

Admission Spring 2020

**AIOU**

## **PGD**

- **Human Resource Management**
- **Supply Chain Management**
- **Entrepreneurship**



**Allama Iqbal Open University, Islamabad**

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

Help Line: (051) 111-112-468

# **PROSPECTUS**

**OF**

- i. PGD–Human Resource Management**
- ii. PGD–Supply Chain Management**
- iii. PGD–Entrepreneurship**

**For**

**SEMESTER: SPRING 2020**



**Allama Iqbal Open University  
Islamabad**

Price Rs.500/-

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## **IMPORTANT ACTIVITIES TO BE REMEMBERED**

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

**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.

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

All fresh and continue students can submit their admission using any one option on the following way:

- i. Apply on hard form ((printed form)
- ii. Apply using online admission system

Follow these instructions to apply:

### **APPLY ONLINE (FRESH STUDENTS):**

1. Visit website: <https://online.aiou.edu.pk>
2. Press link “Admission form for Fresh students”. (**PGD (HRM) / PGD (SCM) / PGD (Entrepreneurship)**)
3. After filling the admission form, print out your “Admission Form” and “Challan Form”.
4. Using printed challan form and submit your fee in any branch of FWBL, ABL, MCB or UBL. You need to use only challan form for submission of fee and follow instructions below to deliver your admission and fee submitted challan form to university (How to deliver your admission form to University).

### **APPLY ONLINE (CONTINUE STUDENTS):**

1. Visit website: <https://online.aiou.edu.pk>
2. Press link “Admission/Enrollment Form for Continue students”;
3. Enter your “Roll Number” in Roll Number field.
4. Select courses and print challan form.
5. Using printed challan form submit your fee in any branch of FWBL, UBL, MCB or ABL. Keep save copy of your challan form after submission of fee. **You need not to send challan to the University** but University can ask for copy of challan form any time if required.

### **HOW TO DELIVER YOUR ADMISSION FORM TO UNIVERSITY?**


After submission of fee you need to deliver your admission form to university using following way:

1. Separate the address label attached with bottom of the first page of admission form.
2. Attach original copy of fee submitted challan (university copy) with your admission form.
3. Now pack this form in an envelope.
4. Now paste address label (already separated from form) on envelope.
5. Visit any nearest branch of Post Office and post it as registered parcel and get the receipt. (Keep save the receipt).

**Note:** Keep in mind that you don’t have to pay any amount to Post Office to post your admission. University have paid your postage charges to Post Office in advance.

## Vice-Chancellor's Message

Dear Student,



Welcome to Allama Iqbal Open University, the first distance education university in South Asia that provides cost effective education to 1.3 million students not only in Pakistan but also in Middle East. This university has the unique privilege of blurring temporal and spatial boundaries by providing education at the thresholds of the students. The university offers a diverse range of educational facilities, starting from basic literacy programs to the PhD level. The courses are regularly revised to bring them at par with international standards. The university offers maximum number of specializations at postgraduate level through four faculties, i.e. Faculty of Arabic and Islamic Studies, Faculty of Education, Faculty of Sciences, and Faculty of Social Sciences and Humanities. The university has a huge network of faculty members, tutors, resource persons, specialists and experts who strive hard to ensure that the programs offered by the university enable the students to become independent learners and critical thinkers. The university takes special measures to establish and strengthen research culture and prepare those individuals who can play an instrumental role in the process of progress and development of the country.



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

**Prof. Dr. Zia Ul-Qayyum**  
**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 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 centres wherein the students of MBA (IT), MBA (Banking and Finance), MBA (Marketing), MBA (HRM), BS (CS), MSc/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 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 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.

## **FACULTY OF SOCIAL SCIENCES AND HUMANITIES**

First established in 1981 with five departments, the Faculty of Social Sciences and Humanities has, over the years, flourished to become, by far, the largest Faculty of the University. It, today, consists of 14 departments offering masters programmes in major areas of Social Sciences and Humanities like, Business Administration, Economics, Mass Communication, Sociology, Urdu, Library & Information Sciences, History, Pakistan Studies and Teaching of English as a foreign Language (TEFL). Additionally, efforts are afoot to plan and launch post-graduate programmes in Pakistani Languages and Law.

The Commonwealth-collaborated master's programmes in the areas of Business and Public Administration, which are specially tailored for the modern day busy executives, were launched in Spring 2002 semester.

In tune with the government's policy of promoting and strengthening a culture of higher education and research in the country, the AIOU's Faculty of Social Sciences and Humanities has shown a lot of dynamism over the past few years. It has launched MPhil/PhD programmes in Iqbaliat, Urdu and Mass Communication and History while preparations are being made to launch MPhil Business Administration, Applied Linguistics.

The Faculty of Social Sciences & Humanities also offers several bachelors' level programmes in such professional areas like Bachelors in Library & Information Sciences (BLIS), BS-Business Administration, BS-Commerce and Mass communication. Tens of thousands of students comprising all demographic groups and, from all over the country, enroll, each year, in these bachelor's level programmes.

The Faculty has expanded vitally and its programmes have gained a high popularity as is clear from rapidly rising trend of enrolment during the past decade. During the period under report, the Faculty accorded high priority towards quality improvements and to modify its programmes in accordance with the current challenges of 21st century.

The Faculty proposed to launch Post-Graduate programmes in the disciplines of Political Science and International Relations, Psychology, Public Administration and Social Work

## DEPARTMENT OF BUSINESS ADMINISTRATION

### **Introduction:**

The Department of Business Administration was established in 1986 with the objective to impart managerial education and skills in the discipline of Business Administration. Since its inception, the Department has made tremendous progress towards achieving its ultimate goal of becoming a Centre of Excellence in Business Management education and research in Pakistan. The Department has assembled outstanding teaching faculty and developed extensive teaching material for the improvement of education in Pakistan. The Department is offering programs from BBA to PhD levels with various specializations. These programs contribute significantly to the national goals by developing the professionals equipped with modern business techniques. The graduates from the department are well recognized in the human resource market and enjoy a respectable status in public and private sector organizations, operating in Pakistan and abroad. The department is also publishing a HEC recognized research journal namely "Journal of Contemporary Management Sciences". The Department has well qualified faculty members including MPhil/MS and PhD both from national and foreign universities.

