

PROSPECTUS

OF

- MSc Mass Communication
- MA Education
- M.Ed (All Specialization)
- PGD (Criminology)
- PGD (Population and Development)
- PGD (Mass Communication)

For SEMESTER: SPRING 2020



**Allama Iqbal Open University
Islamabad**

Price Rs.500/-

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Semester:.....	Spring 2020
Year of Printing:	February, 2020
No. of Copies:	
Composed/layout by:	Hamid Shah/Muhammad Javed
Price:	Rs.500/-
Printing Incharge.....	Shakeel Ahmad Khan
Printer.....	AIOU Printing Press, Islamabad
Publisher	Allama Iqbal Open University, H-8, Islamabad.

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), 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 Mass Communication
MA Education
M.Ed (All Specialization)
PGD (Criminology)
PGD (Population and Development)
PGD (Mass Communication)
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.

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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 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 MASS COMMUNICATION

Introduction

The Department of Mass Communication was established in 1986 for the educational needs of students at various levels ranging from bachelor programme to research-based, social science-focused, advanced-level PhD in Mass Communication studies.

The Department offered its specialized BA cluster programme in Mass Communication in 1988 for the first time in the country at graduate level. Students across the country are taking great interest in the programme. Admissions to Masters Programme were announced in 1997. This programme is primarily focused on social science prong, involving courses on Advertising, Public Relations, Print Media-I, Print Media-II, Electronic Media-I, Electronic Media-II, Language Skills and Communicative Abilities, Development Support Communication, Mass Communication-I, Mass Communication- II, Media Ethics and Laws-I, Media Ethics and Laws-II, Theories of Mass Communication Part-I, Theories of Mass Communication Part-II, Research Methods in Mass Communication Part-I, Research Methods in Mass Communication Part-II, National & International Current Affairs Part-I, National & International Current Affairs Part-II, Basic Concept in Social Sciences Part-I, Basic Concept in Social Sciences Part-II and research projects of students. Each year thousands of applicants apply for admissions in MSc Mass Communication. However, admission is granted on purely merit basis on a limited number of seats.

Keeping in view the fast growing trend of students studying Mass Communication phenomenon, the Department launched advanced studies of MPhil in Mass Communication in its Autumn Semester 2000. MPhil in Mass Communication involves 24 credit hours of course work and 12 credit hours of thesis. The course work spans evolution and advances in mass communication theory and research, sociology of mass media, and methods of behavioural research in social sciences.

The Department has also offered PhD Programme in Mass Communication. The main objective of the programme is to enable students to understand and explain the dynamics of the social phenomenon of mass communication in Pakistani society, and especially to enable them to independently investigate the contents, uses and effects and sociology of mass media in the society.

The Department has also offered MSc in Television Production, which is a face to face mode and only being offered in Islamabad.

In addition to the above degree programmes, the department also offers three certificate level courses in Journalism, Advertising and Public Relations in the University's Short Term Educational Programmes (STEPS).

MSc Mass Communication

The MSc Programme consists of 60 credit hour courses to be completed in a minimum period of two years. The programme provides a broad overview of mass communication theories and methods. Since the programme is being offered through distance

education mode, the main emphasis is on text material. However, students are also required to attend fortnightly tutorials, participate in workshops which are mandatory for each course, and to do internship in an accredited media organization. Besides, research activity is also open for outstanding students to be carried out at the end of the course work on mass communication related issues.

Objectives

The MSc Mass Communication programme has been designed to achieve the following objectives:

- To cater the educational needs of those who due to one or another reason could not continue their education in the formal universities but are highly motivated to enhance their academic qualification for elevation to their jobs
- To prepare and guide interested students for pursuing higher studies and research in mass communication.

Duration

Duration of MSc Degree in Mass Communication is two years, comprising four semesters. A student shall have to successfully complete 60 credit hour courses and research work.

Eligibility for Admission

The minimum requirement for admission to MSc Mass Communication is at least second division bachelor's degree. Only selected candidates will be informed by the Admission Department to deposit the fee. The continuing students will have to apply for admission in the ongoing semester on the computerized admission form to be provided by the university

without waiting for their examination or result. If a student does not receive the computerized form, he/she is advised to use new general admission form or download the same from AIOU's website (<https://aiou.edu.pk>) and submit it within due date on the address given in the form.

The Department grants admission to a limited number of students purely on merit basis, however some seats are reserved for media professionals associated with leading national media organizations.

1st Semester

S. No.	Course Title	Course Code	Credit Hours
1	Print Media Part-I	5625	3
2	Print Media Part-II	5626	3
3	Electronic Media Part-I	5627	3
4	Electronic Media Part-II	5628	3
5	Advertising	967	3
6	Public Relations	968	3

2nd Semester

1	Mass Communication Part-I	5631	3
2	Mass Communication Part-II	5632	3
3	Language Skills & Communicative Abilities	964	3
4	Development Support Communication	965	3
5	Media Ethics and Laws Part 1	6603	3
6	Media Ethics and Laws Part 2	6604	3

3rd Semester

1	Theories of Mass Communication -I	5635	3
2	Theories of Mass Communication -II	5636	3
3	Research Methods in Mass Comm.– I	5629	3
4	Research Methods in Mass Comm.– II	5630	3

4th Semester

4 th Semester (Option – 1)			
1	National & International Current Affairs-I	5633	3
2	National & International Current Affairs-II	5634	3
3	Basic Concepts in Social Sciences-I	5637	3
4	Basic Concepts in Social Sciences-II	5638	3
4 th Semester (Option – 2)			
1	Thesis	970	12

Note:

Students studying in fourth semester can opt only one option either option: 1 or option: 2

Thesis

The students will be required to perform research work of twelve credit hours under supervision of an advisor. There will be an intensive workshop for discussion of research proposal of the students in the beginning of 4th semester. After evaluation of the thesis by the external expert, the students will appear before a viva voce committee to defend his/her thesis.

Postgraduate Diploma (PGD)

If a student wants to discontinue his/her masters programme somewhere along the line, he/she may become eligible for the

award of a Post Graduate Diploma in Mass Communication on successfully completing the following courses out of the above given master's scheme 5625, 5626, 5627, 5628 ,967, 968, 5631, 5632, 964, 965, and a two months internship. The diploma so achieved will have to be surrendered to the university, if the student wants to complete his/her master's programme.

