

ADMISSION

AIOU

Autumn 2020

B.Ed

(1.5 Year, 2.5 Year, and 4 Year)

dreamstime



Allama Iqbal Open University, Islamabad

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PROSPECTUS
OF
BEd (1.5 Year, 2.5 Years & 4 Years) Programmes
For
SEMESTER: AUTUMN 2020



Allama Iqbal Open University
Islamabad

Price Rs.300/-

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Semester	Autumn, 2020
Year of Printing.....	2020
Quantity.....	20000 + 200
Composed by	Hamid Shah/Qazi Muhammad Sheraz
Price	Rs.300/-
Printing Incharge.....	Shakeel Ahmed Khan
Printer.....	AIOU-Printing Press, Islamabad
Publisher	Allama Iqbal Open University, H-8, Islamabad

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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), students can download if not received by post.

It is to inform that the students of all Postgraduate programs are required to upload their Assignments (in typed form) on AAGHI LMS PORTAL from Spring 2020 Semester onward. Hand written Assignments shall not be accepted in any case.

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”(B.Ed 1.5Year, 2.5Year and 4 Years.
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 has paid your postage charges to Post Office in advance.

Vice-Chancellor's Message

Dear Student,

السلام عليكم

Allama Iqbal Open University (AIOU) is one of the mega universities of the world and it occupies a unique position in the education sector of Pakistan. Because of its affordability and high quality distance and online academic programs. AIOU has now turned into the most favorite university of the country with high international of repute. The university made a landmark progress by ensuring access to quality education rural areas under-privileged students for the people of all ages particularly the females can now select and join the programs of their choice while sitting at their residence and along with continuing their jobs. After assessing the success of many degree programs in Pakistan, AIOU is now going to offer a ranges programs for the students in UAE, Saudi Arabia, Kuwait, Qatar, Bahrain, Oman, USA and many other countries currently. More than 1.3 million students are getting benefits from the high quality educational services of AIOU in all regions of the country through more than fifty regional offices of the university. It offers-suggests many undergraduate and Post Graduate programs at rural and remote areas providing an unparalleled opportunity to all the poor and deprived sections of the society at an affordable cost. The university has recently digitalized all its student-support services for facilitating its students on priority basis. This digitization of the system, it is hoped, will enable AIOU students to get all kinds of educational using their Learning Management system (LMS) portal support online.



Committed for your bright future

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. 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 educational journey through formal system of education. The University (AIOU) operates on semester system and admits students in Autumn and Spring semesters. Under graduate admissions are offered in both the semesters whereas post graduates are offered once a year. The enrolled students are given course books specially prepared by the university on self instructional principles. However, at post graduate level reprints of foreign books, allied material with university prepared study guides help students to polish their skills.

At present, the AIOU is offering programmes from Matric to PhD level in diverse disciplines comprising four faculties. The university has established study centres across the country, where distance education students are provided necessary guidance by their respective tutors. Moreover, the university has established full time study centres, wherein the students of MBA (IT), MBA (Banking

and Finance), BS (CS), MSc/BS Chemistry, MSc/BS Microbiology etc. are being provided instruction, guidance and counselling through face-to-face education. AIOU is offering four years under graduate degrees.

Apart from curricular activities during the academic year, the AIOU and its regional centres actively participate in the co-curricular activities by arranging educational and literary seminars, workshops and conferences, attended not only by the students and faculties of the university but also by the renowned dignitaries and scholars. For the science students and research scholars, a science complex has been built where they use the latest equipment of international standard for experimentation and research. To meet the present day challenges, internet facility is also available in the student's hostel and the Central Library where computers have been provided to enable students to access latest information available through open source databases.

Programme Coordinators	Address
B. Ed 1.5 Year	Dr. Syed Nasir Hussain Lecturer ECE & ETED Phone: 051-9057718
B. Ed 2.5 Years	Ms. Mubeshera Tufail Lecturer ECE & ETED Ph: 051-9057716, Email: mubeshera.tufail@aiou.edu.pk
B. Ed 2.5 Years (Science Education)	Mr. Arshad Mehmood Qamar Lecturer Science Education Department Faculty of Education Allama Iqbal Open University H-8, Islamabad. Ph: 051-90557168
B. Ed 4 Years	Dr. Muhammad Samiullah Assistant Professor ECE & ETED Ph: 051-9057851
B. Ed 4 Years (Secondary Teacher Education)	Dr. Sidra Rizwan Lecturer, STED Ph: 051-9057699
B. Ed 4 Years (Science Education)	Mr. Arshad Mehmood Qamar Lecturer Science Education Department Ph: 051-9057168

FACULTY OF EDUCATION

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

DEPARTMENTS OF THE FACULTY

Faculty of Education comprises of the following six departments:

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

Distance, Non Formal & Continuing Education (DNFCE)

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

Educational Planning, Policy Studies & Leadership (EPPSL)

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

Early Childhood Education and Elementary Teacher Education

The Department of Elementary Teacher Education was established in 2003. In April 2008, the name of Elementary Teacher Education Department was changed as Early Childhood Education and Elementary Teacher Education Department. The Early Childhood Education and Elementary Teacher Education Department offers ADE, PGD in ECE, BEd, MEd, MPhil and PhD programmes, it also offers “Education” as subject at Matric, Intermediate and Graduate level. Early Childhood Education and Elementary Teacher Education Department is one of the largest departments of this institution in terms of its enrollment of students and the number of courses offered by this department.