### **The department is offering various programmes for students to achieve objectives such as:**

- i. To prepare graduates for public and private sector organizations and to equip them to cater the needs of complex and changing business environment.

- ii. To encourage continuous learning and habitual receptiveness, explore the new ways of identifying and dealing with opportunities and problems, to face future business challenges.
- iii. To provide the business students bottom to top management orientation skills, enhance their business skills, enable them to integrate theory business into practice in their daily lives.

### **Post Graduate Diploma (Human Resource Management)**

**Programme Code:**

0	7	1	2
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#### **Objectives:**

The objectives of Post Graduate Diploma in HRM are:

1. To inculcate the concepts and practices essential to Human Resource Management,
2. To prepare our graduates for HRM positions,
3. To develop HR professionals to advance their careers.

#### **Duration:**

As per guidelines of HEC, Post Graduate Diploma (1 year) programme will be spread over 2 semesters covering 10 courses.

#### **Eligibility:**

Applicants having 14 years of education (BA/BSc./BCom/ BBA/Associate Degree Programmes 2-years) from HEC recognized institution with at least second division (45% marks) would be eligible to apply.

#### **Admission Procedure:**

- i. Admission in Post Graduate Diploma in Human Resource Management is proposed to be offered once a year. Applications will be invited through the daily newspapers/ AIOU website as per AIOU policy.
- ii. The candidates are required to deposit fee in any branch of ABL, FWBL or MCB along with admission form and attested testimonials.

**Note: For online submission of admission see page 3.**

#### **Scheme of Studies:**

The Post Graduate Diploma programme would be offered with the specialization of Human Resource Management. The tentative semester wise offering of courses will be the discretion of the department; it can be changed if desired so. The detail of courses and semester wise offering of courses is as under:

#### **PGD-Human Resource Management**

S. #	Course Title	Cr. Hrs	Code
<b>First Semester</b>			
1	Fundamentals of Business	3	9501
2	Professional Communications	3	9502
3	Management Theory and Practice	3	9503
4	Human Resource Management	3	9504
5	Computer Applications for Business	3	9505
<b>Second Semester</b>			
1	Organizational Behavior	3	9506
2	Compensation Management	3	9507
3	Performance Management	3	9508

4	Labor Management Relations	3	9509
5	Strategic Human Resource Management	3	9510

**Medium of Instruction:**

The medium of instruction and examination would be English Language.

**Methods of Instruction:**

- i. The Post Graduate Diploma in Human Resource Management would be offered through Open Distance Learning Mode.
- ii. The course outlines along with the required reading materials and assignments will be provided to the students.
- iii. Three days workshop will be conducted for each course.

**Evaluation Scheme:**

**Assignments:**

The students will submit two compulsory assignments of each course to their tutors as per schedule, who will return the same after marking and providing necessary academic guidance.

**Workshops and Presentations:**

At the end of each semester, workshops for the courses of PGD-HRM would be held at major regional campuses of AIOU or at Main Campus, Islamabad before final examination. The duration of workshop for each course would be three days. Attendance and presentation of the students in workshop is compulsory. If a student fails to obtain 50% marks in workshops, the student shall enroll the course when university offers these courses. In case of low enrolment in a

particular region, the students would be required to participate in the workshops in other region as directed by the university.

**Assessment/Weightage:**

For successful completion of each course, the student will be required to qualify in each component. Assessment criteria as per rules and regulations of the university will be as under:

Assessment Component	Weightage in the aggregate results
Assignment No. 1	10%
Assignment No. 2	10%
Workshop/Presentation	10%
Final Examination	70%

- i. To appear in final examination, the student has to pass in assignments and workshop presentations for the courses studied.
- ii. The conditions to qualify each component are given below:
  - a. A minimum of 50% marks in assignments (aggregate).
  - b. A minimum of 50% marks in Presentations (where applicable).
  - c. A minimum of 50% marks in the final written examination.

**Requirements for Award of Post Graduate Diploma:**

Following are the requirements for the award of Post Graduate Diploma:

- i. Successful completion of all courses
- ii. The students who intend to discontinue PGD after first semester may be offered a certificate of passed courses as determined by university or Controller of Examinations Office.

**Fee Structure:**

Item	Rate
Registration Fee: (At the time of first admission)	Rs.200/-
Admission Fee: (At the time of first admission)	Rs.1000/-
Technology Fee: (in each semester)	Rs.200/-
Course Fee: (per 3 credit hours) Rs.2720 x 5 =	Rs.13,600/-
<b>Total Fee of First Semester:</b>	<b>Rs.15000/-</b>

**Postgraduate Diploma Supply Chain Management (PGD-SCM)****Programme Code:**

0	7	1	7
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Supply Chain Management (SCM) is a cross-functional approach which deals with the movement of raw materials into an organization, management of internal processing of raw materials into finished goods, and helps the movement of finished goods from point of origin to point of consumption. Considering the significance of SCM, it adds value to the operations of different organizations including educational institutes, commercial enterprises, social welfare departments, strategic organizations etc. One can easily believe that supply chain management is essential to a company's success and customer satisfaction. Even we cannot deny the contribution of SCM for the society. SCM knowledge and capabilities can be used to support health care, conduct disaster relief operations, and handle other types of

emergencies. SCM also plays a role in cultural evolution and helps to improve our quality of life.

Considering the significance of SCM across various sectors, the Post Graduate Diploma in Supply Chain Management has been developed to meet the needs of those professionals who want to establish and enhance insight into theoretical as well as practical knowledge of supply strategies, forecasting, transportation and inventory management.

**Objectives:**

Key objectives of Post Graduate Diploma in SCM are:

- To provide basic understanding, concepts and practices about effective Supply Chain Management.
- To develop students to work in SCM positions efficiently and effectively.
- To help SCM professionals in their career advancement and growth.

**Duration:**

Total duration of the diploma in Supply Chain Management would be 1 year, comprising 2 semesters. Students would be required to study 10 courses of 3 credit hours each (total 30 credit hours course load).