Internship

A two months internship in a professionally relevant and accredited media organization; e.g. mass media organizations, advertising agencies, PR firms, news agencies etc. is a prerequisite for the award of degree. The student will be responsible for finding an internship for himself/herself and immediately reporting it to the department about the commencement and expiry dates of the internship period. He will be required to submit an internship report detailing with proof, the work done during the two months internship period and duly signed by the competent authority of organization where the student is employed or working as an internee. The student's work as an internee shall be judged by the department on the basis of report of the organization.

The full time working journalists employed in some accredited media organization seeking exemption from internship and internship report shall have to conclusively satisfy the department of his/her job status etc. Upon satisfaction, department can allow exemption to the currently employed journalists and professionals.

Fee Tariff: (for MSc / PGD Mass Communication)

Registration Fee: (at 1 st admission in University)	Rs.200/-
Admission Fee: (at 1 st admission in Programme)	Rs.700/-
Technology Fee + Courier Charges: (in each semester)	Rs.135/-
Per 3 credit hours course fee Rs.2090/- (2090 × 6) =	Rs.12540/-
Total fee for 1st Semester	Rs.13575/-
Thesis Fee: Rs.8360/- (12 Credit Hours)	

Fee Depositing Procedure

Only on receipt of admission offer, the candidate would pay dues in accordance with the fee tariff as directed by admission office.

Note:

- No fee is required at the time of submission of the admission form.
- **Course 'Language skills and communicative abilities' Code No. 964 can only be attempted in English language**

Admission Procedure

Candidates are required to send complete admission forms alongwith attested copies of all educational certificates/marks sheets at the following address before the closing date.

Chairman

Department of Mass Communication

AIOU, Sector H-8, Islamabad

1. Incomplete admission forms will not be accepted.
2. A candidate passing Bachelor's from AIOU is required to submit a copy of the transcript and not semester result cards.
3. **No need to attach unnecessary and irrelevant documents/papers with the admission form.**

FACULTY MEMBERS

1. **Dr. Saqib Riaz**
PhD (Pak),
Post Doctorate (USA)
Chairman
Ph: 051-9250076
2. **Dr. Bakht Rawan**
PhD (Germany)
Associate Professor
Ph: 051-9057263
3. **Dr. Shahid Hussain**
PhD Mass Communication
Assistant Professor
Ph: 051-9057245
4. **Mrs. Saadia Anwar Pasha**
MPhil Mass Communication
Assistant Professor
Ph: 051-9057283
5. **Dr. Babar Hussain Shah**
PhD Media Studies Lecturer
Ph: 051-9057687
6. **Dr. Asad Munir**
PhD Media Studies Lecturer
Ph: 051-9057172

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Official Email: masscom@aiou.edu.pk

DEPARTMENT OF SOCIOLOGY

Introduction

The department of Sociology, Social work and Population studies is a part of Faculty of Social Sciences and Humanities. It was established in 1985. The department offers MSc Sociology and various graduate and undergraduate level courses of Sociology, Anthropology, Population Studies, Community and Rural Development.

Aims and Objectives

The major objectives are:

- To introduce the students with the recent and contemporary debates and frameworks for social analysis to enable them to understand, evaluate and compare arguments.
- To provide students an understanding of different social problems of society and highlight them for broader national interest.
- To prepare students for scholarly and applied research and for teaching in Sociology.

Post Graduate Diploma (PGD) in Criminology:

In accordance with the vision of Allama Iqbal Open University and demand from the relevant stakeholders as well as current rising needs of the society, a new Postgraduate Diploma in Criminology is offered by the department of Sociology. The programme combines an emphasis on basic concepts and theoretical understanding of crime and criminal behavior as well as different approaches of criminal justice, crime detection and prevention.

Objectives

The major objectives of the programme are:

- To provide students historical and theoretical understanding of the Discipline through the study of various approaches and criminological perspectives.
- To introduce students to recent and contemporary debates and frameworks for analysis to enable them to understand, evaluate and compare arguments
- To provide students an understanding of criminal justice system and strategies of crime detection and prevention.

Duration

One year/ A minimum of two semesters.

Eligibility

1. At least/Minimum, second division (45%) Bachelor's Degree
2. Term/Semester result cards will not be accepted (Without PC's/Degrees/ Certificates).

Scheme of Studies 1st Semester

S. No.	Course Title	Course Code	Credit Hours
1	Introduction to Sociology	4681	3
2	Sociology of Gender Issues	4685	3
3	Sociology of Child Rights and Child Development	4695	3
4	Conflict Resolution	9601	3
5	Social Problems	9602	3
6	Criminology	9603	3

2nd Semester

1	Criminal Justice System	9604	3
2	Theoretical Approaches on Crime and Criminal Behavior	9605	3
3	Crime Investigation (New)	9606	3
4	Methods of Social Research	9607	3
5	Social Stratification and Inequality	9608	3
6	Social Psychology	9609	3

Post Graduate Diploma (PGD) in Population and Development:

In accordance with the vision of Allama Iqbal Open University and demand from the relevant stakeholders as well as current rising needs of the society, a new Postgraduate Diploma in Population and Development is offered by the department of Sociology. The programme combines an emphasis on basic concepts and theoretical understanding of Demography as well as different approaches of population dynamics and its link with development of a society.

Objectives

The major objectives of the programme are:

- To provide students historical and theoretical understanding of the Discipline through the study of various approaches and theories of population.
- To introduce students to recent and contemporary debates and frameworks for analysis to enable them to understand, evaluate and compare arguments
- To provide students an understanding of the basic

development concepts and their link with population dynamics.

Duration: One year / A minimum of two semesters.

Eligibility to Apply

1. At least/Minimum, 2nd division (45%) Bachelor’s Degree.
2. Term/Semester result cards will not be accepted (Without PC’S/Degrees/ Certificates).

