

AI<sup>○</sup>U

# Prospectus BEd

Autumn 2017

BEd 1½ years

BEd 2½ years

BEd 4 years



Allama Iqbal Open University, Islamabad

[www.aiou.edu.pk](http://www.aiou.edu.pk)

Help Line: (051) 111-112-468

**PROSPECTUS**

**OF**

**BEd (1-1/2 years, 2-1/2 years, 4 years) Programmes**

**For**

**SEMESTER: Autumn 2017**



**Allama Iqbal Open University, Islamabad**

Price Rs.300/-

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## **IMPORTANT ACTIVITIES TO BE REMEMBERED**

<b>Activity</b>	<b>Spring Semester</b>	<b>Autumn Semester</b>
Admissions	February – March	August – September
Mailing of Books	May – June	November – December
Study Period	June – September	December – March
Examinations`	November – December	May – June
Result	January – February	July – August

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

**Most Important** to remember is admission is next semester. Continuing admission form is sent to all students by post. If not received, download from website or use new admission form of Matric program as continuing form.

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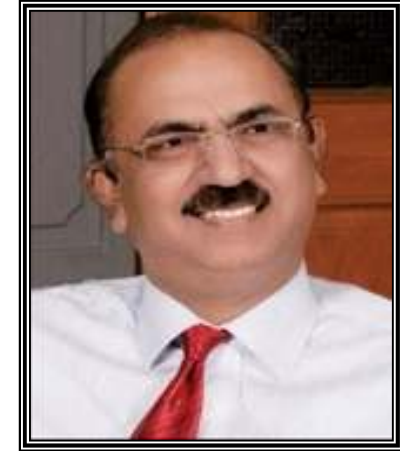
## Vice-Chancellor's Message

**Dear Student,**

السلامة

Welcome to Allama Iqbal Open University, the first Distance Education University in South Asia, that caters to the educational needs of 1.3 million students to enable them to study at their own place, at their own pace and at their own convenience. The University goes to the doorsteps of the students, irrespective of the distance and location of students. One can become a student of this university at any age as we consider education a life-long and continuous process. The University has a vast menu of educational programmes at different levels, starting from basic literacy programme to the PhD programme. The courses are regularly revised in order to keep them contemporary, relevant, and internationally compatible. Self explanatory course material helps the students to comprehend the course concepts without physical presence of the teacher. The self-assessment activities, included in the books, help ensure the acquisition of learning outcomes. This university offers maximum number of specialization at post-graduate level through four faculties - Faculty of Arabic and Islamic Studies, Faculty of Education, Faculty of Sciences, and Faculty of Social Sciences and Humanities. The faculty members at the university and a huge network of tutors, resource persons, specialists and experts make sure that the courses being offered in these programmes enable the students to become independent learners and critical thinkers. Post-graduate level studies invite you to critically examine what has already been done in your field of interest and then research to offer innovations.

I welcome you to the postgraduate studies at AIOU and wish you a challenging yet successful journey ahead.



**(Prof. Dr. Shahid Siddiqui)  
Vice Chancellor, AIOU**

## **ALLAMA IQBAL OPEN UNIVERSITY**

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

guidance by their respective tutors. Moreover, the university has established full time study centres, wherein the students of MBA (IT), MBA (Banking and Finance), 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 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 student's hostel and the Central Library where computers have been provided to enable students to access latest information available through open source databases.

## **FACULTY OF 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 of 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 and 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) in Education. 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) in Education. 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 and MPhil 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 indepth 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 specialization 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**

The Faculty has developed and launched more than 275 courses (up to Spring, 2011 Semester) in various disciplines from SSC to PhD level programmes. It is now fully recognized by both the government of Pakistan and International agencies as the prime national provider of professional education and training at all levels.

**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 following specializations:**

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

#### **MEd/MA Education with 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 (1-½ year, 2-½ 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

## BEd (One and Half Year) Programme

<b>Duration</b>	1.5 year (3 Semesters)
<b>Total credits</b>	54
<b>Maximum load</b>	18 Credit Hours (per semester)
<b>Medium of Instruction</b>	English/Urdu
<b>Mode of Delivery</b>	Open Distance Learning
<b>Passing Marks (Assignment/Exam)</b>	50%

### Introduction

The emerging needs and shortage of human development resources mixed with higher qualities of leadership in the field of education at national level demand personnel who have sound professional and academic background in the field teacher education. This programme provides such academic opportunities to teachers. It aimed at providing education and training facilities to teachers, administrators and master graduates in the country.