**Target Market:**

- Graduated students with interest in logistics and supply chain
- Professionals and Managers associated with Logistic / Supply Chain Management
- Supply chain specialists (working in *but not limited to* commercial, profit/not-profit, medical, military and academic organizations)

**Eligibility:**

Applicants with at least 14 years of education in any discipline (BA/BSc/BCom/BBA/Associate Degree Programs 2-years) from HEC recognized institution with at least second division (45% marks) would be eligible to apply.

**Admission Procedure:**

- i. Admission in Post Graduate Diploma in Supply Chain Management is proposed to be offered once a year. Applications will be invited through the daily newspapers/ AIOU website and other advertisements as per AIOU policy.
- ii. The candidates will be required to deposit fee in the designated branches of banks. Details of authorized banks will be provided in the prospectus along with the admission forms and attested testimonials.

**Note: For online submission of admission see page 3.**

**Medium of Instruction:**

The medium of instruction and examination would be English Language.

**Scheme of Studies:**

The Post Graduate Diploma program would be offered with the specialization in Supply Chain Management. The semester wise

offering of courses are as under:

S. No.	Course Title	Codes	Credit Hours
<b>FIRST SEMESTER</b>			
1	Fundamentals of Business	9501	3
2	Professional Communications	9502	3
3	Management Theory and Practice	9503	3
4	Introduction to Supply Chain Management	9541	3
5	Computer Applications for Business	9505	3

<b>SECOND SEMESTER</b>			
1	Purchasing and Procurement Principles	9542	3
2	Production and Operations Management	9545	3
3	Logistics Management	9543	3
4	Inventory and Material Management	9544	3
5	Distribution Channels	9546	3

**Methods of Instruction:**

- i. The Post Graduate Diploma in Supply Chain Management would be offered through Open Distance Learning.
- ii. The course outlines along with the required reading materials and assignments will be provided to the students.

- iii. The schedule of classes will be chalked out by the DRS office as per Credit Hours requirements provided by the department.
- iv. Three days' workshop will be conducted for each course.

**Evaluation Scheme:**

**Assignments:**

Students will submit two compulsory assignments of each course to their tutors as per schedule, who will return the same after marking and providing necessary academic guidance.

**Workshops and Presentations:**

At the end of each semester, workshops for the courses of PGD-HRM would be held at major regional campuses of AIOU or at Main Campus, Islamabad before final examination. The duration of workshop for each course would be three days. Attendance and presentation of the students in workshop is compulsory. If a student fails to obtain 50% marks in workshops, the student shall enroll the course when university offers these courses. In case of low enrolment in a particular region, the students would be required to participate in the workshops in other region as directed by the university.

**Assessment/Weightage:**

For successful completion of each course, the student will be required to qualify in each component. Assessment criteria as per rules and regulations of the university will be as under:

Assessment Component	Weightage in the aggregate results
Assignment No. 1	10%
Assignment No.2	10%
Presentation	10%
Final Examination	70%

- i. To appear in final examination, the student has to pass in assignments and workshop presentations for the courses studied.
- ii. The conditions to qualify each component are given below:
- iii. A minimum of 50% marks in assignments (aggregate).
- iv. A minimum of 50% marks in Presentations (where applicable).
- v. A minimum of 50% marks in the final written examination.

**Fee Structure:**

1	Registration Fee (At the time of first admission)	<b>Rs.200/-</b>
2	Admission Fee (At the time of first admission)	<b>Rs.1000/-</b>
3	Technology Fee (per student per semester)	<b>Rs.200/-</b>
4	Course Fee	<b>Rs.2720/-</b>
5	Total Fee for First Semester	<b>Rs.15000/-</b>

### **Requirements for Award of Post Graduate Diploma:**

Following are the requirements for the award of Post Graduate Diploma:

- i. Successful completion of all courses
- ii. The students who intend to discontinue PGD after first semester may be offered a certificate of passed courses as to be determined by university.

### **PGD Entrepreneurship**

#### **Programme Code:**

0	7	1	8
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Entrepreneurship is a cross-functional approach which deals with the willingness to take risks and develop, organize and manage a business venture in a competitive global marketplace that is constantly evolving. Entrepreneurship is a key driver of our economy. Wealth and a high majority of jobs are created by small businesses started by entrepreneurially minded individuals, many of whom go on to create big businesses.

Entrepreneurship, adds value to the economy including educational institutes, commercial enterprises, social welfare departments, strategic organizations etc. That's why entrepreneurship education and its successful implementation would not only generate jobs and income; it will also facilitate innovation and stimulates transfer of wealth, knowledge, and skills. One can easily believe that Entrepreneurship is essential for a country economic growth and enduring progress. Even we cannot deny the contribution of entrepreneurship for the society.

Considering the significance of entrepreneurship for economy and society, the Post Graduate Diploma in Entrepreneurship has been developed to meet the needs of those professionals who

want to establish and enhance insight into theoretical as well as practical knowledge of entrepreneurship & innovation management; strategies, theories, and challenges.

### **Objectives:**

Key objectives of Post Graduate Diploma in Entrepreneurship are:

- To provide basic understanding, concepts and practices about entrepreneurship.
- To enable students to develop the insight needed to discover and create entrepreneurial opportunities.
- To equip students with knowledge and skills to successfully start and manage their own businesses to take advantage of these opportunities.
- To help entrepreneurship professionals in their career advancement and growth.

### **Target Market**

- Graduated students with interest in entrepreneurship and innovation.
- Professionals associated with Entrepreneurship development activities/projects.
- Specialists working in but not limited to development sector and academic organizations.

### **Duration:**

Total duration of the diploma in Entrepreneurship would be of 1 year, comprising 2 semesters. Students would be required to study 10 courses of 3 credit hours each (total 30 credit hours course load).

**Eligibility:**

Applicants with at least 14 years of education in any discipline (BA/BSc/BCom/BBA/Associate Degree Programs 2-years and others) from HEC recognized institution with at least second division (45% marks) would be eligible to apply.

