

Admission Spring 2020

**AIOU**

**MSc**

**Sustainable Environmental Design**



**Allama Iqbal Open University, Islamabad**

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

Help Line: (051) 111-112-468

**PROSPECTUS**  
**OF**  
**MSc Sustainable Environmental Design**  
**FOR**  
**SEMESTER: SPRING 2020**



**Allama Iqbal Open University**  
**Islamabad**

Price Rs.500/-

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## IMPORTANT ACTIVITIES TO BE REMEMBERED

Activity	Spring Semester	Autumn Semester
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” (MSc Sustainable Environmental Design)
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,

السلام عليكم

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 SCIENCES**

Faculty of Sciences forms an important and integral part of the university. Since its establishment in 1982 with five teaching departments, it has undergone major development changes. It now comprises nine teaching and research departments which are offering courses at the undergraduate and postgraduate levels to more than ten thousands students. The Faculty operates under the basic guidelines of the University Act and on "Education for All as Convenient" basis so that maximum students get benefit from its academic programmes and educational facilities. This principle has necessitated some structural changes in the non- formal mode, particularly at the postgraduate level, in the offering of theory courses and practical lab work. This conceptual adjustment has been quite successful and many of its in-service students are benefiting from the postgraduate study programmes.

Improvement in qualifications for a better life is a right of everyone and the Faculty's programmes meet this challenge by offering opportunities to all. In particular a significant number of beneficiaries are those who cannot afford education in formal institutions due to a variety of reasons.

Realizing the importance of science education and growing needs of the Faculty of Sciences, the University has completed a building, the Research Complex, at a cost of Rs 35 million. The Research Complex now accommodates departments of Agricultural Sciences, Biology, Chemistry, Environmental Sciences, Home & Health Sciences, Mathematics, Statistics and Physics. These departments are running a variety of postgraduate technical, scientific and professional programmes successfully. The Research Complex also has a Computer Lab with Internet and On-line Library Facility for literature survey, Seminar Room, Lecture Hall and Library. In addition, there are many labs for practical work, teaching and research, and instrumentation labs for analysis. The University is developing these labs through its own resources. The Faculty of Sciences is fortunate to have Prof. Dr. Zia Ul-Qayyum as the University's Vice-chancellor, who has given personal attention to the development of the Faculty of Sciences by providing generous amount of funds and valuable guidance.

Two Model labs have been developed in the Research Complex with the assistance of the Higher Education Commission to meet the training needs of science teachers. This development is significant for training of teachers since under the new educational policy four-year BS programme has started in undergraduate educational institutions.

More than fifty highly qualified full-time faculty members are on the roll of the Faculty of Sciences. Their role in the planning, designing and development of courses to meet student's needs is vital. Faculty members also engage in imparting and supervising of instructions so that high standards are maintained. In addition, highly qualified and experienced professors are also engaged on contractual basis or as part time instructors for postgraduate study programmes. The Faculty is also offering academic positions under the tenure-track system to attract the best minds in scientific and technological fields.

Research is an integral part of the postgraduate study programmes leading to MSc, MPhil and PhD degrees in Agricultural Sciences, Chemistry, Computer Sciences, Home and Health Sciences, Physics, Mathematics and Statistics. Rules and regulations governing the postgraduate study programmes are those approved by the Higher Education Commission(HEC).

The Faculty has launched BS programme in Chemistry and Microbiology from semester Spring 2009. The four-year BS programme is structured according to the recent policies of the Higher Education Commission for the improvement of the standard of education so as to bring it at par with the international standards.

## DEPARTMENT OF ENVIRONMENTAL DESIGN, HEALTH AND NUTRITIONAL SCIENCES

### Introduction

Pakistan is a developing country and it is need of the hour to improve standard of education in all the disciplines especially in Science, and Technology in order to face the challenges of the 21<sup>st</sup> century. The Department was established in 1981. During last few years the Department has developed a range of professional programmes in Environmental Design, Health, Nutrition and Home Economics. The teaching/research laboratories for the Environmental Design and Food and Nutrition programmes are now operational to provide a comprehensive environment for imparting practical training at the main campus.