### Following are the objectives of this programme:

1. To Acquaint the prospective teachers with latest curricula, teaching techniques and methodologies.
2. To Enable teachers to use instructional technology in the classroom.
3. To Enable the prospective teachers to manage classroom environment.
4. To Meet country increasing demand for trained personnel.

### Eligibility Criteria:

16 Years of Education (Academic Disciplines Other than Education) MA/MSc/BA (4-year)/ BS (4 years) with minimum second division or equivalent

## Semester-Wise Breakup of Scheme of Studies

### SEMESTER-I

S. No.	Courses	Code	Credit Hours
1	General Methods of Teaching (Professional)	8601	3
2	Educational Assessment and Evaluation (Professional)	8602	3
3	Curriculum Development (Foundation)	8603	3
4	Research Methods in Education (Professional)	8604	3
5	Educational Leadership and Management (Professional)	8605	3
6	Citizenship Education and Community Engagement	8606	3
<b>Total Credit Hours</b>			<b>18</b>

### SEMESTER-II

S. No.	Courses	Code	Credit Hours
1	Teaching Practice I (Professional)	8607	3
2	Critical Thinking and Reflective Practices (Professional)	8611	3
3	Area of Specialization (Course-I)		3
4	Area of Specialization (Course-II)		3
5	Area of Specialization (Course-III)		3
6	Area of Specialization (Course-IV)		3
<b>Total Credit Hours</b>			<b>18</b>

**SEMESTER-III**

S. No.	Courses	Code	Credit Hours
1	Teaching Practice II (Professional)	8608	3
2	Philosophy of Education (Foundation)	8609	3
3	Human Development and Learning (Foundation)	8610	3
4	Professionalism in Teaching (Professional)	8612	3
5	Research Project (Content Embedded) (Professional)	8613	3
6	Educational Statistics (Professional)	8614	3
<b>Total Credit Hours</b>			<b>18</b>

**Specialization Courses:****Area 1: Leadership and Management**

S. No.	Courses	Code	Credit Hours
1	Management Strategies In Educational Institutions	8615	3
2	School Administration And Supervision	8616	3
3	Plan Implementation And Educational Management	8617	3
4	School Leadership	8618	3

**Area 2: Educational Technology and Evaluation**

S. No.	Courses	Code	Credit Hours
1	Educational Technology	8619	3
2	Computers in Education	8620	3
3	Broadcast media	8621	3
4	Non Broadcast media	8622	3

**Area 3: Teacher Education**

S. No.	Courses	Code	Credit Hours
1	Elementary Education	8623	3
2	Secondary Education	8624	3
3	Higher Education	8625	3
4	Teacher Education in Pakistan	8626	3

**Area 4: Science Education**

S. No.	Courses	Code	Credit Hours
1	Foundation of Science Education	8627	3
2	Assessment in Science Education	8628	3
3	Laboratory Organization, Management and Safety Methods	8629	3
4	General Science in Schools	8638	3

**Area 5: Inclusive Education**

S. No.	Courses	Code	Credit Hours
1	Introduction to Inclusive Education	8630	3
2	Introduction to Special Education	8631	3
3	Inclusive Education: Adaptations in Curriculum	8632	3
4	Inclusive Education: Adaptations in Instruction and Evaluation	8633	3

**Area 6: Reading**

S. No.	Courses	Code	Credit Hours
1	Foundations of Reading	8634	3
2	Teaching Reading	8635	3
3	Reading Difficulties	8636	3
4	Reading Assessment	8637	3