**Admission Procedure:**

- i. Admission in Post Graduate Diploma in Entrepreneurship is proposed to be offered once/twice a year as decided. Applications will be invited through the daily newspapers/AIOU website and other advertisements as per AIOU policy.
- ii. The candidates will be required to deposit fee in the designated branches of banks. Details of authorized banks will be provided in the prospectus along with the admission forms.

**Note: For online submission of admission see page 3.**

**Medium of Instruction:**

The medium of instruction and examination would be English Language.

**Methods of Instruction:**

- i. The Post Graduate Diploma in Entrepreneurship will be offered through Open and Distance Learning Pedagogy-Blended Mode (online classes, workshops as well as tutorial support) all over Pakistan.
- ii. Students will be provided complete study material including assignments, course outlines and suggested readings.
- iii. Students will be provided tutorial support as per AIOU educational system.

**Evaluation Scheme:****Assignments:**

Students will submit two compulsory assignments of each course to their tutors as per schedule, who will return the same after marking and providing necessary academic guidance.

**Workshops and Presentations:**

At the end of each semester, workshops for the courses of PGD-HRM would be held at major regional campuses of AIOU or at Main Campus, Islamabad before final examination. The duration of workshop for each course would be three days. Attendance and presentation of the students in workshop is compulsory. If a student fails to obtain 50% marks in workshops, the student shall enroll the course when university offers these courses. In case of low enrolment in a particular region, the students would be required to participate in the workshops in other region as directed by the university.

**Scheme of Studies**

The Post Graduate Diploma program would be offered with the specialization in Entrepreneurship. The semester wise offering of courses are as under:

S. No.	Course title	Codes	Credit Hours
<b>FIRST SEMESTER</b>			
1	Fundamentals of Business	9501	3
2	Professional Communications	9502	3
3	Management Theory and Practice	9503	3
4	Introduction to Entrepreneurship	9551	3

5	Computer Applications for Business	9505	3
<b>SECOND SEMESTER</b>			
1	Innovation Management	9552	3
2	Entrepreneurial Finance	9553	3
3	Marketing for entrepreneurs	9554	3
4	Entrepreneurial Supply chain	9555	3
5	New Venture Planning & Launch	9556	3

### Evaluation Scheme:

#### Assignments:

Students will submit two compulsory assignments of each course to their tutors as per schedule, who will return the same after marking and providing necessary academic guidance.

#### Presentations:

Students would be required to deliver mandatory presentations of their 2<sup>nd</sup> assignments during workshop. No relaxation on any ground will be provided to the students in this regard.

#### Assessment/Weightage:

For successful completion of each course, the student will be required to qualify in each component. Assessment criteria as per rules and regulations of the university will be as under:

Assessment Component	Weightage in the aggregate results
Assignment No. 1	10%
Assignment No. 2	10%
Presentation	10%
Final Examination	70%

- i. To appear in final examination, the student has to pass in assignments and workshop presentations for the courses studied.
- ii. The conditions to qualify each component are given below:
  - a. A minimum of 50% marks in assignments (aggregate).
  - b. A minimum of 50% marks in Presentations (where applicable).
  - c. A minimum of 50% marks in the final written examination.

#### Fee Structure:

1	Registration Fee (At the time of first admission)	<b>Rs.200/-</b>
2	Admission Fee (At the time of first admission)	<b>Rs.1000/-</b>
3	Technology Fee (per student per semester)	<b>Rs.200/-</b>
4	Course Fee	<b>Rs.2720/-</b>
5	Total Fee for First Semester	<b>Rs.15000/-</b>

#### Requirements for Award of Post Graduate Diploma:

Following are the requirements for the award of Post Graduate Diploma:

- i. Successful completion of all courses
- ii. The students who intend to discontinue PGD after first semester may be offered a certificate of passed courses as to be determined by university.

**FACULTY MEMBERS:**

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11. **Mr. Ehsan Javaid**  
Lecturer  
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12. **Staff:**  
Ph: 051-9057723

## **GENERAL INFORMATION**

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. 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.
- iii. If an applicant of post-graduate/research level programme does not receive any information regarding admission within three months from submission of application, he/she should presume non-selected.
- iv. A course taken by any student cannot be change during the semester. However, in real hardship cases, the change in courses will be allowed within fifteen days after receipt of books and deposit of prescribed fee.
- v. The address of a student will not be changed during the semester.
- vi. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme.
- vii. On payment of the registration fee, each student will be issued a registration number. This number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.
- viii. Study material shall be mailed to the students at their given addresses.
- ix. After receipt of the study package, students are usually intimated about the part time tutors 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.
- x. 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.
- xi. 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.
- xii. It is the responsibility of the student to remain in touch with the department regarding the selected programme.
- xiii. 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.

- xiv. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.
- xv. The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.
- xvi. 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.
- xvii. 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.
- xviii. 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.
- xix. Admission form received without prescribed fee less fee or fee deposited after due date will not be considered.
- xx. 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.
- xxi. 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.

**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 ineligible 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. 3 & 4.
- vii) If candidates/ students deceive the university and get admission in two different programmes simultaneously in a semester admission will be cancelled in both the programmes and the fee deposited for both the programmes will be forfeited.

### **IMPORTANT TELEPHONE NUMBERS**

<b>Sr.#</b>	<b>Name</b>	<b>Telephone Nos.</b>
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