### Aims and Objectives

- i. To prepare learners for the career related disciplines considering the professional interests of individuals in the areas of Environmental Design, Health, Home Economics, Nutrition, and Dietetics etc.
- ii. To prepare the individuals/professionals for the development and up gradation of community & environment.
- iii. To enable the individual to integrate and apply knowledge and skills of Environmental Design, Food and Nutrition & Home Economics, for future studies.

**Currently the department is offering following programmes (for new + continue students):**

- i. MS Environmental Design (for Built Environment

- Professionals) for continue students
- ii. MSc Sustainable Environmental Design
- iii. PGD Environmental Design (for continuing students)
- iv. PhD Food & Nutrition (for continuing students)
- v. MS Community Health & Nutrition (for continue Students)
- vi. MSc Public Nutrition
- vii. PGD Dietetics/Nutrition (for continuing students)
- viii. HSSC courses in Home Economics
- ix. SSC courses in Health/Home Economics

### **MSc Sustainable Environmental Design** *(Minimum 2 years)*

#### Introduction:

The emergence of environmental movement has brought forward the interconnection between ecological conditions and built environment. The failure of many buildings on account of performance, functionality and environmental quality (for example poor thermal comfort, heavy reliance on artificial lighting, inadequate noise control and deficient indoor air quality causing redness in eyes, headache and sore throat) has now motivated an increasing number of designers, developers and building users to pursue more environmentally sustainable design and construction strategies.

As part of wide-spread movement for the sustainable development and realization for the significant impact of building design and construction on the overall environment AIOU initiated the continuing education programme for the built environment professionals in 2003. After running this programme for last fifteen years as MSc and MS Environmental Design.

Department is offering Master's Degree with course work under Professional Track in the form of MSc Sustainable Environmental Design.

**Objectives:**

1. Understand the application of ecological principles in the design of sustainable cities.
2. Understand sustainable urban technologies and design strategies.
3. Comprehend issues of equity and social justice as they relate to sustainable cities and regions.
4. Evaluate and monitor the present state and future potential of built environments in terms of sustainability.

**Note:** Pakistan Engineering Council has endorsed the MSc /MS degree of Environmental Design as value added professional qualification for Engineers, which may be considered for CPD credit points for PEC registered engineers.

**Salient features:**

Development of MSc/MS Environmental Design programme is facilitated by British Council under the DFID Higher Education Link Scheme. Experts from a foreign university (Roland Ashcroft, Prof. Jeanette Paul, University of Dundee) and local Engineering Universities/Colleges (UET, Lahore, NED University, UET Taxila, MUET, Jamshoro, NCA, Lahore) have participated in curriculum designing. The programme is designed to address local environment issues for better design and construction practices.

**c) Eligibility:**

At least sixteen years of education at least with 2nd class in the following disciplines eligible for admission in this programme:

- Architects/Interior Designers

- BS Urban Planners
- BS Home Economics
- BS Geology
- BS/BSc Environmental Sciences
- BS Town Planner
- BS Environmental Planning and Management
- B Tech (hons)

**Duration of the programme**

Course work duration will be as per AIOU rules.

**Course Work Evaluation**

The distribution of the marks of each 3 credit hours course work of MSc shall be as follows:

- |                          |                 |
|--------------------------|-----------------|
| a) Continuous Assessment | 30%             |
| b) Final Examination     | 70% Total: 100% |
- (Pass percentage in each component will be 40%)
- d) Applying for Admission Fresh Candidates:

- University offers admission twice a year i.e. Autumn and Spring, but admission to new students of this discipline is advertised only once a year i.e. in Spring Semester.
- ii. A student will be generally allowed to register for a maximum of 18 credit hour courses to be offered in each semester. (See semester wise course offering for MSc Sustainable Environmental Design.
  - iii. Students will have to submit their admission form either online or through registered post to the parent department at the given address.
  - iv. Admission forms prescribed for the programme are entertained only. Incomplete admission forms will not be entertained in any case. Selection of candidates in the