**FEE STRUCTURE BEd (1.5 years)**

**Registration Fee:** (At the time of 1<sup>st</sup> admission) Rs.200/-

**Admission Fee:** (At the time of 1<sup>st</sup> admission) Rs.700/-

**Technology Fee:** (per semester) Rs.100/-

**Courier Charges** Rs.35/-

**Per 3 Credit Hours Fee** (Rs.1840/-) (Rs.1840 × 6 =11040)

**First Semester Fee: Rs.12075/-**

**For any academic assistance contact:**

Dr. Fazal ur Rehman

Associate Professor

ECE & ETED

Ph: 051-9057268, E-mail: fazalaiou@yahoo.com

**BEd (2-½ years) Programme**

**Programme:** BEd (2 year with one bridging semester programme)

**Duration:** 2-½ years (5 Semesters)

**Total Credits:** 90

**Maximum Load per Semester:** 18 Credit Hours

**Medium of Instruction:** English/Urdu

**Delivery Mode:** Open Distance Learning

**Passing Marks (Assignment/Exam)** 50%

**Entry Qualification:** 14 years of education (BA/BSc or equivalent with minimum 2<sup>nd</sup> division)

**Semester-I (Bridging Semester)**

S. No.	Name of Course	Code	Credit Hours
1	Basics of Technical English	6465	3
2	General Mathematics & Statistics	6401	3
3	Critical Thinking and Reflective Practices (Foundation)	8611	3
4	Basics of Information & Communication Technology	5403	3
5	Educational Leadership and Management	8605	3
6	Citizenship Education and Community Engagement	8606	3
<b>Total Credit Hours</b>			<b>18</b>

**Semester-II**

S. No.	Name of Course	Code	Credit Hours
1	General Methods of Teaching	8601	3
2	Educational Assessment and Evaluation	8602	3
3	Curriculum Development	8603	3
4	Philosophy of Education	8609	3
5	Academic content- Course I (Discipline I)		3
6	Academic Content- Course I (Discipline II)		3
<b>Total Credit Hours</b>			<b>18</b>

**Semester-III**

S. No.	Name of Course	Code	Credit Hours
1	Academic content-Course II (Discipline I)		3
2	Academic content-Course II (Discipline II)		3
3	Human Development and Learning	8610	3
4	Pedagogy-I (Method of teaching related to specialization (content embedded))		3
5	Pedagogy-II (Method of teaching related to specialization (content embedded))		3
6	Professionalism in Teaching	8612	3
<b>Total Credit Hours</b>			<b>18</b>

**Semester-IV**

S. No.	Name of Course	Code	Credit Hours
1	Academic content-Course III (Discipline I)		3
2	Academic content-Course III (Discipline II)		3
3	Comparative Education	6466	3
4	Research Methods in Education	8604	3
5	Educational Statistics	8614	3
6	Teaching Practice I	8607	3
<b>Total Credit Hours</b>			<b>18</b>

**Semester-V**

S. No.	Name of Course	Code	Credit Hours
1	Academic content-Course IV (Discipline I)		3
2	Academic content-Course IV (Discipline II)		3
3	Research Project (Content Embedded) Professional	8613	3
4	Academic content-Course V (Discipline I)		3
5	Academic content-Course V (Discipline II)		3
6	Teaching Practice II (Professional)	8608	3
<b>Total Credit Hours</b>			<b>18</b>

### ACADEMIC CONTENT COURSES

S.No.	Courses	Credit Hours
1	Urdu	5×3= 15
2	English	5×3= 15
3	Islamic Studies	5×3= 15
4	Pakistan Studies	5×3= 15
5	Home Economics	5×3= 15

### PEDAGOGY COURSES

1	Teaching of Urdu	3
2	Teaching of English	3
3	Teaching of Islamic Studies	3
4	Teaching of Pakistan Studies	3
5	Teaching of Home Economics	3