## ADDRESS OF PART-TIME REGIONAL COORDINATORS

### PUNJAB

1.	Mr. Mukhtar Ahmad Awan, Regional Coordinator, Allama Iqbal Open University, SS, Govt. Boys Higher Secondary School, <b>Hassanabdal.</b> 0312-5609715	2.	Mr. Muhammad Miskeen, Regional Coordinator, Allama Iqbal Open University, Sr. Headmaster, Govt. Boys High School No. 2, <b>Fateh Jang.</b> 0300-5273227	3.	Mr. Safdar Khan, Regional Coordinator, Allama Iqbal Open University, Lecturer, Govt. Boys Degree College <b>Hazro.</b> 0300-5609260
4.	Hafiz Abdul Ghaffar, Regional Coordinator, Allama Iqbal Open University, Asstt. Prof. Govt. Boys Degree College, <b>Pindi Gheb.</b> 0333-9535710	5.	Mr. Muhammad Saeed, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Boys Higher Secondary School Danda Shah Belawal, <b>Lawa.</b> 0333-5928107	6.	Raja Muhammad Akhtar Khan, Regional Coordinator, Allama Iqbal Open University, Principal, Allama Iqbal Junior Public School, Choa <b>Saidan Shah.</b> 0346-5783355
7.	Mr. Muhammad Javid Regional Coordinator, Allama Iqbal Open University, SSS, Govt. Higher Secondary School, <b>Kallar Kahar.</b> 0333-5904962	8.	Mr. Muhammad Arif Khan, Regional Coordinator, Allama Iqbal Open University, Sr. Headmaster, Govt. Boys High School, No. 2, <b>Talagang.</b> 0331-4855113	9.	Mr. Ghulam Murtaza Satti, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Higher Secondary School Malot Sattian, <b>Tehsil Kotli Satian, Distract Rawalpindi.</b> 0346-5429130
10.	Ch. Muhammad Ashraf, Regional Coordinator, Allama Iqbal Open University, Street No. 10, Mohallah Mission Compound, Mehmada Raod, <b>Gujrat.</b> 0332-7144828	11.	Mr. Arshad Mahmood Shahid, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Boys Degree College, <b>Sara-e-Alamghir.</b> 0333-5841544	12.	Syed Mukhtar Hussain Bukhari, Regional Coordinator, Allama Iqbal Open University, Assistant Professor, Govt. College, <b>Bhakkar.</b> 0333-8909805
13.	Dr. Tariq Majeed, Regional Coordinator, Allama Iqbal Open University, Professor, Govt. Islamia College, <b>Chiniot.</b> 0333-6715262	14.	Mr. Muhammad Sharif, Regional Coordinator, Allama Iqbal Open University, SST (R), Ward No.16, Street No.4, Nowan Sher, <b>Shorkot City.</b> 0301-7205704	15.	Mr. Khalil Ahmad, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Postgraduate College <b>Khanewal.</b> 0301-7817130

16.	Mr. Muhammad Aslam Farooqi, Regional Coordinator, Allama Iqbal Open University, Assistant Prof. Govt. Degree College <b>Jalalpu Pirwala.</b> 0301-5227173	17.	Mr. Sikandar Hayat, Regional Coordinator, Allama Iqbal Open University, Sr. Headmaster, Govt. Muslim Union High School <b>Mian Channu.</b> 0301-3017686	18.	Mr. Sabeer Ahmad Abbasi, Regional Coordinator, Allama Iqbal Open University, Lecturer, Govt. College, Jhika Gali <b>Murree.</b> 0300-5585228
19.	Ch. Basharat Ali, Regional Coordinator, Allama Iqbal Open University, SS, Govt. Christian Higher Secondary School <b>Rawalpindi City.</b> 0333-5191799	20.	Dr. Muhammad Anwar, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. Boys School, Bhabra, <b>Wah Cantt.</b> 0300-5363883	21.	Mr. Saqib Imam Rizvi Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. Elementary School Bhai Khan, <b>Gujar Khan.</b> 0300-5199749
22.	Mr. Muhammad Raza Vaince, Regional Coordinator, Allama Iqbal Open University, Senior Headmaster, Govt. High School Phalina, <b>Tehsil Kallar Syedan, Distt. Rawalpindi.</b>	23.	Syed Zamir Hussain Shah, Regional Coordinator, Allama Iqbal Open University, SSS, Govt. Higher Secondary School, Nara, <b>Kahuta.</b> 0301-5151911	24.	Rana Abid Ali Khan, Regional Coordinator, Allama Iqbal Open University, Dy. Headmaster, Govt. MC Model High School <b>Chichawatni.</b> 0301-6925775
25.	Mr. Muhammad, Regional Coordinator, Allama Iqbal Open University, Lecturer, Govt. College <b>Depalpur.</b> 0301-6390414	26.	Hafiz Muhammad Shafiq, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. High School <b>Pakpattan Sharif.</b> 0322-7858622	27.	Mr. Muhammad Iqbal, Regional Coordinator, Allama Iqbal Open University, SS. (Retd.), 157/C, Housing Scheme, <b>Renala Khurd.</b> 0308-7523947, 0345-7523947
28.	Mrs. Ruqia Kousar, Mr. Muhammad Javed Bashir, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. College for Women <b>Tandlianwala. District Faisalabad.</b> 0335-7769371	29.	Mr. Abdul Ghafoor Zahid, Regional Coordinator, Allama Iqbal Open University, Senior Headmaster (Retired), House No.111, Madina Colony, <b>Pir Shah, Kamalia.</b> 0321-6550499	30.	Mr. Abdul Razzaq, Regional Coordinator, Allama Iqbal Open University, Dy. Headmaster, Govt. High School No. 1, <b>Pir Mahal.</b> 0312-6560889, 0331-8675175

31.	Mr. Muhammad Siddique Regional Coordinator, Allama Iqbal Open University, Assistant Professor @ Chak No. 298 JB, Tehsil, <b>Gojra.</b> 0301-7055350	32.	Dr. Muhammad Javed Asghar, Regional Coordinator, Allama Iqbal Open University, Associate Prof. Govt. Degree College <b>Jahanian.</b> 0322-8870199	33.	Mr. Mumtaz-ul-Hassan, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Higher Secondary School <b>Chak Jhumra, District Faisalabad.</b> 0334-6645225
34.	Mr. Muhammad Javed Bashir, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Islamia High School <b>Jaranwala, District Faisalabad.</b> 0321-7951897	35.	Mrs. Khalida Perveen, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Girls High School No.01, <b>Samundari, District Faisalabad.</b>	36.	Mr. Muhammad Nawaz Zafar, Regional Coordinator, Allama Iqbal Open University, Lecturer, Govt. Degree College <b>Pindi Bhattian, District Hafizabad.</b> 0333-6711578
37.	Mr. Muhammad Naqeeb, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Muslim High School <b>Hafizabad.</b> 0321-6212931, 0331-6212931	38.	Mr. Naeem Akhtar, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School, <b>Sohawa, District Jhelum.</b> 0333-5759601	39.	Mr. Farooq Ahmad, Regional Coordinator, Allama Iqbal Open University, Assistant Professor, Govt. Degree College <b>Malikwal, District Mandi Bahauddin.</b> 0345-5763246
40.	Mr. Adeel Abbas, Regional Coordinator, Allama Iqbal Open University, Dy. D.E.O, Govt. Boys High School <b>Pind Dadan Khan, District Jhelum.</b> 0345-9216000				

