

AIOU

Admission Autumn 2024

PROSPECTUS

Associate Degree
in Education (2 Years)



Allama Iqbal Open University, Islamabad

www.aiou.edu.pk

Help Line: (051) 111-112-468

PROSPECTUS
OF
Associate Degree in Education (ADE)
FOR
SEMESTER: AUTUMN, 2024



Allama Iqbal Open University
Islamabad

Price Rs.100/-

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Semester:.....	Autumn, 2024
Quantity:	Online
Price:	Rs. 100/-
Composed/Typeset by:.....	Hameed Zahid
Printing Incharge:.....	Dr. Sarmad Iqbal
Printer:.....	AIOU-Printing Press, Islamabad
Publisher:	Allama Iqbal Open University, H-8, Islamabad

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 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 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 the 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

AIOU ACADEMIC CALENDAR

IMPORTANT ACTIVITIES TO BE REMEMBERED

Autumn Semester			Spring Semester		
Proposed Activity	Schedule		Proposed Activity	Schedule	
	From	To		From	To
Admission	1st September	15th October	Admission	1st March	15th April
Mailing	16th October	15th December	Mailing	16th April	15th June
Study Period	16th December	15th April	Study Period	16th June	15th October
Examination (Conduct)	16th April	31st May	Examination (Conduct)	16th October	30th November
Result Declaration	15th July		Result Declaration	15th January	

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

Minimum and Maximum Duration/Semesters-Wise for each Program

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
6	BEd (2.5 Years)	2.5 Years / 5 Semesters	5 Years
7	BS/BBA/BEd (4-Years)	4 Years / 8 Semesters	8 Years
8	MEd (1 Year)	1 Year / 2 Semesters	3 Years
9	All Master Degree Programs (2 Years)	2 Years / 4 Semesters	4 Years

Revised Policy for Assessment for ADE (ODL)/B.Ed/PGDs Programs

As per revised formula securing passing marks in assignments/practical and other components are not compulsory w.e.f. Spring, 2023 onwards, however, passing marks i.e. 40% in the final exams will be mandatory. If a student gets 40 marks out of 100 in the final exams and does not score 50% aggregate marks, he/she will be declared Fail in the respective course and he/she will have to re-register/re-admit in the respective course, whenever the said course (s) are offered in any of the subsequent semester (s).

Assignments (weightage)	Workshop (attendance/quizzes, etc.) (weightage)	Final Exam (weightage)	Passing Marks
20%	30% Quiz)	50%	50% (in aggregate) however 40% 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 these too.

Revised Policy: Reappear and Again Reappear

The chance of Re-appear and Again Re-appear will be given from Semester Spring, 2023 onwards. If a student fails in final exam.

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
Below 50%	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.

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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. The aim of establishing AIOU was to provide affordable and accessible education through distance learning at the doorsteps to those people who could not continue their educational 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 being offered in both the semesters whereas post graduates are being offered once a year. The enrolled students are given course books specially prepared by the university based on self-instructional principles. However, at post graduate level reprints of foreign books, allied material 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 being provided necessary guidance by their respective tutors. Moreover, the university has established full time study centres, wherein the students of MBA (IT), MBA (Banking and Finance), BS (CS), MSc/BS Chemistry, MSc/BS Microbiology etc. are being provided instruction, guidance and counselling through face-to-face education. AIOU is offering four years under graduate degrees.

Apart from 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 state of the art equipment for experimentation 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 the students to access the latest information available through open source databases.

Programme Coordinators	Address
B. Ed 1.5 Year	Dr. Syed Nasir Hussain Assistant Professor ECE & ETED Phone: 051-9574275
B. Ed 2.5 Years	Dr. Mubeshera Tufail Lecturer ECE & ETED Ph: 051-9574281 Email: mubeshera.tufail@aiou.edu.pk
B. Ed 4 Years ETE	Dr. Muhammad Samiullah Assistant Professor ECE & ETED Ph: 051-9574274
B. Ed 4 Years (Secondary Teacher Education)	Dr. Sidra Rizwan Assistant Professor, STED Ph: 051-9574424
B. Ed 2.5 Years (Science Education)	Mr. Arshad Mehmood Qamar Lecturer Science Education Department Faculty of Education Ph: 051-9574332
B. Ed 4 Years (Science Education)	Mr. Arshad Mehmood Qamar Lecturer Science Education Department Faculty of Education Ph: 051-9574332

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

Distance, Non Formal & Continuing Education (DNFCE)

The department was established in 1984 and was renamed as Distance, Non Formal and Continuing Education in 2008. It offers specialized degree programmes/courses in Distance Non-Formal and Continuing Education, Adult Education and Educational Technology at MA Education, MEd, MPhil and PhD (MS/MPhil Based) level. It also offers courses at BA level.