### FEE STRUCTURE (BEd 2-½ years)

**Registration Fee:** (At the time of 1<sup>st</sup> admission) Rs.200/-

**Admission Fee:** (At the time of 1<sup>st</sup> admission) Rs.700/-

**Technology Fee:** (per semester) Rs.100/-

**Courier Charges** Rs.35/-

**Per 3 Credit Hours Fee** (Rs.1840/-) (Rs.1840 × 6 =11040)

**First Semester Fee: Rs.12075/-**

Teaching practice-I Fee: Rs.2350/-

Teaching practice-II Fee: Rs.2350/-

Research project Fee: Rs.2350/-

**For any academic assistance contact:**

**Ms. Mubeshera Tufail**

**Lecturer**

**ECE & ETED**

Ph: 051-9057716

### BEd (4 years) Programme

**Specialization:** 1. **Elementary Teacher Education (For ADE Qualified)**

**Duration:** 4-Year (8-Semesters)

**Semester Duration:** 16-18 Weeks

**Course Load per Semester:** 18-Credit/Hours

**Total Credit Hours:** 144 (72+72 ADE) Credit Hours

**Medium of Instruction:** English/Urdu

**Delivery Mode:** Distance Learning

**Passing Marks**

**(Assignment/Exam)** 50%

**Entry Qualification:** ADE (2 years) with minimum 2<sup>nd</sup> Division

### Introduction:

BEd (4 years) programme focus on education and training of prospective teachers which grows out of a profound belief in the transformative power of education. Our mission is to promote the development of highly qualified and efficient teaching professionals who are prepared to creatively contribute to the social, cultural, and educational development of a globally oriented, pluralistic, and diverse society. BEd (4 years) programme will be a composite programme blending Core Courses, Foundation Courses, Professional Courses, and Specialization Courses. The teacher trained through new programme will be able to teach at Secondary and Higher Secondary Levels and will be an equivalent of the existing master's degree.

**Following are the objectives of this programme:**

1. 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.
2. To develop creative aptitude and research mindedness to the prospective teachers.
3. To improve the linguistic skills of the prospective teachers.
4. To strengthen the ideological perspectives of the students adequately and properly.

**Prospective Students/Career:**

This programme is designed for those prospective students who wish to join elementary school as teachers. The programme will also cater for the existing elementary school teachers as at present their promotion is linked with ADE and BEd (4 years) degree. Thus this programme will open up new windows for the promotion of elementary school teachers.

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

**Semester-V 18 – Credit Hours**

S. No.	Name of Course	Code	Credit Hours
1	English III, Basics of Technical English	6465	03
2	English-I	6468	03
3	Islamic Studies-I	6473	03
4	English-II	6469	03
5	Islamic Studies-II	6474	03
6	Comparative Education	6466	03

**Semester -VI 18–Credit Hours**

S. No.	Name of Course	Code	Credit Hours
1	Perspective of Elementary Education	512	03
2	Educational Research and Statistics	6461	03
3	English-III	6470	03
4	Islamic Studies-III	6475	03
5	English-IV	6471	03
6	Islamic Studies-IV	6476	03

**Semester -VII 18–Credit Hours**

S. No.	Name of Course	Code	Credit Hours
1	Teaching of English	6493	03
2	Teaching of Islamic Studies	6497	03
3	Critical Thinking and Reflective Practices	6467	03
4	Child Development	1626	03
5	Teaching Strategies at Elementary Level	623	03
6	Research Project	6464	03

**Semester -VIII 18–Credit Hours**

S. No.	Name of Course	Code	Credit Hours
1	Elementary School Management	622	03
2	Test Development and Evaluation	6462	03
3	Long Term Internship	6463	03



**Following are the objectives of this programme:**

1. 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.
2. To develop creative aptitude and research mindedness to the prospective teachers.
3. To improve the linguistic skills of the prospective teachers.
4. To strengthen the ideological perspectives of the students adequately and properly.

**Prospective Students/Career:**

This programme is designed for those prospective students who wish to join elementary school as Science teachers. The programme will also cater for the existing elementary school teachers as at present their promotion is linked with ADE and BEd (4 years) degree. Thus this programme will open up new windows for the promotion of elementary school Science teachers.

**Eligibility Criteria:**

1. **For Secondary Teacher Education:**  
Intermediate/A levels with at least 45% marks or minimum 2<sup>nd</sup> Division.
2. **For Science Education:**  
FSc/A levels with at least 45% marks or minimum 2<sup>nd</sup> Division  
  
(Applicants with A levels will submit equivalence certificate)

**Semester-I**

**18 credit Hours**

S. No.	Name of Course	Code	Credit Hours
1	English Compulsory-I (Core)	5404	03
2	Islamic Studies/Ethics	5436/5437	03
3	Pakistan Studies	5438	03
4	General Methods of Teaching	6400	03
5	Urdu	6416	03
6	Basics of Information & Communication Technology	5403	03