### SINDH

1.	Mr. Ghulam Qadir Jamali, Regional Coordinator, Allama Iqbal Open University, HST, Govt. Boys High School, <b>Khair Pur Nathan Shah.</b> 0300-3256369	2.	Mr. Dildar Hussain Rahu, Regional Coordinator, Allama Iqbal Open University, Headmaster (R) Principal, Allied Public School <b>Sakrand, District Nawabshah.</b> 0306-8292318	3.	Mr. Pir Muhammad Rind, Regional Coordinator, Allama Iqbal Open University, HST, Govt. Boys High School, <b>Sehwan Sharif District Jamshoro.</b> 0300-5457029
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4.	Mr. Riaz Roshan Paul, Regional Coordinator, Allama Iqbal Open University, HST, Govt. HM Khoja High School No. 1, <b>Nawabshah City.</b> 0300-3227785	5.	Mr. Anwar-ud-Din Pirzada, Regional Coordinator, Allama Iqbal Open University, HST, Govt. Boys High School, <b>Kandiario, District Nausheroferoz</b> 0301-2127574		
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### KHYBER PAKHTOON KHWA

1.	Mr. Wali Dad, Regional Coordinator, Allama Iqbal Open University, ADEO, School & Literacy <b>Dassu,</b> <b>Kohistan.</b> 0315-4377788	2.	Mr. Sajjad Aziz, Regional Coordinator, Allama Iqbal Open University, Instructor, Regional Institute of Teacher Education, <b>Haripur.</b> 0301-5520529	3.	Mr. Muhammad Hammad Regional Coordinator, Allama Iqbal Open University, SST, Govt. High School <b>Oghi,</b> <b>District Mansehra.</b> 0300-5627378, 0332-5627378
4.	Mr. Pervaiz, Regional Coordinator, Allama Iqbal Open University, Lecturer, Govt. Degree College <b>Battagram.</b> 0300-5258672	5.	Mr. Muhammad Pervaiz Regional Coordinator, Allama Iqbal Open University, Subject Specialist, C/O Govt. High School, <b>Balakot.</b> 0345-9628699	6.	Mr. Gohar Khan, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. High School No.2, <b>Jamrud, Khyber Agency.</b> 0333-9330321
7.	Mr. Johar Ali, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. High School, Labor Colony, Aman Garh, <b>Nowshera.</b> Mob: 0346-5648635	8.	Mr. Hayatullah, Regional Coordinator, Allama Iqbal Open University, Vice Principal, Govt. Shaheed Omar Hayat High School, <b>Charsadda.</b> 0313-9173884	9.	Mr. Inam Ullah, Regional Coordinator, Allama Iqbal Open University, Asstt. Prof., Govt. Degree College, Ekka Ghund, <b>Mohmand Agency.</b> 0301-8890889
10.	Mr. Nasrullah Zeb, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Higher Secondary School Gadezi, Deggar, <b>District Bunir.</b> 0333-9703438	11.	Mr. Faiz ur Rehman, Regional Coordinator, Allama Iqbal Open University, Asstt. Prof. Govt. Degree College, <b>Alpurai, Shangla.</b> 0301-5906618	12.	Mr. Khalil ur Rehman, Regional Coordinator, ( <b>Dargai</b> ) Allama Iqbal Open University, Headmaster, GHS Dheri Kot, <b>Malakand.</b> 0323-8538179, 0341-5337988

13.	Mr. Aurang Badshah, Regional Coordinator, Allama Iqbal Open University, SS, Village & P.O Piran, <b>Batkhela Malakand.</b> 0341-0503658, 0345-9354518	14.	Mr. Muhammad Ayaz Khan, Regional Coordinator, Allama Iqbal Open University, Lecturer, Govt. Degree College, <b>Puran, District Shangla.</b> 0345-8530350	15.	Mr. Muhammad Arif, Regional Coordinator, Allama Iqbal Open University, SET, Govt. Middle High School, <b>Daggay, Tehsil Kabal Swat.</b> 0345-9528291
16.	Mr. Muhammad Qasim Khan, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. High School No.03, <b>Bannu.</b> 0333-9732541	17.	Mr. Ghulam Wahid, Regional Coordinator, Allama Iqbal Open University, Headmaster, GHS, Bibywar, <b>Dir Upper.</b> 0302-8335588	18.	Mr. Faiz Ali Khan, Regional Coordinator, Allama Iqbal Open University, SS, Govt. High School Sigband, <b>Tehsil Matta, District Swat.</b> 0346-9416144
19.	Mr. Zia ul Haq, Regional Coordinator, Allama Iqbal Open University, Asstt. Prof. GPGC Khar, <b>Bajour Agency.</b> 0307-8566671, 0345-9155616	20.	Mr. Asal Jan, Regional Coordinator, Allama Iqbal Open University, SS, Govt. Higher Secondary School Mama Khel, <b>Banochi, Bannu.</b> 0332-8542734, 0346-8299980	21.	Mr. Abdul Qudoos, Regional Coordinator, Allama Iqbal Open University, Lecturer, Govt. Degree College <b>Wana, South Wasiristan.</b> 0333-9313095
22.	Mr. Iqbal Badshah, Regional Coordinator, Allama Iqbal Open University, SS, Govt. Higher Secondary School No.03, <b>Lakki Marwat.</b> 0346-9501419	23.	Mr. Muhammad Salim Khan, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. High School No.01, <b>Tank.</b> 0336-9445974	24.	Mr. Khurshid Khan, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. High School, <b>Takht Bhai, District Mardan.</b> 0300-9300588, 0315-9300077
25.	Mr. Iftikhar Ali, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. High School, <b>Ghala,</b> <b>Tehsil Katlang,</b> <b>District Mardan.</b> 0346-9354577	26.	Mr. Anwar Zaib, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. High School, <b>Dhadher, Tehsil&amp;District Swabi.</b> 0314-9870444	27.	Mr. Ghaza Bacha, Regional Coordinator, Allama Iqbal Open University, SS, Govt. Higher Secondary, <b>School</b> <b>Kunda, Tehsil Lahor, District</b> <b>Swabi.</b> 0336-5686975
28.	Mr. Muhammad Taufeeque Khan, Regional Coordinator, Allama Iqbal Open University, Principal (Rtd.), Mehtab Khurshid School & College <b>Kotha, Swabi.</b> 0346-5586218	29.	Mr. Muhammad Ayaz, Regional Coordinator, Allama Iqbal Open University, SST, Govt. High School, <b>Asota Sharif, Tehsil Razar, District</b> <b>Swabi.</b> 0313-6692788		