1st Semester

S. No.	Course Title	Course Code	Credit Hours
1	Introduction to Sociology	4681	3
2	Sociology of Gender Issues	4685	3
3	Social Change and Social Institutions	4686	3
4	Population Studies	4684	3
5	Sociology of Development	4693	3
6	Social Problems	9602	3

2nd Semester

1	Dynamics of Population Change	9610	3
2	Community Development	9611	3
3	Population and Development	9612	3
4	Methods of Social Research	9607	3
5	Sociology of Health	9613	3
6	Social Psychology	9609	3

Medium of Instruction for both the PGDs

Medium of instruction is English

Instructional Methodology for PGDs Assessment

For each course the registered student will be assessed as following:

Assignments

Assignments are those written exercises which student are required to complete while being at homes or places of work after having studied their required material prescribed in the study guide/reader. They are designed in a way to motivate the students in studying the required readings and enabling them to relate their reading with their own objective. For each 3 credit hours course, you will receive two assignments.

After completion, you will send these assignments to your tutors within a time schedule for assessment and necessary guidance. The tutor is supposed to return the same after marking and providing necessary academic guidance.

The successful completion of assignments will make you eligible to take final exam to be held at the end of semester. To qualify each assignment, you have to obtain minimum 40% marks.

Workshops:

Workshops for the PGD Courses will be held at university main campus, Islamabad only.

Final Examination

Final Examination (a three hours written examination will take place at the end of the semester).

The two components contribute with ratio of 30:70 to the

student's final course grade.

The requirements to qualify each component are given below

- * A minimum of 40% in assignments.
- * A minimum of 40% in the final written examination.

An aggregate of 40% in both the components i.e. assignments and final examination.

To take final examination the student has to pass assignment component.

Fee Tariff (for PGD)

Registration Fee: (at 1 st admission in University)	Rs.200/-
Admission Fee: (at 1 st admission in Programme)	Rs.700/-
Technology Fee + Courier Charges	Rs.135/-
Per 3 credit hours course fee Rs.2090/- 2090×6	Rs.12540/-
Total fee for 1st Semester	Rs.13575 /-

Admission Procedure for:

- PGD in Criminology
&
- PGD in Population and Development

Candidates are required to send complete admission forms along with attested copies of all educational certificates, marks sheets along with prescribed fee through designated bank to the university before the closing date.

FACULTY MEMBERS

1. **Mrs. Farhana Khattak**
Incharge/Assistant Professor
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2. **Syed Imran Haider**
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MSc Sociology / PGD Criminology
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3. **Ms. Nasim Khan Mahsud**
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FACULTY OF EDUCATION

The origin of the Faculty of Education pre-dates the university itself. The National Institute of Education was established in 1973 under the Federal Ministry of Education. It became part of the university in June, 1975 as Institute of Education in the then Faculty of Social Sciences. The progressively extending functions of the Institute brought the needs for structural change and in 1984 it got the status of Faculty of Education.

Departments of Faculty of Education

Faculty of Education comprises of the following six departments:

1. Educational Planning, Policy Studies and Leadership
2. Early Childhood Education & Elementary Teacher Education
3. Secondary Teacher Education
4. Science Education
5. Special Education
6. Distance, Non-Formal and Continuing Education

The department was established in 1984 and was renamed as Distance, Non Formal and Continuing Education in 2008.

It offers specialized degree programmes/courses in Distance Non-Formal and Continuing Education, Adult Education and Educational Technology at MA Education, MEd, MPhil and PhD in Education. It also offers courses at BA level.

Educational Planning, Policy Studies and Leadership (EPPSL)

The department was established in 1976 was renamed as EPPSL in 2008. It offers programmes in educational planning

and management. These programmes are aimed at producing a cadre of professionals for the educational institutions and organizations in the country. Programmes of EPPSL include Postgraduate Diploma, MA (EPM), MPhil and PhD in Education. The courses of these programmes are attained to the field requirements of target personnel in the areas of educational planning and management.

Secondary Teacher Education

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

The programmes/courses of this department comprise MA, MEd & BEd as professional degree programmes. The department also offers MPhil and PhD in Education, which are aimed to prepare highly skilled leaderships in the field of teacher education.

Early Childhood Education & Elementary Teacher Education

The Department of Elementary Teacher Education was established in 2003. In April 2008, the name of Elementary Teacher Education Department was changed as Early Childhood Education and Elementary Teacher Education Department.

The Department offers Associate Degree in Education, Postgraduate Diploma in ECE, BEd (1-½ year), BEd (2-½),

BEd (4 year), MEd, MPhil and PhD programmes. It also offers “Education” as subject at Matric, Intermediate & Graduate level. The department plans to offer non-credit research courses and postgraduate diploma for teaching in higher education.

Science Education

The Department of Science Education was established in 1988. The programmes and courses of the department are mainly focused on education and training of mathematics and science teachers. Presently the department offers specialized courses in science education at undergraduate and postgraduate level. Specialized courses provide conceptual framework and insight into the teaching of science. The department also offers MEd, MPhil and PhD programmes in science education.

Special Education

The Department was established in 1985. The department imparts education and training to teachers for the special children in four specialization namely visual impairment, hearing impairment, physical disabilities and mental retardation with particular emphasis to facilitate mainstreaming of special children. Parents of the special children are also admitted to these programmes. Present programmes/courses of this department comprise MEd, MA, MPhil and PhD in the field of Special Education.

Programmes of Faculty of Education

The Faculty has developed and launched more than 275 courses (up to Spring 2015 Semester) in various disciplines from SSC to PhD level programmes. It is now fully recognized by both the government of Pakistan and International agencies as the prime

national provider of professional education and training at all levels.

PhD in Education with following specializations:

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

MPhil Education with following specializations:

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

MEd Education with following specializations:

- MEd Distance and Non Formal Education
- MEd Elementary Teacher Education
- MEd Teacher Education
- MEd Science Education
- MEd Special Education

MA Education with following specializations:

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

BEd/PGD/ADE/SSC/HSSC/BA level Educational Programs

- BEd (1-½ years, 2-½ years, 4 years)

- PGD Educational Planning and Management
- PGD Early Childhood Education
- PGD Educational Leadership and Management
- Associate Degree in Education (2 years)
- Courses of Education at SSC, HSSC and BA level
- Certificate in Literacy and Non-Formal Education

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

MA EDUCATION PROGRAMMES

- MA (Distance and Non-Formal Education)
- MA (Educational Planning and Management)
- MA (Education) Teacher Education
- MA (Special Education)

Eligibility:

A graduate with second division is eligible to apply for admission to MA Education (DNFE & STE), MA (Special Education) and MA and PGD in Educational Planning and Management.

