. Student will hand-over the fee amount to retailer/franchisee/teller
7. Once the fee amount is handed over, the retailer/franchisee/teller will process the fee transaction
8. Fee will be paid and student will receive confirmation SMS on mobile number. Transaction charges will be mentioned in the confirmation SMS
9. Student will write **Transaction ID** and **“Paid via Jazzcash Agent/Franchisee/Teller”** on the challan and admission form. Bank stamp will be embossed only in case the fee is paid through Mobilink Microfinance Bank branches. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU.

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

REGULATIONS FOR REFUND OF ADMISSION FEE

- (i) The Applicant/candidate/student who have submitted his/her fee for Admissions but do not wish to continue and applied for refund of fee before the start of his/her study period as per Academic Calendar available on the AIOU website corresponding to his/her respective semester i.e Autumn or Spring, the fees will be refunded after the deduction @ 10% of the total fee.
- (ii) The Applicant/Candidate who was not eligible but deposited the fee for admission and applied for refund within one year from the date of fee deposit, the fee shall be refunded after deduction @ 15% of total fee.
- (iii) The student who has deposited his/her fee in excess of due fee that total excess amount shall be refunded or adjusted as the case may be.

- (iv) The Treasurer Department shall verify the fee of students and shall send the case to the Audit Department for pre-audit.
- (v) The cheque will be issued to the candidate by the Campus Payment Section (CPS), Treasurer's Department.
- (vi) In the case of death, the full fee will be refunded through crossed cheque in favour of the Blood Relative of deceased student, after fulfilling all the codal formalities. The refund case must be submitted within one year of fee deposit.
- (vii) In case the students who are not allowed/granted admission to a program offered by the University due to less enrollment/non formation of viable group/non offering of courses, full fee will be refunded to them.
- (viii) If the admission of an Applicant/Candidate is not matured due to any reason beyond the control of the University or due to unforeseen issues, the whole paid fee, without any deductions shall be refunded to the respective applicant/candidate. The refund case must be submitted within one year of fee deposit.

DISABILITY COORDINATORS

In compliance with Higher Education Commission (HEC) revised policy i.e., "Policy for students with disabilities at HEIs in Pakistan 2021", the following Officers have been appointed as Disability Coordinators to facilitate the students with disabilities at AIOU:

Sr. #	Name of the Officer	Telephone Nos.
1.	Dr. Hira Ibrahim, Medical Officer	051-9571110
2.	Mr. Umair Bin Nadeem, Assistant Director Press & Media, Directorate of Public Relations	051-9571372

IMPORTANT TELEPHONE NUMBERS

Sr.#	Name	Telephone Nos.
1.	Director Admissions	051-9250043 051-9250162 (Fax)
2.	Assistant Registrar (Mailing)	051-9250185
3.	Controller of Examinations	051-9250012
4.	Director Students Affairs	051-9250174
5.	Assistant Registrar (Postgraduate)	051-9057403

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2	Gilgit	Mr. Niamatullah, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School Tehsil & District Astore .	0315-7331152
3	Gilgit	Mr. Mahfuzullah, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Higher Secondary School, Tehsil Darel , District Diamir .	0355-5355009
4	Gilgit	Mr. Ahmad Raza, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Girls High School, Tehsil Chalt , District Nagar .	0346-9239995
5	Hyderabad	Mr. Khalid Nadeem, Regional Coordinator, Allama Iqbal Open University, HST, Govt. Boys High School Sanghar Tehsil Sanghar .	0333-2911690
6	Hyderabad	Mr. Rasheed Ahmad, Regional Coordinator, Allama Iqbal Open University, HST, Govt. Shah Abdul Latif High School Tando Adam Tehsil Tando Adam .	0333-2881340
7	Hyderabad	Mr. Muhammad Mobin, Regional Coordinator, Allama Iqbal Open University, Head Master (R), House No. B546, Qaim Khani Mohallah, Ward No. 06, Jhudo Tehsil Jhudo .	0331-3891884

8	Peshawar	Mr. Gohar Khan, Regional Coordinator, Allama Iqbal Open University, Principal Govt. High School No. 02, Jamrud Tehsil Khyber .	0333-9330321
9	Timergara	Mr. Khalil Ur Rehamn, Regional Coordinator, Allama Iqbal Open University, Headmaster (Rtd), Govt. High School, Dheri Kot Village & Post Office Kot Malakand Tehsil Dargai District Malakand .	0334-9311036
10	Timergara	Mr. Zia Ul Haq, Regional Coordinator, Allama Iqbal Open University, Assistant Professor, Govt. Post Graduate College, Tehsil Khas District Bajaur .	0307-8566671
11	Rawalpindi	Mr. Muhammad Raza Vaince, Regional Coordinator, Allama Iqbal Open University, Senior Headmaster (Rtd.), Rakh Printing Press, Pindi Road, Tehsil Kallar Syedan , District Rawalpindi.	0300-9700563
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13	Rawalpindi	Mr. Ayaz Qureshi, Regional Coordinator, Allama Iqbal Open University, Incharge/Headmaster, Govt. High School PAF Base Lower Topa, Tehsil Muree District Muree .	0314-9517902
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15	Rawalpindi	Mr. Shakeel Ahmed, Regional Coordinator, Allama Iqbal Open University, EST, Village & Post Office Rupper Kalan, Sub Tehsil Chakbeli Khan , District Rawalpindi.	0334-5290864
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17	Dera Ismail Khan	Mr. Muhammad Iqbal, Regional Coordinator, Allama Iqbal Open University, SST (Rtd), Village Dabkot, Wana South Waziristan Tribal District (SWTD) .	0303-8489801
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19	Chakwal	Mr. Muhammad Siddique, Regional Coordinator, Allama Iqbal Open University, Sr. Headmaster, Govt. Higher School, Dalwal, Tehsil, Choa Saidan Shah , District Chakwal.	0334-8743874
20	Chakwal	Syed Akhtar Abbas, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. Higher Secondary School, Pachnand, Tehsil Talagang , District Chakwal.	0333-6605312
21	Zhob	Mr. Juma Khan, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys Middle school, Tehsil & District Loralai .	0301-2261722

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



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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

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