- programme will be made strictly on basis of merit against a limited number of seats.
- v. Candidates are required to send complete admission forms along with attested copies of all academic certificates, testimonials at the following address before closing date mentioned in the advertisement.
  - vi. Only those candidates who qualify admission criteria will be informed about their selection.
  - vii. On receipt of admission offer a candidate is allowed to pay dues (as detailed in fee section) within due date as per procedure mentioned in the intimation letter.
  - viii. The study material inclusive of textbooks, assignments, tutorial schedule and reference material is mailed to the students.
  - ix. For clarification about academic matters please contact on the following address:

**Programme Coordinator**  
 Department of EDH&N Sciences  
 Block No. 06, AIU, Sector H-8 Islamabad  
 051-9057744,051-9250063,051-9057746  
 Email: [nazia.iftakhar@aiou.edu.pk](mailto:nazia.iftakhar@aiou.edu.pk)  
[Omer.shujat@aiou.edu.pk](mailto:Omer.shujat@aiou.edu.pk)

**For Continuing Students of Sustainable Environmental Design**

The admission for the semester Spring and Autumn are offered in the months of February and August respectively. The continuing students are sent computerized admission forms. However, if for any reason a student does not receive the computerized form, he/she may continue the Programme by submitting fresh admission form. Continue admission form

can also be downloaded from university's website ([www.aiou.edu.pk](http://www.aiou.edu.pk)). The rest of the prevalent terms and conditions are applicable to all fresh and continuing students.

**e) Scheme of Studies & Course Contents**

**Duration:** Minimum 4 Semesters (2 year)

**Credit Hours Requirement:** 60 Credit Hours

After the completion of course work, the students will be allowed to undertake research work. Minimum duration for submission of research project is one Semester (six months).

**PROPOSED SCHEME OF STUDY:**

**1st Semester**

S. No.	Course Title	Credit Hours	Code
1.	Environmental Planning & Practice	4(3+1)	3671
2.	Climate Responsive Design	4(3+1)	3672
3.	Ecological Building Design and Materials	4(3+1)	3673
4.	Environmental Aesthetics	4(3+1)	3674

**2<sup>nd</sup> Semester**

1.	Sustainable Communities	4(3+1)	3675
2.	Environmental Pollution (air, water, noise, visual)	4(3+1)	3676
3.	Water Conservation and Management	4(3+1)	3677
4.	Ethics in Built Environment	4(3+1)	3678

### 3rd Semester

1.	Ecology and Ethics in Design and Architecture	4(3+1)	3680
2.	Environmental Control Systems (heating, cooling and lighting)	4(3+1)	3681
3.	Waste Management	4(3+1)	3682
4.	Culture and Building Design	4(3+1)	3683

### 4<sup>th</sup> Semester

1.	Research Methods	3(2+1)	3684
2.	Basic Statistics	3(3+0)	3685
3.	Project	6	3686
	<b>Total Credits</b>	<b>60 Cr. Hrs</b>	

#### Note:

Student failing to opt any course in any particular semester amongst the courses offered in that semester will have to wait for at least one semester in order to get admission in that particular course since all the courses are being offered on alternate basis.

#### g) Instructional Methodology:

Allama Iqbal Open University employs media mix or blended mode of learning as methodology of instruction in which study material in the form of practical books/notes/study manuals is supported with non-broadcast audio-visual programmes and lecture sessions (video conference/LMS Technology etc.).

**Course Books:** The University provides especially written/compiled/reprinted course books and allied materials depending on the needs of the students.

#### (Lecture Sessions/ Course Workshops)

Twenty-seven hours interactive lecture sessions for each 03-

04 credit hour course are arranged at AIOU Main Campus and Regional Offices of AIOU.

Three days workshops are conducted for each course towards the end of each semester before the commencement of final examinations. Workshops comprise lectures from eminent professionals.

#### (Course workshops)

Workshops at MSc level will be conducted at the region or main campus. There will be one workshop of interactive teaching/ research work of three days for each course in each semester. Attendance in these workshops is compulsory. In case a viable group of 20 to 30 students is not formed of MSc in any region, the students are normally merged in the student groups of nearby region.