MA Distance and Non-Formal Education

Eligibility:

(Applicant having Bachelor degree with minimum 45% marks (second division) from any HEC recognized institution.

Objectives

Objectives of the programme are:

1. To provide insight of education and meet the present and future needs and challenges involved in teaching and learning process.
2. To produce educators/ teachers with professional vision and update their knowledge about new developments and trends in the field of Distance and Non-Formal Education.
3. To keep the students abreast with latest curricula, teaching techniques, strategies and methodologies.
4. To provide knowledge on how to effectively use instructional technology in the classroom.
5. To develop attitude and behaviour appropriate for Distance and Non-Formal Education in Pakistan.

Breakup of the Programme

MA Education Specialization in Distance and Non-Formal Education Programme comprises of 60 credit hours with the following details:

1st Semester		18 Credits Hours	
S. No.	Course Code	Course Title	Credit Hours
1	831	Foundations of Education	3
2	837	Educational Research	3
3	838	Curriculum Development & Instruction	3
4	840	Educational Psychology	3
5	846	Teaching Strategies	3
6	855	Computer in Education	3

2nd Semester 18 Credits Hours

S. No.	Course Code	Course Title	Credit Hours
1	833	Student Support Services in Distance Education	3
2	834	Educational Technology	3
3	835	Foundations of Adult Education	3
4	841	Educational Measurement and Evaluation	3
5	842	Concept and Methods of Distance Education	3
6	843	Educational Guidance and Counseling	3

3rd Semester 12 Credits Hours

S. No.	Course Code	Course Title	Credit Hours
1	844	Non-Formal Education	3
2	845	Educational Administration & Supervision	3
3	847	Adult Education in Comparative Perspective	3
4	851	System of Distance Education	3
5		O R	
6	857	Thesis	12

4th Semester 12 Credits Hours

1	832	Planning and Management of Distance Education	3
2	850	Evaluation of Adult Education	3
3*	6550	Teaching Practice I	3
4	6551	Teaching practice II	3
* Student cannot take admission in course 6551 prior to course 6550 as 6550 is pre-requisite to course 6551			

Note: Medium of Instruction is English. However, students can attempt assignments and examination in "Urdu" if they wish to do so.

For any information, please contact: Chairman

Distance, Non Formal & Continuing Education Department
AIOU, Sector H-8, Islamabad,
Ph: 051-9057707

An eligible candidate of MA Education [except (MA EPM) and PGD (EPM) Programme] is required to attach attested photocopies of his/her certificates/degrees with the admission form alongwith the requisite fee of Rs.13,575/- and submit it as per prescribed procedure laid down in the prospectus.

MA Educational Planning and Management

Eligibility:

- i. A graduate with second division is eligible to apply for admission to MA and PGD in Educational Planning and Management.
- ii. **MA (EPM), PGD (EPM) candidates may not submit the fee.** They should submit only the admission form with all the relevant attested documents including experience certificates to the EPPSL department, AIOU, Islamabad. After determination of the merit, selected candidates will be offered to submit their fee within stipulated period.

Objectives of the Programme is:

to produce a cadre of professionals for educational institutions and other organizations of the country for all levels of managerial and administrative jobs by equipping them with the knowledge and skills of educational planning and management.

Breakup of Programme

MA Educational Planning & Management Programme comprises of 20 courses (60 credit hours) with the following details:

Core Courses (Compulsory) 24 Credit Hours

Sem	Course Code	Course Title	Cr. Hrs	Cat.	
Spring	6557	Basic Concepts of Educational Planning-1	3	Comp	
	6558	Basic Concepts of Education Planning-2	3	Comp	
	6561	Plan Implementation and Management-1	3	Comp	
	6562	Plan Implementation and Management-2	3	Comp	
	6565	Economics and Financing of Education-1	3	Elec	
	6566	Economics and Financing of Education-2	3	Elec	
	6569	Educational Research and Statistics-1	3	Elec	
	6570	Education Research and Statistics-2	3	Elec	
	510	Research Thesis Note:- To take admission in Course Code 510, Courses 6569 & 6570 are pre-requisite	12	Elec	
	Collateral Area Course				
		831	Foundation of Education	3	Elec
		837	Education Research	3	Elec
		838	Curriculum & Instruction	3	Elec
	840	Education Psychology	3	Elec	

Sem	Crs Code	Course Title	Cr.Hrs	Cat.	
Autumn	6559	Processes of Educational planning -1	3	Comp	
	6560	Processes of Educational planning-2	3	Comp	
	6563	Curriculum planning and Evaluation-1	3	Comp	
	6564	Curriculum planning and Evaluation-2	3	Comp	
	6567	Development Education-1	3	Elec	
	6568	Development Education-2	3	Elec	
	6571	Project Implementation, Monitoring and Evaluation-1	3	Elec	
	6572	Project Implementation, Monitoring and Evaluation-2	3	Elec	
	6573	Population Education-1			
	6574	Population Education-2			
	510	Research Thesis Note:- To take admission in Course Code 510, Courses 6569 & 6570 are pre-requisite	12	Elec	
	Collateral Area Course				
	826	Elementary Education	3	Elec	
	827	Secondary Education	3	Elec	
828	Higher Education	3	Elec		
829	Teacher Education	3	Elec		

<p>Note: Student may opt maximum four collateral area courses (Spring/Autumn) for completion of MA-EPM</p>

Option “A”

Collateral area courses as offered by the department

A student can obtain MA EPM degree after completing course work equivalent to 60 credit hours. The student may take 48 credit hours from EPM programme and 12 credit hours from other master level courses offered by Faculty of Education or he/she may take 54 credit hours from EPM and six credit hours from other master level programmes of Faculty of Education. (Details about the courses are given on next page).

Option “B”

(Research Thesis)

A student can complete the requirements for MA EPM degree by completing 48 credits course work and EPM 510 Research Thesis (12 credit hours).

Note: Master degree in EPM can be awarded only when the students have completed 60 credit hours.

Breakup of Postgraduate Diploma (PGD) EPM

A Diploma in Educational Planning and Management is awarded on completion of thirty credit hours course work.