**Semester-2**

**18 credit Hours**

1	English Compulsory-II (Core)	5411	03
2	General Maths and Statistics	6401	03
3	Educational Psychology and Guidance	6402	03
4	Classroom Management	6403	03
5	Teaching of Urdu	1659	03
6	Teaching of English	1655	03

**Semester-3**

**18 credit Hours**

1	General Science	6404	03
2	Education in Pakistan	6405	03
3	Curriculum Development	6406	03
4	Classroom Assessment	6407	03
5	Teaching of Islamic Studies & Pakistan Studies	6408	03
6	Teaching of Mathematics	6409	03

**Semester-4****18 credit Hours**

S. No.	Name of Course	Code	Credit Hours
1	Arts Craft & Calligraphy	6410	03
2	Foundation of Education	6411	03
3	School Society and Teacher	6412	03
4	Introduction to Inclusive Education	6413	03
5	Teaching of general Science	6414	03
6	Short Term Teaching Practice	6415	03

The detail of the remaining four semesters will be provided later. The department will offer the courses as per availability. The existing courses might be adopted/adapted as per requirement. The department may change the offering of courses.

**Fee Structure:**

<b>Registration Fee:</b>	Rs.100/- (At the time of first admission)
<b>Admission Fee:</b>	Rs.500/- (At the time of first admission)
<b>Technology Fee:</b>	Rs.100/- (per semester)
<b>Courier Charges:</b>	Rs.35/- (per semester)
<b>Course Fee:</b>	Rs.1510/- (Per 3 credit hours course)
<b>Total Fee: Semester-I</b>	<b>Rs.9800/-</b>

**For any Academic Assistance:****1. Secondary Teacher Education**

**Dr. Sidra Rizwan**  
Lecturer, STED  
Ph: 051-9057705

**For any Academic Assistance:****2. Science Education**

Mr. Arshad Mehmood Qamar  
Lecturer  
Science Education Department  
Ph: 051-9057168

**Contact for Information:**

Department	Contact
<b>Early childhood Education and Elementary Teacher Education</b>	<b>Prof. Dr. Nasir Mahmood</b> Dean/Chairman Ph: 051-9057718, 051-9057719
<b>Secondary Teacher Education</b>	<b>Dr. Naveed Sultana</b> Chairperson Ph: 051-9057705 Email: naveed.sultana@aiou.edu.pk
<b>Science Education</b>	<b>Dr. Muhammad Sami Ullah</b> Incharge Ph: 051-9057851
<b>Special Education</b>	<b>Dr. Tanzila Nabil</b> Chairperson Ph: 051-9057853 Email: spedu@aiou.edu.pk
<b>Distance, Non-Formal &amp; Continuing Education (DNFCE)</b>	<b>Dr. Muhammad Ajmal</b> Chairman Ph: 051-9057707 Email: drajmal@aiou.edu.pk
<b>Educational Planning Policy Studies and Leadership</b>	<b>Dr. Afshan Huma</b> Incharge Ph: 051-9057714

## GENERAL INFORMATION

- a. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- b. A candidate is required to send complete admission form along with attested copies of all educational and experience certificates to Department as mentioned in the prospectus before or on the closing date.
- c. If an applicant of post-graduate/research level programme does not receive any information regarding admission even after three months of submission of application, he/she should presume himself/herself non-selected.
- d. The student cannot change the specialization at post-graduate research level during the programme after once being admitted to a specific field.
- e. A course taken by any student cannot be change during the semester.
- f. The address of a student will not be changed during the semester. However in real hardship cases change of courses will be allowed within fifteen days after receipt of books and deposit of prescribed fee.
- g. Admission to courses for both the Spring and Autumn semesters are generally offered in the months of February and August, respectively, where as examinations commenced in November and May respectively. The continuing students are sent computerized admission forms. However if for any reason, the student could not get the said form, he/she may contact to Regional Office of the university or download from AIOU website and send it to the University within due date.
- h. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme.
- i. On payment of the registration fee, each student will be issued a registration number. This number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.
- j. Study material shall be mailed to the students at their given addresses.
- k. After receipt of the study package, students are usually intimated by the part time tutors appointed for each course for tutorial guidance, within fifteen days. If you do not get information about tutors, you are required to send your assignment by registered post to the concerned Regional Director, Assistant Regional Director without delay; you are also required to retain a photocopy of all your assignments.
- l. 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.
- m. 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.