A student failing to attend any workshop is generally declared fail in final result. However, any student who could not manage to attend the workshop may appear in the final examination and may cover the missed workshop component in the later semesters. The students will have three chances in total to complete the workshop component but they will have to deposit the workshop fee at the start of the semester in which it is offered (in case they avail another chance). AIOU does not bear any cost incurring on boarding/lodging or TA /DA during the commencement of workshops. The university provides hostel facility on nominal charges for the course/thesis workshop held in the main campus, Islamabad. However, university is not responsible to provide accommodation for the workshops that are conducted in the regions.

**Practical Work:**

1. Applied field based activities will be offered with 04 credit hour courses in each semester.
2. Field visits will be conducted during the workshops to boost the practical knowledge of the students.

**Research Project:**

During the fourth semester a student is required to carry out research project under the supervision of a research supervisor. The research could be design based, experimental or survey. The department according to the respective field of interest of the student will assign the research supervisor. Both the research work and writing of research report will be done under the close supervision of an advisor/supervisor. On completion of research and writing of research report, the student is required to submit two copies of the research project on the given format duly signed by the advisor/ supervisor to the department.

**Viva Voce:**

After evaluation of the research report by evaluator, the student has to appear for Viva-Voce examination. (Rules and regulations as approved by AIOU statutory bodies are to be followed for procedural details). In case the research report submitted by the student is found to be a plagiarized version of another document, research work/text, etc. published or unpublished, his/her candidature for MSc shall be cancelled and the student shall be debarred for ever for admission to any programme of the University.

**h) Assessment System:**

During the semester the students are required to submit two assignments for each 03 credit hour course and these assignments not only help the students to go through the

course contents completely but also are a preparation for the final examination.

- i. Assignment 1 is the theoretical assignment based on units 1– 7 of your course.
- ii. Assignment 2 is applied and includes a research activity followed by the submission of a research report OR an observational visit/ survey followed by the submission of a report. This assignment is designed to judge the understanding of the students in the specific areas and to assess its application.
- iii. Final Examination (A three hour written examination will take place at the end of the semester for each course) and compulsory workshops for each course.
- iv. For working out the final course grade the marks of continuous assessment and final examination are calculated in the ratio of 30:70 for both the programmes.
- v. Student failing in the continuous assessment (assignments, practical and field project) will not be eligible to sit in the final examination.
- vi. Only those students will be allowed to take final examinations that have passed the assignments. The student failing in the continuous assessment (Assignments, practical and field project) will not be eligible to sit in the final examination. The minimum qualifying marks for each component are as follow:
  - i) A minimum of 40% in continuous assessment.
  - ii) A minimum of 40% in the final examination.
  - iii) As aggregate of 50% in the two components i.e. continuous assessment (practical and theory assignments) and final examination.

**Fee Tariff**  
**1<sup>st</sup> Semester**

Items	Rate
Registration Fee:	Rs.200/-
Admission Fee:	Rs.700/-
Technology Fee	Rs.135/-
Per Credit Hours Theory Fee: Rs.1155/- Fee for 12 credit $Rs.1155 \times 12 =$	Rs.13860/-
Per Credit Practical Fee: Rs.2660/- Fee For two Credit: $2660 \times 2 =$	Rs.5320/-
Field visit	Rs.2660/-
<b>Total Fee for 1<sup>st</sup> Semester:</b>	<b>Rs.22,875/-</b>

**Attainment of Certificate/Degree**

On successful completion of the programme the student will have to apply to the Controller of Examination for the issuance of Degree.

**FACULTY MEMBERS:**

**1. Dr. Hajra Ahmad**

Chairperson/Associate Professor  
Ph. # 051-9057742,051.9250063  
E-mail: [hajra.ahmad@aiou.edu.pk](mailto:hajra.ahmad@aiou.edu.pk)

**2. Dr. Zaheer Ahmad**

Associate Professor  
(Food Bio Technology)  
Ph. # 051-9057265

E-mail: [zaheer\\_863@yahoo.com](mailto:zaheer_863@yahoo.com)

**3. Dr. Mahpara Safdar**

Assistant Professor (Human Nutrition)  
Ph. # 051-9057748  
E-mail: [mahpara.jadoon@gmail.com](mailto:mahpara.jadoon@gmail.com)