Sem	Crs Code	Course Title	Cr.Hrs	Cat.
Spring	6557	Basic Concepts of Educational Planning-1	3	Comp
	6558	Basic Concepts of Education Planning-2	3	Comp
	6561	Plan Implementation and Management-1	3	Comp
	6562	Plan Implementation and Management-2	3	Comp
	6565	Economics and Financing of Education-1	3	Elec
	6566	Economics and Financing of Education-2	3	Elec
	6569	Educational Research and Statistics-1	3	Elec
	6570	Education Research and Statistics-2	3	Elec

Sem	Crs Code	Course Title	Cr. Hrs	Cat.
Autumn	6559	Processes of Educational planning -1	3	Comp
	6560	Processes of Educational planning-2	3	Comp
	6563	Curriculum planning and Evaluation-1	3	Comp
	6564	Curriculum planning and Evaluation-2	3	Comp
	6567	Development Education-1	3	Elec
	6568	Development Education-2	3	Elec
	6571	Project Implementation,	3	Elec

		Monitoring and Evaluation-1		
	6572	Project Implementation, Monitoring and Evaluation-2	3	Elec
	6573	Population Education-1		
	6574	Population Education-2		

Note:

1. **Fresh students are offered only 4 courses (EPM–6557, 6558, 6561 and 6562) in the first semester i.e. Spring Semester.**
2. *Students can take course work equivalent to 18 credit hours in a semester*
3. *A student must complete EPM (6569, 6570) courses before enrolling in EPM Research Thesis-510.*
4. *A student can apply for award of Diploma in EPM after completing 30 credit hours courses work required for PGD EPM.*
5. *Medium of instructions for MA (EPM) and PGD (EPM) is English.*
6. *A weeklong workshop for each course will be held at the end of each semester only at AIOU Main Campus Islamabad. Participation in the workshop is mandatory and is pre requisite for examination.*
7. *A student must opt courses in pair (I & II) (e.g. Process of Educational Planning-I also take Process of Educational Planning-II)*

Note: Admission Form with all credentials and experience certificates must be sent to the following address:

Chairperson

Educational Planning, Policy Studies & Leadership
 Department Faculty of Education AIOU, Sector H – 8,
 Islamabad, Ph: 051-9057714, 9057717, 9250059
 Phone: 051-9057717

MA (Education) Teacher Education

Eligibility

Applicant having Bachelors degree with minimum 45% marks (2nd division) from any HEC recognized institution.

Objectives

The programme intends to achieve the following specific objectives:

1. To produce highly skilled, proficient and competent professionals who can positively influence and motivate the vast majority of classroom teachers at all levels.
2. To inculcate research skills to initiate research at grass root level.
3. To enable educators with professional vision through the intensive study of new developments, trends and directions in the field of education in the light of modern scientific and technical advancement.
4. To produce teachers who can make positive contribution to the wholesome growth and development of the individual by enabling him/her to understand how to learn, how to live together and how to work cooperatively as members of the group in team spirit.
5. To produce teachers who can play the role of effective organizers of teaching and learning activities.

Breakup of Programme

MA Education (Specialization in Teacher Education) Programme comprises of 20 courses (60 credit hours) with the following details:

1st Semester		18 Credits Hours	
S. No.	Code	Course Title	Credit Hours
1	6500	Foundations of Education	3
2	837	Educational Research	3
3	6501	Educational Psychology & Guidance	3
4	6503	Curriculum and Instruction	3
5	6505	Islamic System of Education	3
6	6507	Educational Measurement and Evaluation	3

2nd Semester		18 Credits Hours	
S. No.	Code	Course Title	Credit Hours
1	6508	Teaching of English	3
2	827	Secondary Education	3
3	828	Higher Education	3
4	829	Teacher Education in Pakistan	3

AND

Please select any one cluster from the following two clusters.

1	6509	Teaching of Urdu	3
2	6511	Teaching of Pakistan Studies	3
		OR	
1	6515	Teaching of Mathematics	3
2	6516	Teaching of Physics	3

3rd Semester 12 Credits Hours

1	6502	Educational Management and Supervision	3
2	6506	Education in Pakistan	3
3	6554	Workshop and Teaching Practice-I	3
4	6555	Workshop and Teaching Practice-II	3
<i>Student cannot take the course 6555 before 6554. Enrollment in 6554 is prerequisite for course 6555.</i>			

4th Semester 12 Credits Hours

S. No.	Code	Course Title	Credit Hours
	6542	Thesis	12
OR			
1	6552	Textbook Development-I	3
2	6553	Textbook Development-II	3
3	6573	Planning for Population Education-I	3
4	6574	Planning for Population Education-II	3

Note:

1. The department will provide detail of workshops later on.
2. Courses offering in the pedagogical/ collaterals specialization and alternate courses of thesis will depend upon availability. The students will be informed about it in the continuing student form/letter at the beginning of each semester.
3. The department may change the course or their sequence.
4. A student can obtain MA Education specialization in Teacher Education after completing course work equivalent to 60 credits.

Medium of Instruction is English. However, students can attempt assignments and examination in “Urdu” if they wish to do so.

Chairperson

Department of Secondary Teacher Education

Allama Iqbal Open University,

Sector H – 8, Islamabad Ph: 051-9057705

MA Special Education**Objectives:**

Objectives of the MA Special Education programmes are as:

1. To acquaint the teachers of special children with latest curricula, teaching techniques and methodologies.
2. To meet country’s increasing demand of trained specialized manpower in Special Education at all levels.
3. To develop attitude and behaviour appropriate for special educational personnel enabling them to meet individual students and group needs.

Eligibility:

Applicant having Bachelors degree with minimum 45% marks (second division) from any HEC recognized

Breakup of Programme

MA Special Education Programme comprises 60 credit hours with the following details.

1st Semester 18 Credits Hours

S. No.	Code	Course Title	Credit Hours
1	671	Educational Psychology	3
2	672	Perspectives of Special Education	3
3	673	Handicapped Person in the Community	3
4	831	Foundations of Education	3
5	837	Educational Research	3
6	838	Curriculum Development & Instruction	3

2nd Semester

(Students can take any specialization area of 12 credit hours)

A. VISUAL IMPAIRMENT

S. No.	Code	Course Title	Credit Hours
3601		Braille Practical Course—Urdu	3
3602		Braille Practical Course—English	3
677		Independence Training for the Visually Handicapped.	3
678		Special Education for the Visually Handicapped	3
Note: Students enrolled in courses 3601 and 3602 will arrange Slate/Braille Frame and Braille papers by themselves.			