Educational Planning, Policy Studies & Leadership (EPPSL)

The department was established in 1976 was renamed as EPPSL in 2008. It offers programmes in educational planning and management. These programmes are aimed at producing a cadre of professionals for the educational institutions and organizations in the country. Programmes of EPPSL include Postgraduate Diploma, MA (EPM), MPhil and PhD (MS/MPhil Based). The courses of these programmes are attained to the field requirements of target personnel in the areas of educational planning and management.

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, MEd, MPhil and PhD programmes, it also offers “Education” as subject at Matric, Intermediate and Graduate level. 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.

Secondary Teacher Education

The Department of Teacher Education was established in 1985 and was bifurcated into Secondary and Elementary Teacher Education Departments in July 2003. Its programmes aim at imparting academic and professional knowledge and training to in-services and pre service teachers and scholars.

Science Education

The Department of Science Education was established in 1988. The programmes and courses of the department are mainly focused on education and training of science teachers. Presently the department offers specialized courses in science at BEd, MA, MEd, MPhil and PhD level. Specialization courses provide conceptual framework and in depth insight into the teaching of science effectively.

Special Education

The Department was established in 1985. The department imparts education and training to teachers for the special children in four specializations namely Visual impairment, Hearing impairment, Physical disabilities and Mental retardation with particular emphasis to facilitate mainstreaming of special children. Parents of the special children are also admitted to these programmes. Present programmes/courses of this department comprised of Postgraduate Diploma, MEd, MA, MPhil and PhD (MS/MPhil Based) in Special Education.

Programmes of Faculty of Education

All academic programmes of the Faculty of Education are recognized by HEC and accreditation is under process with NACTE.

The faculty is offering the following academic programmes:

PhD Education with following specializations:

- Distance and Non-Formal Education
- Educational Planning and Management
- Elementary Teacher Education
- Teacher Education
- Special Education
- Science Education

MPhil Education with the following specializations:

- Distance and Non Formal Education
- Educational Planning and Management
- Elementary Teacher Education
- Teacher Education
- Special Education
- Science Education

MEd/MA Education with the following specializations:

- MEd Distance and Non Formal Education
- MEd Elementary Teacher Education
- MEd Science Education
- MEd Special Education
- MEd Teacher Education
- MA Distance and Non Formal Education
- MA Educational Planning and Management
- MA Teacher Education
- MA Special Education

BEd/PGD/ADE/SSC/HSSC/BA level Educational Programmes:

- BEd (1.5 year, 2.5 years, 4 years)
- PGD Educational Planning and Management
- PGD Early Childhood Education
- Associate Degree in Education (2 years)
- Courses of Education at SSC, HSSC and BA level

Impersonation for attendance, or;

Note: Any misbehave/misconduct during and/or after online classes may lead to cancellation of admission of the student.

**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 Education.

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:

5	6	1	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 66 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):

Program:	Associate Degree in Education (ADE)
Title:	Associate Degree in Education (ADE)
Duration:	2 Years (4 Semesters)
Semesters:	04-Semester
Semester Duration:	16–18 Weeks

Maximum Course

Load per Semester: 18 Credit Hours

Total Credit Hours: 66 Credit Hours

Medium of Instruction: English/Urdu

Mode: ODL

Eligibility Criteria:

Minimum entry requirement for admission is Intermediate or equivalent.

Assessment Criteria: As per AIOU policy.

Workshop:

The workshop for each course will comprise of 12 hours, with two hours daily for six days as per AIOU policy.

Credit Hours-wise breakup:

Total Credit Hours (CH): 66

- General Education Course (GC): (In semester 1, 2 & 3)
- Discipline Courses (DC): 30 CH (in semester 1, 2, 3 & 4)

Semester-Wise Breakup of Scheme of Studies

First Semester 18 – Credit Hours

Sr. No.	Course Code	Name of Course	Credit Hours
1.	6411	Foundations of Education	03
2.	8277	Quantitative Reasoning-I	03
3.	9378	Ideology and Constitution of Pakistan	03
4.	9382	Functional English	03
5.	9384	Application of Information & Communication Technologies	03(2+1)
6.	9401/ 5437	Islamic Studies OR Ethics (For Non-Muslims student only)	03

Second Semester 18 – Credit Hours

1.	6402	Educational Psychology & Guidance	03
2.	6416	Urdu	03
3.	8278	Quantitative Reasoning-II	03
4.	9381	Expository Writing	03
5.	9389	Basics of Environmental Sciences	03(2+1)
6.	9410	Introduction to Sociology: Culture and Society	03