**4. Ms. Asma Afreen**

Lecturer (Food & Nutrition)  
Ph # 051-9057741  
E-mail: [asma.ibd@hotmail.com](mailto:asma.ibd@hotmail.com)

**5. Ms Rabeea Zafar**

Lecturer (on study leave)  
Environmental Design  
Ph. # 051-9057746  
E-mail: [rabeea.zafar@aiou.edu.pk](mailto:rabeea.zafar@aiou.edu.pk)

**6. Ar. Nazia Iftakhar**

Lecturer,  
(Environmental Design)  
(Architecture/Urban Planning)  
Ph. # 051-9057744  
E-mail: [nazia.iftakhar@aiou.edu.pk](mailto:nazia.iftakhar@aiou.edu.pk)

**7. Ar. Omer Shujat Bhatti**

Research Associate  
(Architecture/Environmental Design/Project Management)  
Ph # 051-9057744  
E-mail: [omer.shujat@aiou.edu.pk](mailto:omer.shujat@aiou.edu.pk)

### Adjunct Faculty Members:

1. **Prof. Dr. Nomana Anjum**  
(Environmental Design)  
Former Chairperson, EDH&N Sciences  
AIOU, Islamabad.
2. **Dr. Tabasum Zahidi**  
Associate Professor (Urban Design) F/7/2 College,  
Islamabad
3. **Ar. Gul Najam Sami**  
(The world Bank) (Architecture/Design)
4. **Engr. Muhammad Abid**  
(Agriculture & Water, PMRT) (Civil Engineering)
5. **Ar. Uzma Zain,**  
(Architecture/Consultant)
6. **Dr. Naeem Ejaz**  
Associate Professor  
UET Taxila (Civil & Environmental Engineering)
7. **Engr. Hafiz Ehsan-ul-Haq Qazi**  
Director, CDA (Urban Planning)
8. **Dr. Riffat Haq**  
(Gender & Environment)
9. **Engr. Muhammad Sohail**  
PD. Pir Mehr Ali Shah  
Arid Agricultural University, Rawalpindi  
(Environmental Design)
10. **Ms. Ghazala Naheed**  
IMCG F-7/2, Islamabad (Environmental Psychology)

### 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>Kandiari, 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 Manshira.</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, Deggari, <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. Piyaar 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 Science 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.





## ALLAMA IQBAL OPEN UNIVERSITY, REGIONAL NETWORK

### FEDERAL AREA, ISLAMABAD

RD, Regional Campus, AIOU, Block No.27, (Services Block) H-8, ISLAMABAD. Ph: (051)9250171 (051)9057608 [reg\\_isb@aiou.edu.pk](mailto:reg_isb@aiou.edu.pk)

### PUNJAB

RD, Regional Centre, AIOU, Street No.5, Major Tahir Sadiq Road, Dar-ul-Salam Colony, ATTOCK . Ph: (057)2610610, 9316418 [rd\\_attock@aiou.edu.pk](mailto:rd_attock@aiou.edu.pk)

RD, Regional Campus, AIOU, Chak No. 12-A/BC, Near Airport Hasilpur By Pass Road, BAHAWALPUR.

Ph: 0304-9983138-9 [rd\\_bahawalpur@aiou.edu.pk](mailto:rd_bahawalpur@aiou.edu.pk)

DRD, Regional Centre, AIOU, Opposite Allied Park, Near Food Godam Railway, By Pass Road, CHAKWAL. Ph: (0543)553566 [rd\\_chakwal@aiou.edu.pk](mailto:rd_chakwal@aiou.edu.pk)

RD, Regional Campus, AIOU, Railway Road, Near Veterinary Hospital, DERA GHAZI KHAN. Ph: (064) 9260386-7 [rd\\_dgkhan@aiou.edu.pk](mailto:rd_dgkhan@aiou.edu.pk)

RD, Regional Campus, AIOU, F-Block, Near STN Tower, Millat Town, FAISALABAD. Ph: (041) 9330790-3 [rd\\_faisalabad@aiou.edu.pk](mailto:rd_faisalabad@aiou.edu.pk)

DRD, Regional Campus, AIOU, 10-X GUJRANWALA.