B. HEARING IMPAIRMENT

680	General Introduction to the Hearing impairment	3
681	Psychology of Deafness & Child Development	3
682	Speech and Hearing	3
683	Audiology and Audiometry	3

C. MENTAL RETARDATION

3603	Introduction and Assessment of Mentally Retarded Children-I	3
3604	Introduction and Assessment of Mentally Retarded Children-II	3
3605	Education of Mentally Retarded Children-I	3
3606	Education of Mentally Retarded Children-II	3

D. PHYSICAL DISABILITY

3607	Physical Handicaps-I	3
3608	Physical Handicaps-II	3
3609	Educational Adaptations for Children with Physical Disabilities-I	3
3610	Educational Adaptations for Children with Physical Disabilities-II	3

3rd Semester 18 Credit hours

S.#	Code	Course Title	Cr.Hrs.
1	3611	Organization and Management of Special Schools-I	3
2	3612	Organization and Management of Special Schools-II	3

3	3613	Community Based Rehabilitation of People with Disabilities-I	3
4	3614	Community Based Rehabilitation of People with Disabilities-II	3
5	3600	Face to Face Component	3
6	846	Teaching Lesson Strategies	3

Note: - Course code 3600 comprises three components:

- i) 6 days workshop,
- ii) teaching practice of 40 lessons in special schools/centers and
- iii) Final lessons.

Student who fails or absents in any one component will be declared fail in the course and has to take fresh admission in this course.

4th Semester

694	Thesis OR Any 12 credit hours master level courses from the courses offered by Faculty of Education and not attempted previously by the student.	12
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Note: Medium of instruction is English. However, students can attempt assignments & examination in “Urdu” if they wish to do so.

Chairperson Department of Special Education
AIOU, Sector H – 8, Islamabad
Ph: 051-9057853

Fee Tariff of MA Education

Registration Fee: (at 1 st Admission in University)	Rs. 200/-
Admission Fee: (at 1 st Admission in University)	Rs. 700/-

Technology Fee:	Rs. 135/-
Per 3 credit hours fee: Rs. 2090/- (2090*6)=	Rs. 12540/-
Total Fee of 1st Semester	Rs. 13575/-
Thesis fee: Rs. 8525/- (only students opting for thesis. Thesis Evaluation: Rs. 1775/- (only students opting for thesis) (to be paid at the time of submission of thesis final evaluation).	

Total Fee of 1st Semester:

For MA Education is Rs. 13575/- Specialization in

DNFE	Teacher Education	Special Education
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Programme Coordinators (MA/PGD Education) Specialization in:

1. Distance and Non-Formal Education

Dr. Aftab Ahmed Ph: 051-9057720
Email: aftab.ahmed@aiou.edu.pk

2. Educational Planning and Management

Ms. Tahira Bibi
Ph: 051-9057715 / 051-9057717
Email: tahira.naushahi@aiou.edu.pk

3. Secondary Teacher Education

Dr. Muhammad Tanveer Afzal
Ph: 051-9057711
Email: tanveer.afzal@aiou.edu.pk

4. Special Education

Dr. Shaista Majid
Ph: 051-9057858
Email: shaista.majid@aiou.edu.pk

MEd Programme

The emerging needs and shortage of human development resources mixed with higher qualities of leadership in the field of education at national level demand personnel who have sound professional and academic background in the relevant field. The MEd programme provides such academic opportunities to teachers. These educational opportunities are aimed at providing education and training facilities in the country to the persons such as working teachers, tutors, administrators, extension workers, and interested education graduates.

Specializations

Students may choose any one of four specializations i.e.:

1. Distance and Non-Formal Education
2. Elementary Teacher Education
3. Secondary Teacher Education
4. Science Education
5. Special Education

Objectives

Objectives of MEd programme are as under:

1. To provide insight into the field of education and to meet the present and future needs and challenges of teaching and learning.
2. To acquaint the teachers with latest curricula, teaching techniques and methodologies.
3. To enable the student teachers to effectively use instructional technology in the classroom.
4. To meet country's increasing demand for trained personnel including Special Education.

The elective component aimed at providing knowledge and enhancing professional competence in the specific area.

Note: The organization of workshops in regions for all the courses except 831, 837, 838 and 846 depends upon the number of students, availability of special institutions, (according to area of specialization) and relevant resource persons. The workshops will be organized according to guidelines of the Department.

Breakup of Programme

To earn MEd degree, a student has to complete 36 credit hour courses in the four specializations in different semesters of MEd programme. The details are given below.

MEd Programme

Specialization in (Distance & Non-Formal Education)

Eligibility

Applicant having Bachelors degree and BEd/BSEd with minimum 45% marks (2nd division) in both degrees from any HEC recognized institution.

Scheme of Studies

1st Semester: 18 Credit Hours

S. No.	Code	Course Title	Credit Hours
1	831	Foundations of Education	3
2	837	Educational Research	3
3	838	Curriculum Development & Instruction	3
4	840	Educational Psychology	3
5	851	The System of Distance Education	3
6	855	Computers in Education	3

2nd Semester: 18 Credit Hours

S. No.	Code	Course Title	Credit Hours
1	852	Broadcast Media in DNFE	3
2	853	Non –Broadcast Media in DNFE	3
3	854	Developing Material for DNFE	3
4	834	Educational Technology	3
5	841	Educational Measurement and Evaluation	3
6	846	Teaching Strategies	3
		OR	
1	852	Broadcast Media in DNFE	3
2	854	Developing Material for DNFE	3
3	839	Thesis	12

For any information, please contact:

Chairman Distance, Non-Formal & Continuing Education
Department AIOU, Sector H-8, Islamabad
Ph: 9057706

MEd Programme

Specialization in (Elementary Teacher Education)

Eligibility

- Applicant having Bachelors degree and BED/BSEd with minimum 45% marks (2nd division) in both degrees from any HEC recognized institution.
- According to AIOU Rules graduates of B.Ed (Arabic) have to pass 651 and all compulsory courses of B.Ed (General) along with- BA (with English) to be eligible for M.Ed Admission,