Secondary Teacher Education

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

Science Education

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

Special Education

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

Programmes of Faculty of Education

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

**The faculty is offering the following academic programmes:
PhD Education with following specializations:**

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

MPhil Education with following specializations:

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

MEd/MA Education with following specializations:

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

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

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

BED (1.5 YEARS) PROGRAMME

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

(Assignment/Exam)

Introduction:

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

Following are the objectives of this programme:

1. To acquaint the prospective teachers with latest teaching techniques and methodologies.
2. To enable teachers to use instructional technology in the classroom.
3. To enable the prospective teachers to manage classroom environment.
4. To meet country's increasing demand for trained personnel.

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

Semester-Wise Breakup of Scheme of Studies

1st Semester

S.#	Courses	Code	Cr. Hrs
1	General Methods of Teaching (Professional)	8601	3
2	Educational Assessment and Evaluation (Professional)	8602	3
3	Curriculum Development (Foundation)	8603	3
4	Research Methods in Education (Professional)	8604	3
5	Educational Leadership and Management (Professional)	8605	3
6	Citizenship Education and Community Engagement	8606	3

Total Credit Hours=18

2nd Semester

S.#	Courses	Code	Cr. Hrs
1	Teaching Practice I (Professional)	8607	3
2	Critical Thinking and Reflective Practices (Professional)	8611	3
3	Area of Specialization (Course-I)		3
4	Area of Specialization (Course-II)		3
5	Area of Specialization (Course-III)		3
6	Area of Specialization (Course-IV)		3

Total Credit Hours=18

3rd Semester

S.#	Courses	Code	Cr. Hrs
1	Teaching Practice II (Professional)	8608	3
2	Philosophy of Education (Foundation)	8609	3
3	Human Development and Learning (Foundation)	8610	3
4	Professionalism in Teaching (Professional)	8612	3
5	Research Project (Content Embedded) (Professional)	8613	3
6	Educational Statistics (Professional)	8614	3

Total Credit Hours=18

Specialization Courses:

Area 1: Leadership and Management

S.#	Courses	Code	Cr. Hrs
1	Management Strategies in Educational Institutions	8615	3
2	School Administration and Supervision	8616	3
3	Plan Implementation and Educational Management	8617	3
4	School Leadership	8618	3

Area 2: Educational Technology and Evaluation

S.#	Courses	Code	Cr. Hrs
1	Educational Technology	8619	3
2	Computers in Education	8620	3
3	Broadcast Media	8621	3
4	Non Broadcast Media	8622	3

Area 3: Teacher Education

S.#	Courses	Code	Cr. Hrs
1	Elementary Education	8623	3
2	Secondary Education	8624	3
3	Higher Education	8625	3
4	Teacher Education in Pakistan	8626	3

Area 4: Science Education

S.#	Courses	Code	Cr. Hrs
1	Foundation of Science Education	8627	3
2	Assessment in Science Education	8628	3
3	Laboratory Organization, Management and Safety Methods	8629	3
4	General Science in Schools	8638	3

Area 6: Reading

S.#	Courses	Code	Cr. Hrs
1	Foundations of Reading	8634	3
2	Teaching Reading	8635	3
3	Reading Difficulties	8636	3
4	Reading Assessment	8637	3

Note: The department may change offering of courses as per availability of the courses.

Fee Structure BEd(1.5 year)

Registration Fee: (At the time of 1 st admission)	Rs.200/-
Admission Fee: (At the time of 1 st admission)	Rs.700/-
Technology Fee + Courier Charges: (per semester)	Rs.135/-
Per 3 Credit Hours Fee: Rs.3090/- (Rs.3090×6) =	Rs.18540/-
First Semester Fee:	Rs.19575/-

Teaching Practice-I	Fee: Rs.3295/-
Teaching Practice-II	Fee: Rs.3295/-
Research Project	Fee: Rs.4120/-

For any academic assistance contact:

Dr. Fazal-ur-Rehman
Chairman
ECE & ETED
Phone: 051-9250167
PA to Chairman: 051-9057718
E-mail: fazalaiou@yahoo.com

B.Ed (2.5 YEAR) PROGRAMME
Programme Code: 1012

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

Duration: 2.5 year (5 Semesters)