Block, Peoples Colony, Ph: (055)9230251-3 [rd\\_qujranwala@aiou.edu.pk](mailto:rd_qujranwala@aiou.edu.pk)

RD, Regional Campus, AIOU, Toba Road, Opposite Officers Colony, JHANG. Ph: (047) 7630953, 7631166 [rd\\_ihang@aiou.edu.pk](mailto:rd_ihang@aiou.edu.pk)

ARD, Regional Centre, AIOU, Main Sadar, Dewan Road, Zulfiqar Town, KASUR CITY. Ph: 049-2723723 [rd\\_kasur@aiou.edu.pk](mailto:rd_kasur@aiou.edu.pk)

RD, Regional Campus, AIOU, 346 - Raza Block, Allama Iqbal Town, LAHORE Ph: (042)99260023-9 [rd\\_lahore@aiou.edu.pk](mailto:rd_lahore@aiou.edu.pk)

DRD, Regional Campus, AIOU, Near Under Pass, MIANWALI. Ph: (0459) 920024-6 [rd\\_mianwali@aiou.edu.pk](mailto:rd_mianwali@aiou.edu.pk)

RD, Regional Campus, AIOU, CF-7, Shah Rukn-e-Alam Colony, Near Thana Stop, MULTAN . Ph: (061)6772499, 9220202-03 [rd\\_multan@aiou.edu.pk](mailto:rd_multan@aiou.edu.pk)

RD, Regional Centre, AIOU, Al Huda Street, Amin Colony, Near Govt. High School, NAROWAL. Ph:(0542)413122, 412122 [rd\\_narowal@aiou.edu.pk](mailto:rd_narowal@aiou.edu.pk)

DRD, Regional Campus, AIOU, Hidayat Campus, Near Sheikh Zaid Air Port, RAHIM YAR KHAN Ph: (068)9239046, 9239166 [rd\\_rykhan@aiou.edu.pk](mailto:rd_rykhan@aiou.edu.pk)

RD, Regional Campus, AIOU, House No. CB/190-A, Lane No.4, Street No.1, Near Maryam Memorial Hospital, Peshawar Road, RAWALPINDI. Ph: 051-9250181 [rd\\_rawalpindi@aiou.edu.pk](mailto:rd_rawalpindi@aiou.edu.pk)

DRD, Regional Centre, AIOU, House No.88, Main Road Bilal Colony, SAHIWAL Ph: (040) 9200457-8 [rd\\_sahiwal@aiou.edu.pk](mailto:rd_sahiwal@aiou.edu.pk)

ARD, Regional Centre, AIOU, House No. 145, Muradabad Colony, Near Daewoo Terminal, University Road, SARGODHA CANTT. Ph: (048)3211217-8 [rd\\_sargodha@aiou.edu.pk](mailto:rd_sargodha@aiou.edu.pk)

DRD, Regional Centre, AIOU, Mohallah Mumtaz Pura, Haji Pura, Daska Road, SIALKOT. Ph: (052) 3241300, 3241400 [rd\\_sialkot@aiou.edu.pk](mailto:rd_sialkot@aiou.edu.pk)

ARD, Regional Centre, AIOU, House No. P-06, Mohallah Faiz Colony, Qasimia Road, TOBA TEK SINGH. Ph: (046) 9201020, 9201021 [rd\\_ttsingh@aiou.edu.pk](mailto:rd_ttsingh@aiou.edu.pk)

DRD, Regional Centre, AIOU, House No. 166, Faisal Town, Opposite Govt. Boys Post Graduate College, VEHARI. Ph: (067)3360636-7 [rd\\_vehari@aiou.edu.pk](mailto:rd_vehari@aiou.edu.pk)

Incharge, Regional Centre, AIOU, 46-A, Block "Z", Main Road, Model Town, BAHAWALNAGAR. Ph: (063)9330012 [rd\\_bahawalnagar@aiou.edu.pk](mailto:rd_bahawalnagar@aiou.edu.pk)