### BALOCHISTAN

1.	Mr. Mohammad Yousaf, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. High School Mashkaf, Tehsil Dhadar, <b>District Kachhi Bolan.</b>	2.	Mr. Fazal Din Abro, Regional Coordinator, Allama Iqbal Open University, SST, Govt. High School, Sardar Sohbat Khan Gola, Tehsil Dera Allah Yar, <b>District Jaffarabad.</b> 0333-7858673	3.	Mr. Zahid Hussain, Regional Coordinator, Allama Iqbal Open University, SST, Govt. High School, <b>Sohbat Pur.</b> 0345-4821186
4.	Mr. Mohammad Ayaz, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys Model High School <b>Sibi.</b> 0333-7710714	5.	Mr. Mohammad Tariq, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys Middle School Kali Saleh Mohammad Tehsil Gandawah, <b>District Jhal Magsi.</b> 0333-2315891	6.	Mr. Sahib Jan, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School, <b>Harnai.</b> 0332-8099430
7.	Mr. Muhammad Asif, Regional Coordinator, Allama Iqbal Open University, SST, Govt. High School <b>Mastung.</b> 0334-3062311	8.	Mr. Muhammad Jumman, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Elementary College <b>Uthal,</b> <b>District Lasbela.</b> 0333-2875203, 0315-2555006	9.	Mr. Abdul Majeed, Regional Coordinator, Allama Iqbal Open University, SST, Govt. High School Akram Colony <b>Hub, District Lasbela.</b>

### GILGIT BALTISTAN

1.	Mr. Ghulam Murtaza, Regional Coordinator, Allama Iqbal Open University, TGT, F. G. Boys High School <b>Nagar-I.</b> 0355-5550013	2.	Mr. Manzoor Hussain, Regional Coordinator, Allama Iqbal Open University, AEO, Deputy Director Education Office, District <b>Nagar.</b> 0310-0500714	3.	Mr. Adina Baig, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School, Taus, <b>Yasine District Ghizar.</b> 0312-9712256
4.	Mr. Mehfooz Ullah, Regional Coordinator, Allama Iqbal Open University, SST, Govt. High School <b>Darel.</b> 0355-5355009	5.	Mr. Piyar Ali, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School Aliabad, <b>District Hunza.</b> 0355-5231988		

**AZAD KASHMIR**

1.	Mr. Sajid Hussain Awan, Regional Coordinator, Allama Iqbal Open University, Principal, Read Foundation Inter Schience College <b>Hatian Bala,</b> <b>AK.</b> 0346-5411240	2.	Mr. Khalid Manzoor Mufti, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Girls Degree College <b>Aathmuqam, District Neelum,</b> <b>AK.</b> 0355-8158556	3.	Mr. Bashir Ahmed Malik, Regional Coordinator, Allama Iqbal Open University, Principal (R) Village Parsacha, P/O <b>Tehsil Pattika,</b> <b>Muzaffarabad, AK.</b> 0342-0525164
4.	Malik Mushtaq Ahmed, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Girls Inter College <b>Leepa, AK.</b> 0355-8155551				



# ALLAMA IQBAL OPEN UNIVERSITY

## (DEPARTMENT OF EXAMINATIONS)

### FEE TARIFF\*

Sr.#	Programme	Fee Rates for		
		Ordinary	Urgent	Duplicate
1.	Course Certificate of SSC/HSSC/Bachelor Programme/ Elementary Arabic/Non-Credit	Rs.400/-	Rs.800/-	Rs.1600/-
2.	SSC(Matric)/HSSC(Intermediate)/PTC/CT/ATTC	Rs.500/-	Rs.1000/-	Rs.2000/-
3.	BA/B.Com/BBA(old)/BLIS/BCS/Associate Degree (2 years)/ Undergraduate Diploma/Certificate	Rs.800/-	Rs.1600/-	Rs.3200/-
4.	BS / BBA (4 years) Associate Degree (4 years) etc.	Rs.1200/-	Rs.2400/-	Rs.4800/-
5.	B. Ed. (old programme)	Rs.1000/-	Rs.2000/-	Rs.4000/-
6.	B.Ed. (1.5 years / 2.5 years / 4 years)	Rs.1200/-	Rs.2400/-	Rs.4800/-
7.	MA/M.Sc/M.Ed/MBA/M.Com/MBA & MPA Executive	Rs.1200/-	Rs.2400/-	Rs.4800/-
8.	Postgraduate Diploma / Certificate	Rs.1000/-	Rs.2000/-	Rs.4000/-
9.	M.Phil/MS/LLM/M.Sc (Honors)	Rs.2000/-	Rs.4000/-	Rs.8000/-
10.	Ph.D	Rs.3000/-	Rs.6000/-	Rs.12000/-
11.	Fee of Triplicate Certificate/Degree from Matric to Bachelor Programme			Rs.5000/-
	Fee of Triplicate Degree of B.Ed /BS (4years)/Master/MS/MPhil Programme			Rs.10000/-
12.	Change of Examination Center			Rs.600/-
13.	Duplicate Result Card Per Semester (Beyond Two Current Semesters)			Rs.100/-
14.	Rechecking of per Answer Script ATTC /CT/PTC/B.Ed / all Graduate Programme			Rs.700/-
	Rechecking of per Answer Script BS / MA / MSc / PGD & equivalent			Rs.800/-
	Rechecking of per Answer Script MS / MPhil / PhD & equivalent			Rs.1000/-
15.	Change in Name or any other Correction in Certificate/ Degree (made by Board/University or Court Decision)	Double Fee of Ordinary Prescribed for Programme		
16.	Verification of Certificate/Degree (By Students or Departments)	By Post Rs.600/-	By hand (same day) Rs.1000/-	
	Verification of Certificate/Degree from Foreign Organizations/Oversees Countries	USD 100* * including USD 25 for Courier Charges		
Sr. No.	Re-Appear Exams Fee for Programme	Fee Rate Per Course		
1.	SSC / PTC / Elementary Arabic	Rs.100/-		
2.	ATTC	Rs.180/-		
3.	HSSC / CT / Diploma 10 + 3	Rs.200/-		
4.	Bachelor / Associate Degree (2 years)	Rs.300/-		
5.	BS / BBA / Associate Degree (4 years)	Rs.400/-		
6.	B. Ed. (old) / B.Ed (1.5 years / 2.5 years / 4 years)	Rs.400/-		
7.	M.A / M.Sc / MBA / M.Ed/ PGD / MS / M.Phil	Rs.500/-		
8.	Ph.D	Rs.800/-		