Third Semester 15–Credit Hours

Sr. No.	Course Code	Name of Course	Credit Hours
1.	5026	Entrepreneurship	03
2.	6400	General Methods of Teaching	03
3.	6403	Classroom Management	03
4.	6996	Supervised School Observation	03
5.	9385	Civics and Community Engagement	03

Fourth Semester 15–Credit Hours

1.	6404	General Science	03
2.	6407	Classroom Assessment	03
3.	6997	Teaching Practice	03
4.	8612	Professionalism in Teaching	03
5.	8655	Curriculum and Instruction	03

Fee Structure: (First Semester)

S. No.	Title	Fee
1.	Registration Fee (At the time of first Admission)	Rs. 600/-
2.	Admission Fee (At the time of first Admission)	Rs. 1200/-
3.	Course Fee 18 Credit Hours Fee (1330 x 18) =	Rs. 23,940/-
4.	Technology Fee	Rs. 600/-
4.	Degree Fee (Once at the time of first Admission)	Rs.1000/-
	Total fee for 1st Semester	Rs. 27,340/-

Faculty Members of the Department:

1. Dr. Muhammad Athar Hussain
Associate Professor/Chairman
2. Dr. Rahmatullah Bhatti
Assistant Professor
3. Dr. Muhammad Sami Ullah
Assistant Professor
4. Dr. Syed Nasir Hussain
Assistant Professor
5. Dr. Jahan Ara Shamas
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. Muhammad Athar Hussain
Chairman (ECE & ETED)
Ph No. 051-9574250
2. Mr. Salman Khalil Ch.
Lecturer/Programme Coordinator
ECE & ETED
Ph: 051-9574251

GENERAL INFORMATION

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A candidate is required to send the complete admission form along with attested copies of all educational and experience certificates to Admission Department before or on the closing date.
- 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 course/s will be allowed before the start of study period after depositing of prescribed fee. The study period timeline is available in academic calendar in this prospectus and on AIOU website please.
- 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 course(s), code numbers and semester.
- vii. Study material shall be available at the LMS (Aaghi Portal) and Website at their given addresses.
- viii. After confirmation of admission students are intimated about the part time tutors for each course through student CMS portal. If a student does not find information about his/her tutors, s/he is required to contact the concerned AIOU Regional Office immediately without any delay.
- ix. Rules and regulations framed, amended 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 required to re-register in the same course in the next offering semester
- 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 the 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.
- 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 Examination Department shall also issue certificate/ degree on the said name.
- xviii. In case of 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 as per applicable laws.

- 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) to the University at any stage.

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 (FWB)**
- (3) **Muslim Commercial Bank (MCB)**
- (4) **United Bank Limited (UBL)**
- (5) **National Bank of Pakistan (NBP)**

Fee can also be deposited through Jazz Cash, Easy Paisa and Upaisa Mobile App/USSD String *786#, Retailer Agent, Franchise and Branches of Mobilink, Telenor and Ubank. For more detail please visit the university website.

The Banks/Mobile App/Retailer Agents/Franchise/Branches will provide Transaction ID of deposited fee.

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 and through TELECOS. In case of any discrepancy in admission fee/admission form on the part of applicant, 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.

PROCEDURE OF FEE DEPOSIT THROUGH TELECOS

Easypaisa

Through Easypaisa App

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

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

Through USSD String *786#

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

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

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

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

1. Student may visit any nearest Easypaisa Retailer (Agent) Shop, Telenor franchise or Telenor Microfinance Bank branch
2. Student will inform the retailer/franchisee/teller that he/she wish to pay fee of AIOU
3. Retailer/Franchisee/Teller will ask the student to share CNIC number, Mobile Number & Challan Number
4. Retailer/Franchisee/Teller will enter the Challan Number in his Easypaisa Tab/system
5. Tab/System will show the payable amount & due date

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

Upaisa

Through Upaisa App

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

1. Login to Upaisa App
2. Please click on “Payments”
3. Click on “AIOU”
4. Enter “Challan Number”
5. Upaisa App will show the payable amount
6. Press “Pay Now”
7. Fee will be Paid and student will receive confirmation SMS

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

Through USSD String *786#

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

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

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

Fee can also be paid by visiting any Upaisa Agent shop, Ufone franchise, PTCL One stop shop (OSS) and U Microfinance Bank branch. For using this mode, student has to pay **Rs.15 per transaction** in addition to the payable fee. Following is the fee payment procedure through this mode.

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

Jazz Cash

Through Jazzcash App

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

1. Login to Jazzcash App

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

Through USSD String *786#

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

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

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

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

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

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

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

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
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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1	Gilgit	Mr. Imtiaz Hussain, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School Tehsil Danyor District Gilgit	0346-5260815
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
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14	Rawalpindi	Dr. Muhammad Anwar, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. High School, Bhabra Tehsil Wah Cantt District Rawalpindi.	0300-5363883

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