ARD, Regional Centre, AIOU, St. 01, Jamil Town, Lahore Road, Near Superior College, SHEIKHUPURA. Ph: (056)3545041 [rd\\_sheikhupura@aiou.edu.pk](mailto:rd_sheikhupura@aiou.edu.pk)

ARD, Regional Centre, AIOU, Mujahid Abad, Near Jada, Main G. T. Road, JEHLUM. Ph: (0544)273378-9. [rd\\_ihelum@aiou.edu.pk](mailto:rd_ihelum@aiou.edu.pk)

### SINDH

DRD, Regional Centre, AIOU, Bungalow No.46, B1-8, Unit No.02, Railway Employee Housing Society, Autobahn Road Latifabad, Near Lal Qila Resurant, HYDERABAD. Ph: (022)9330052-3. [rd\\_hyderabad@aiou.edu.pk](mailto:rd_hyderabad@aiou.edu.pk)

RD, Regional Campus, AIOU, ST-6, D-I, Block No.14, Federal 'B' Area, KARACHI. Ph: (021) 99246099-101 [rd\\_karachi@aiou.edu.pk](mailto:rd_karachi@aiou.edu.pk)

RD, Regional Centre, AIOU, Bungalow No. A-05, Garden City, Dadu Road, MORO. Ph: 0321-3139843 [rd\\_dadu@aiou.edu.pk](mailto:rd_dadu@aiou.edu.pk)

ARD, Regional Centre, AIOU, Sachal Colony, Banglow No.67, Near City Hospital (Bakhtiarwar Park), LARKANA CITY. Ph: (074)9239044. [rd\\_larkana@aiou.edu.pk](mailto:rd_larkana@aiou.edu.pk)

Incharge, Regional Centre, AIOU, Post Graduate Block, Govt. Boys Degree College, MITHI, Ph: (0232)261289, 261631 [rd\\_mithi@aiou.edu.pk](mailto:rd_mithi@aiou.edu.pk)

Incharge, Regional Centre, AIOU, Banglow/H. No. 74, Main Ghulamullah Road, Near City School Makli Society, THATTA . Ph: (0298)920717-8. [rd\\_thatta@aiou.edu.pk](mailto:rd_thatta@aiou.edu.pk)

DRD, Regional Centre, AIOU, Plot No. 31, Block-A, Jaffria Co-operative Housing Society, Shikarpur Road, SUKKUR. Ph: (071)5807213. [rd\\_sukkur@aiou.edu.pk](mailto:rd_sukkur@aiou.edu.pk)

Incharge, Noor Model Study Centre, AIOU, Old Girls College Hostel, Opp: DCO Office, UMER KOT. Ph: (0238) 920010-16 [ard\\_uk@aiou.edu.pk](mailto:ard_uk@aiou.edu.pk)

RD, Model Study Centre, AIOU, House No.61, Shaheed Zulfiqar Colony, Near Daro Road, DADU. Ph: (025)9239072 [rd\\_dadu@aiou.edu.pk](mailto:rd_dadu@aiou.edu.pk)

### KHYBER PUKHTOON KHWA

DRD, Regional Campus, AIOU, Murree Road, Adjacent B.I.S.E, ABBOTTABAD. Ph: (0992)390925-390927 [rd\\_abbottabad@aiou.edu.pk](mailto:rd_abbottabad@aiou.edu.pk)

ARD, Regional Centre, AIOU, Near Abdul Wali House, Mostuj Road, Danin, CHITRAL. Ph: (0943) 413419-412138 [rd\\_chitral@aiou.edu.pk](mailto:rd_chitral@aiou.edu.pk)

RD, Regional Campus, AIOU, NeliKothi, Behind District Auditorium, District Courts, DERA ISMAIL KHAN Ph: (0966) 9280168-9280178 [rd\\_dikhan@aiou.edu.pk](mailto:rd_dikhan@aiou.edu.pk)

RD, Regional Campus, AIOU, Plot No.14, Sector A-3, Phase V, Hayatabad, PESHAWAR Ph: (091)9217603-6 [rd\\_peshawar@aiou.edu.pk](mailto:rd_peshawar@aiou.edu.pk)