- n. It is the responsibility of the student to remain in touch with the department regarding the selected programme.
- o. 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.
- p. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.
- q. The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.
- r. The student must inform the Admission Department in writing within the period of 15 days after receipt of study material parcel, *If found any wrong/short of material/ books 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.
- s. Check the books and tally with the course codes mentioned on the address label pasted on the registered packet. If there is any discrepancy, write immediately to Admission Department for correction/ supply of requisite books.
- t. Admission forms incomplete in any respect will not be entertained and will be returned after close of semester to the students indicating the deficiency in clear terms with advise to request for refund of fee.
- u. Admission form received without prescribed fee less fee or fee deposited after due date will not be considered.
- v. 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.
- w. 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.
- x. The Directorate of Students Advisory & Counseling Services provides educational facilities through its 'student support fund' to the deserving students facing financial constraints. In this connection AIOU is providing financial assistance to a large number of its students through its Regional Network. The deserving students who want to avail financial assistance are advised to contact their concerned Regional Campus to obtain prescribed forms for financial assistance. After filling the forms should be submitted to the concerned Regional Campus.
- y. **Applicant should ensure that the information provided in Admission Form is correct. If at any stage, the information found false or the applicant was not eligible according to the admission criteria, the admission shall be cancelled and there will be no right to claim the degree.**  
For further information, please contact your Regional Office.

## **PROCEDURE FOR DEPOSITING FEE & ADMISSION FORM**

- Eligible candidates who are required to deposit the fee can submit admission forms alongwith required documents to the following banks:

(1) National Bank of Pakistan	(NBP)
(2) MCB Bank Limited	(MCB)
(3) First Women Bank Limited	(FWB)
(4) Allied Bank Limited	(ABL)
(5) Bank Alfalah Limited	(BAFL)
- The applicant can deposit fee through bank challan, attached with admission form to any approved bank.
- The bank will issue a receipt of depositing admission form and 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. 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**

**Admission fee once deposited by the candidates/ students in the university account will neither be refunded nor converted/adjusted as a matter of right. However fee paid by the candidates/students will be settled in the following cases:**

- i) The candidates/ students who deposit the fee for a programme and later on change their mind to apply in another programme and communicate their decision in black and white to the admission section before dispatch of study material in such cases, fee will be refunded to them after deduction of 10% of the total amount deposited.
- ii) The candidates/ students who discontinue the programme/ courses(s) after dispatch of books, neither their admission will be cancelled nor fee will be refunded to them.
- iii) The candidates/ students who are not allowed admission to a programme offered by the university due to less enrolment/ non formation of viable group/ non offering of courses, full fee will be refunded to them.
- iv) The candidates/ students who know that they are not eligible for admission to a programme, and even then they deposit the fee, in such cases, the fee will be refunded after the deduction of 25% as services charges from the total amount.
- v) The amount deposited by the candidates/ student in excess (more than the prescribed fee) will be refunded/ adjusted within a year.

- vi) Cases of refund of admission fee will be processed after finalization/ completion of admission of the semester and only on the production of original Bank Challan/Receipt No. 4.
- vii) If candidates/ students deceive the university and get admission in two different programmes simultaneously in a semester admission will be cancelled in new programme and the fee deposited will be forfeited.

*The allotment of tutors and conduct of workshops are made according to addresses of the students. However, if the numbers of students are less in any region or non-availability of a suitable tutor or unstable situation in any specific area, the students of that region are merged in another nearest region to save the time and to continue their educational activities. The students should take admission keeping in view this policy.*

#### IMPORTANT TELEPHONE NUMBERS

Sr. No.	Name	Telephone Nos.
1.	Director Admissions	051-9250043 051-9250162 (Fax)
2.	Additional Registrar (Mailing)	051-9250185
3.	Controller of Examinations	051-9250012
4.	Director Students Affairs	051-9250174
5.	Assistant Registrar (BEd Section)	051-9057428 051-9057760