1st Semester: 18 Credit Hours

S. No.	Code	Course Title	Credit Hours
1	840	Educational Psychology	3
2	826	Elementary Education	3
3	838	Curriculum development and Instruction	3
4	1627	Classroom Assessment	3
5	837	Educational Research	3
6	622	Elementary school management	3

2nd Semester: 18 Credit Hours

S. No.	Code	Course Title	Credit Hours
1	625	Perspective of Elementary Education	3
2	627	ICT in Education	3
3	831	Foundations of Education	3
4	623	Teaching strategies at elementary level	3
5	629	Guidance & Counselling in Elementary School	3
6	626	Elementary Teacher Education	3
OR			
1	625	Perspective of Elementary Education	3
2	627	ICT in Education	3
3	699	Thesis	12

Note: Course offering will depend on its availability. The department may change the sequence of courses' offering. For each 3 credit course there will be a workshop for two days. There will be one week workshop for thesis. The workshop will be organized according to the guidelines of the department. Instead of thesis, the student may take courses of 12 credit hours.

For any information, please contact:

Chairman

Early Childhood Education & Elementary Teacher Education
Department, AIOU, Islamabad.
Ph: 051-9057718, 051-9057719

MEd Programme**Specialization in (Teacher Education)****Eligibility**

Applicant having Bachelors degree and BEd/BSEd with minimum 45% marks (2nd division) in both degrees from any HEC recognized institution.

Scheme of Studies**1st Semester: 18 Credit Hours**

Code	Course Title	Cr. Hrs
831	Foundations of Education	3
837	Educational Research	3
838	Curriculum Development and instruction	3
840	Educational Psychology	3
6507	Educational Measurement & Evaluation	3
6505	Islamic System of Education	3
849	OR Thesis	6

2nd Semester: 18 Credit Hours

826	Elementary Education	3
827	Secondary Education	3
828	Higher Education	3
829	Teacher Education in Pakistan	3
6552	Textbook Development-I	3
6553	Textbook Development-II	3
849	OR Thesis (Continued)	6

For any information, please contact:

Chairperson

Department of Secondary Teacher Education AIOU,
H-8, Islamabad,
Ph: 051-9057705

MEd Programme

Specialization in (Science Education)

Eligibility

BSc with BEd (at least 2nd Div) **OR** BS ED (2nd Div) **OR**
BSCS with BEd, BS Engineering / Medical / all science
related areas with BEd (Science).

Scheme of Studies

1st Semester:

18 Credit Hours

Code	Course Title	Cr. Hrs
831	Foundations of Education	3
837	Educational Research	3
838	Curriculum Development & Instruction	3
840	Educational Psychology	3
695	Foundations of Science Education	3
696	Teaching Strategies in Science Education	3

2nd Semester

18 Credit Hours

697	Assessment in Science Education	3
698	Laboratory Organization, Management And Safety Methods	3
848	Thesis	12
OR in lieu of Thesis		
846	Teaching Strategies	3
855	Computers in Education	3
6506	Education in Pakistan	3
6507	Educational Measurement & Evaluation	3

For any information, please contact:

Incharge/Head of Department Department of Science
Education, Ph: 051-9057851

MEd Programme

Specialization in (Special Education)

Eligibility

Applicant having Bachelors Degree 2nd Division and
BEd/BS.Ed with minimum (2nd division) from any HEC
recognized institution.

1st Semester: 18 Credit Hours, Core Courses

Code	Course Title	Credit Hours
671	Educational Psychology	3
672	Perspectives of Special Education	3
673	Handicapped Person in the Community	3
831	Foundations of Education	3
837	Educational Research	3
838	Curriculum Development and Instruction	3

2nd Semester: 18 Credit Hours, Specialization Courses:

846	Teaching Strategies	3
3600	Face to Face Component i. Workshop, ii. Teaching Practice in Special School/Centers iii. Final Lessons	3

Note: Student fail or absent in any one of the 3 components mentioned above will be declared fail in the course. He/she will be get enrolled as fresh student in the course. No re-appear chance.

**Specialization Areas:
(Any one of the following four specialization)**

A. VISUAL IMPAIRMENT	
Braille Practical Course-Urdu	3
Braille Practical Course-English	3
Independence Training for the Visually Handicapped.	3

Special Education for the Visually Handicapped	3
Note: Students enrolled in course 3601 & 3602 will arrange Slate/ Braille Frame and Braille paper by themselves.	
B. HEARING IMPAIRMENT	
General Introduction to the Hearing Impairment	3
Psychology of Deafness & Child Development	3
Speech and Hearing	3
Audiology and Audiometry	3
C. MENTAL RETARDATION	
Introduction and Assessment of Mentally Retarded Children-I	3
Introduction and Assessment of Mentally Retarded Children-II	3
Education of Mentally Retarded Children-I	3
Education of Mentally Retarded Children-II	3
D. PHYSICAL HANDICAPS	
Physical Handicaps-I	3
Physical Handicaps-II	3
Educational Adaptations for Children with Physical Disabilities-I	3
Educational Adaptations for Children with Physical Disabilities-II	3

Chairperson

Department of Special Education
Ph: 051-9057859, 051-9250078

Fee Tariff:

Registration Fee: (at 1 st admission in University)	Rs.200/-
Admission Fee: (at 1 st admission in Program)	Rs.700/-
Technology Fee + Courier Charges	Rs.135/-
Per 3 credit hours fee: Rs.2090/- (Rs.2090×6)=	Rs.12540/-
Total fee of 1st Semester	Rs. 13575/-
Thesis fee: Rs.8525/- (only for students opting for thesis evaluation:Rs.1775/-(only for students opting for thesis) (to be paid at the time of submission of thesis final evaluation).	
Items	Rate
Registration Fee: (once at the time of 1 st admission)	Rs.200/-
Admission Fee: (once at the time of 1 st semester)	Rs.700/-
Technology Fee + Courier	Rs.135/-
Per 3 Credit Hours course fee Rs.2090/- 18 Credit Hours course fee: Rs.2090×6	Rs.12540/-
Total fee for 1st Semester	Rs.13575/-

Thesis (12 Credit hours) Fee: Rs.8525/-

Thesis Evaluation fee: Rs.1775/-

At the time of submission of thesis evaluation and viva voce

Programme Coordinators

Please contact to concern coordinators, if need, any help

Specialization in:

- 1. Distance and Non-Formal Education**
Dr. Amtul Hafeez Ph: 051-9057706
Email: amtulhafeezch@yahoo.com
- 2. Science Education**
Dr. Farkhunda Rasheed Chaudhry
051-9057797
Email: farkhanda.rasheed@aiou.edu.pk
- 3. Secondary Teacher Education**
Dr. Muhammad Tanveer Afzal
Ph: 051-9057711
Email: tanveer.afzal@aiou.edu.pk
- 4. Special Education**
Dr. Zahid Majeed
Ph: 051-9057294, 051-9250078
Email: zahid_majeed@aiou.edu.pk
- 5. Early Childhood Education & Elementary Teacher**
Dr. Muhammad Athar Hussain
Ph: 051-9057703
Email: muhammad.athar@aiou.edu.pk

Scheme of Studies**Method of Instruction**

In distance learning system, the courses are taught through self- instructional materials, media component (where applicable), tutorial meetings and workshops.

i) Self-Instructional Material

The study materials includes study guides, allied materials and media support (if any)

ii) Tutorials (if applicable)

Tutorials provide useful guidance in the form of lectures, discussions, questions answer sessions and general clarification of any course related issues if required.

iii) Workshops (Compulsory)

At the end of each semester there will be a compulsory workshop for each three credit course. These may be organized at the main campus or where-ever the university deems feasible. The workshops are compulsory component of each course.

Evaluation Procedure

Procedure to prepare the result of a course is given as under:

- a) Weightage for course assignments and final examination is 30:70 respectively.
- b) Minimum required marks to pass the assignments and final examination are 40%

Aggregate of components should be	40%	
Weightage (30%) of the marks secured in course assignments (40%)	$\frac{40 \times 30}{100}$	= 12%
Weightage (70%) of the marks secured in final examination (40%)	$\frac{70 \times 40}{100}$	= 28%
Total		= 40%

Grading System

Fail	Below 40 %
Grade D	40% to 49%
Grade C	50 % to 59%
Grade B	60 % to 69 %
Grade A	70% to 79 %
Grade A + (Distinction)	80 % or more

Specific Information

1. The student shall be allowed to pursue only one programme at a time at AIOU and shall not be allowed to enroll or appear in a programme of some other recognized institution during that period.
2. The copyright of the thesis will rest with the university. However, the student who completed the thesis will be allowed to publish it after written permission from the Vice Chancellor.
3. Fee structure of any course/thesis/seminars programme may be changed without prior information. Student has to deposit the required fee as intimated by the Admission Department.
4. At the end of each semester there will be compulsory workshops. Each and every session of the workshop is compulsory. Students who earn at least 40% marks in assignment component will be eligible for workshop. Only those students who qualify the assignments components and workshop will be eligible to take final examination.

Attainment of Certificate/Degree

On successful completion of the programme the student will have to apply to the Controller of Examinations for the issuance of diploma/degree. The student may apply for a single course certificate in case he/she wants to discontinue the studies.

FACULTY MEMBERS

Chairpersons of Departments

- 1. Dean /Professor Dr. Nasir Mahmood**
Early Childhood Education & Elementary Teacher
Education Department
Ph: 051-9057719, 051-9057718
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- 2. Dr. Tanzila Nabeel**
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Email: tanzilanabeel@gmail.com
- 3. Dr. Naveed Sultana**
Secondary Teacher Education
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- 4. Dr. Muhammad Ajmal Chaudhary**
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- 5. Dr. Muhammad Samiullah**
Science Education Department
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- 6. Dr. Afshan Huma**
Educational Planning, Policy Studies & Leadership
Department
Ph: 051-9250059
Email: afhsan.hum@aiou.edu.pk

Associate Professor

Dr. Fazal ur Rehman
Early Childhood Education & Elementary Teacher
Education Department
Ph: 051-9057268
Email: fazalaiou@yahoo.com

Assistant Professors

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- 3. Dr. Zahid Majeed**
Special Education Department Ph: 051-9057294
Email: zah_ent@yahoo.com
- 4. Dr. Muhammad Athar Hussain**
Early Childhood Education & Elementary Teacher
Education Department
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- 5. Dr. Azhar Mumtaz Saadi**
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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

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

ADDRESS OF PART-TIME REGIONAL COORDINATORS

PUNJAB

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

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

31.	Mr. Muhammad Siddique Regional Coordinator, Allama Iqbal Open University, Assistant Professor ® Chak No. 298 JB, Tehsil, Gojra. 0301-7055350	32.	Dr. Muhammad Javed Asghar, Regional Coordinator, Allama Iqbal Open University, Associate Prof. Govt. Degree College Jahanian. 0322-8870199	33.	Mr. Mumtaz-ul-Hassan, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Higher Secondary School Chak Jhumra, District Faisalabad. 0334-6645225
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7.	Mr. Muhammad Asif, Regional Coordinator, Allama Iqbal Open University, SST, Govt. High School Mastung. 0334-3062311	8.	Mr. Muhammad Jumman, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Elementary College Uthal, District Lasbela. 0333-2875203, 0315-2555006	9.	Mr. Abdul Majeed, Regional Coordinator, Allama Iqbal Open University, SST, Govt. High School Akram Colony Hub, District Lasbela.

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4.	Mr. Mehfooz Ullah, Regional Coordinator, Allama Iqbal Open University, SST, Govt. High School Darel. 0355-5355009	5.	Mr. Piyar Ali, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School Aliabad, District Hunza. 0355-5231988		

AZAD KASHMIR

1.	Mr. Sajid Hussain Awan, Regional Coordinator, Allama Iqbal Open University, Principal, Read Foundation Inter Science College Hatian Bala, AK. 0346-5411240	2.	Mr. Khalid Manzoor Mufti, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Girls Degree College Aathmuqam, District Neelum, AK. 0355-8158556	3.	Mr. Bashir Ahmed Malik, Regional Coordinator, Allama Iqbal Open University, Principal (R) Village Parsacha, P/O Tehsil Pattika, Muzaffarabad, AK. 0342-0525164
4.	Malik Mushtaq Ahmed, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Girls Inter College Leepa, AK. 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
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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 01st January 2020.

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



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Programme

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