DRD Regional Centre, AIOU, Haji Sharzaman Khan Plaza Opposite Govt. Primary School, G.T Road, Post Office Rahimabad, SWAT. Ph: (0946)9240205-6

[rd\\_swat@aiou.edu.pk](mailto:rd_swat@aiou.edu.pk)

DRD, Regional Centre, AIOU, Bunglow No. 237, Sector-E, Sadberg Road, Sheikh Maltoon Township, MARDAN. Ph: (0937)841020, 841030 [rd\\_mardan@aiou.edu.pk](mailto:rd_mardan@aiou.edu.pk)

ARD, Regional Centre, AIOU, House No.43, Sector A/2, Phase No. II, KDA, KOHAT. Ph: 0922-513882 [rd\\_kohat@aiou.edu.pk](mailto:rd_kohat@aiou.edu.pk)

DRD, Regional Centre AIOU, Blambat Road, TIMERGARA. Ph: 09459250070 [rd\\_timergara@aiou.edu.pk](mailto:rd_timergara@aiou.edu.pk)

### BALUCHISTAN

ARD, Regional Centre, AIOU, Bus Stand Road, Near Ghazali Public School, Gola Chowk, DERA MURAD JAMALI. Ph: (0838)710375 [rd\\_dmjamali@aiou.edu.pk](mailto:rd_dmjamali@aiou.edu.pk)

Incharge, Regional Centre, AIOU, Near B & R Rest House, KALAT Ph: (0844)210569 [Email: rd\\_kalat@aiou.edu.pk](mailto:Email: rd_kalat@aiou.edu.pk)

RD, Regional Campus, AIOU, Eastern By Pass Takhtani Road, QUETTA Ph: (081)2674429-2674398 [rd\\_quetta@aiou.edu.pk](mailto:rd_quetta@aiou.edu.pk)

DRD, Regional Campus, AIOU, Pishkan Road, Near Bahria Collage, GWADAR. Ph: (0864)410300 [rd\\_turbat@aiou.edu.pk](mailto:rd_turbat@aiou.edu.pk)

DRD, Regional Centre, AIOU, House No.G/176, KhawajaKhalil House, Khawaja Khalil Mohallah, ZHOB. Ph: 0822-413018 [rd\\_zhob@aiou.edu.pk](mailto:rd_zhob@aiou.edu.pk)

Incharge, Model Study Centre, AIOU, Near Wapda Office, KHARAN Ph: 03328099850 [rd\\_kalat@aiou.edu.pk](mailto:rd_kalat@aiou.edu.pk)

### GILGIT BALTISTAN

RD, Regional Centre, AIOU, Shahra-i-Quaid-i- Azam, Near Army Public School & College, Khumer Cantt. GILGIT. Ph: (05811) 960378, 960603 [rd\\_gilgit@aiou.edu.pk](mailto:rd_gilgit@aiou.edu.pk)

ARD, Regional Campus, AIOU, Near Elementary College Sundus, SKARDU. Ph: (05815)960258, 960915 [rd\\_skardu@aiou.edu.pk](mailto:rd_skardu@aiou.edu.pk)

### AZAD JAMMU KASHMIR

DRD, Regional Campus, AIOU, House No.1-A, Sector, F-1, Kotli Road, MIRPUR (A.K) Ph: 05827-960028, 960029 [rd\\_mirpur@aiou.edu.pk](mailto:rd_mirpur@aiou.edu.pk)

ARD, Regional Campus, AIOU, Zero Point, Jalalabad, MUZAFFARABAD (AJK) Ph: (05822)960839 Fax: (05822)960840 [rd\\_muzaffarabad@aiou.edu.pk](mailto:rd_muzaffarabad@aiou.edu.pk)

Incharge, Regional Centre, AIOU, Officer Colony Near New Rawalakot, International Hotel CMH/Bagh Road, Supply Bazar, RAWALAKOT (POONCH) A.K. Ph: (05824)960241 [ard\\_rawalakot@aiou.edu.pk](mailto:ard_rawalakot@aiou.edu.pk)