\*Applicable with effect from 1<sup>st</sup> January 2020.

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



# ALLAMA IQBAL OPEN UNIVERSITY

## “Education for All”

**Admission**

**Examination**

**Mailing**

**Download**

**Department**

**Programme**

# Education for All



## Admissions

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

## Examinations

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



علامہ اقبال اوپن یونیورسٹی، اسلام آباد  
(شعبہ امتحانات، ریکارڈ سیکشن)

FOR OFFICE USE ONLY

DTS No	PC No

درخواست برائے حصول پرویزٹل (PRC) / سرٹیفکیٹ اسناد ڈگری / ڈپلومہ کے لیے مکمل کاغذات کے ساتھ فارم جمع کرانا ضروری ہے۔

Degree	<input checked="" type="checkbox"/>
Urgent	<input type="checkbox"/>
Normal	<input type="checkbox"/>

نوٹ: فیس جمع کرنے کے بعد بینک چالان (AIUO ڈیپازٹ کاپی) ہمہ قارم بینک میں جمع نہ کروائیں بلکہ بنام کنٹرولر امتحانات AIUO کے پتے پر ارسال کریں۔

پروگرام کا نام

رول نمبر	رجسٹریشن نمبر	گروپ کا نام (جنرل، کامرس، ورس، نظامی)

نام طالب علم (اردو میں) \_\_\_\_\_ ولدیت (اردو میں) \_\_\_\_\_

نام انگریزی حروف میں \_\_\_\_\_ (اپنا نام اور ولدیت وہی تحریر کریں جو میٹرک کی سند میں ہے)

Name	
------	--

ولدیت انگریزی حروف میں

S/o, D/o	
----------	--

ڈاک کا مکمل پتہ (انگریزی حروف میں)

موبائل فون نمبر (لازمی)	ای میل:

سرٹیفکیٹ / ڈگری فیس \_\_\_\_\_ دوبارہ امتحانی فیس (RA) \_\_\_\_\_ کل فیس \_\_\_\_\_ بذریعہ بینک چالان نمبر \_\_\_\_\_ مورخہ \_\_\_\_\_ برانچ کا نام \_\_\_\_\_ ادا کردہ گی ہے۔

تاریخ پیدائش \_\_\_\_\_ (صرف میٹرک کی پرویزٹل رزلٹ کارڈ PRC حاصل کرنے کے لیے) \_\_\_\_\_ قومی شناختی کارڈ کا نمبر (شناختی کارڈ کی فوٹو کاپی لف کریں) \_\_\_\_\_

پاس شدہ کورسز / مضامین کی تفصیل کا اندراج کریں

نمبر شمار	کورس کوڈ	سمسٹر	مائل کردہ نمبر	نمبر شمار	کورس کوڈ	سمسٹر	مائل کردہ نمبر	نمبر شمار	کورس کوڈ	سمسٹر	مائل کردہ نمبر
-1				-15				-1			
-2				-16				-2			
-3				-17				-3			
-4				-18				-4			
-5				-19				-5			
-6				-20				-6			
-7				-21				-7			
-8				-22				-8			
-9				-23				-9			
-10				-24				-10			
-11				-25				-11			
-12				-26				-12			
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(رزلٹ کارڈ سمسٹر وارزف کرتیں)

ایم بی اے / ایم بی اے / ایم ایل آئی ایس / ایم ایل بی ایچ ڈی کے طلبہ Viva Voce پاس کرنے کی تاریخ درج کریں۔

بیان حلفی: میں ملحق بیان کرتا ہوں کہ اوپر جو معلومات درج کی گئی ہیں وہ درست ہیں اور ان میں کسی قسم کی غلط بیانی نہیں کی گئی ہے۔ جو تصدیق شدہ استاد / سرٹیفکیٹ / ڈگری اور رزلٹ کارڈز کی کاپیاں درخواست کے ساتھ منسلک کی ہیں وہ میرے اپنے ہیں۔ اگر کوئی قسم یا تبدیلی پائی گئی تو یہ خود بخود ہی ختم ہو جائے گا۔ خلاف ضابطہ قانونی کارروائی کرنے کی اجازت ہوگی۔

دستخط طالب علم

پتہ برائے ترسیل (طالب علم خود پر کریں)

پتہ برائے ترسیل (طالب علم خود پر کریں)

سرٹیفکیٹ / ڈگری
نام (طالب علم):
ولدیت:
ڈاک کا مکمل پتہ:
تحصیل
فون / موبائل نمبر (لازمی)

سرٹیفکیٹ / ڈگری
نام (طالب علم):
ولدیت:
ڈاک کا مکمل پتہ:
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