Total Credits: 90

Maximum Load per Semester: 18 Credit Hours

Medium of Instruction: English/Urdu

Delivery Mode: Open Distance Learning

Passing Marks (Assignment/Exam) 50%

Entry Qualification: 14 year of education (BA/BSc or equivalent with minimum 2nd division)

1st Semester

(Bridging Semester)

S.#	Courses	Code	Cr. Hrs
1	Basics of Technical English	6465	3
2	General Mathematics & Statistics	6401	3
3	Critical Thinking and Reflective Practices (Foundation)	8611	3
4	Basics of Information & Communication Technology	5403	3
5	Educational Leadership and Management	8605	3
6	Citizenship Education and Community Engagement	8606	3

Total Credit Hours=18

Note: All courses in first semester are compulsory.

2nd Semester

Compulsory Courses in Second Semester:

S.#	Courses	Code	Cr. Hrs
1	General Methods of Teaching	8601	03
2	Educational Assessment and Evaluation (Professional)	8602	03
3	Curriculum Development (Professional)	8603	03
4	Philosophy of Education (Professional)	8609	03
5	Academic content-Course I (Discipline I)		03
6	Academic content-Course I (Discipline II)		03

Total Credit Hours=18

Optional Courses in Second Semester

Academic Content Courses in Semester-II: For academic content courses, select one cluster from the following four clusters. A student can select only one cluster in the programme. Student would study the academic content courses in subsequent semesters related to cluster selected in second semester.

Cluster 1 Islamic Studies-I (Course Code: 6473) Urdu-I (Course code:6478)	Cluster 2 Urdu-I (Course code:6478) Home Economics-I (Course code:6483)
Cluster 3 English-I (Course code:6468) Pakistan Studies-I (Course code:6488)	Cluster 4 Islamic Studies-I (Course code:6473) Home Economics-I (Course code:6483)

3rd Semester

Compulsory Courses in Third Semester

S.#	Courses	Code	Cr. Hrs
1	Human Development and Learning (Foundation)	8610	03
2	Professionalism in Teaching (Foundation)	8612	03
3	Academic content-Course II (Discipline I)		03
4	Academic content-Course II (Discipline II)		03
5	Pedagogy I (Method of teaching related to specialization (content embedded) professional)		03
6	Pedagogy II (Method of teaching related to specialization (content embedded) professional)		03

Total Credit Hours=18

Optional Courses in Third Semester

Academic Content Courses in Semester-III: For academic content and pedagogy courses, select one cluster on the basis of cluster chosen in second semester.

<p><u>Cluster 1</u> Islamic Studies-II (Course code:6474) Urdu-II (Course code:6479) Pedagogy-Teaching of Islamic Studies (Course code:6497) Pedagogy-Teaching of Urdu(Course code:6494)</p>	<p><u>Cluster 2</u> Urdu-II (Course code:6479) Home Economics-II (Course code:6484) Pedagogy-Teaching of Urdu (Course code:6494) Pedagogy-Teaching of Home Economics (Course code:6496)</p>
<p><u>Cluster 3</u> English-II (Course code: 6469) Pakistan Studies-II (Course code:6489) Pedagogy-Teaching of English (Course code: 6493) Pedagogy-Teaching of Pakistan Studies (Course code:6495)</p>	<p><u>Cluster 4</u> Islamic Studies-II (Course code:6474) Home Economics-II (Course code:6484) Pedagogy-Teaching of Islamic Studies (Course code:6497) Pedagogy-Teaching of Home Economics (Course code:6496)</p>

4th Semester

Compulsory Courses in Fourth Semester

S.#	Courses	Code	Cr. Hrs
1	Comparative Education	6466	03
2	Research Methods in Education (Professional)	8604	03
3	Educational Statistics (Professional)	8614	03
4	Teaching Practice-I (Professional)	8607	03
5	Academic content-Course III (Discipline I)		03
6	Academic content-Course III (Discipline II)		03

Total credit Hours=18

Optional Courses in Fourth Semester

Academic Content Courses in Semester-IV: For academic content courses, select one cluster on the basis of cluster chosen in second semester.

<p><u>Cluster 1</u> Islamic Studies- III (Course code: 6475) Urdu-III (Course code:6480)</p>	<p><u>Cluster 2</u> Urdu-III (Course code:6480) Home Economics-III (Course code:6485)</p>
<p><u>Cluster 3</u> English-III (Course code:6470) Pakistan Studies-III (Course code:6490)</p>	<p><u>Cluster 4</u> Islamic Studies-III (Course code: 6475) Home Economics-III (Course code:6485)</p>

5th Semester

Compulsory Courses in Fifth Semester

S.#	Courses	Code	Cr. Hrs
1.	Research Project (Content Embedded) Professional	8613	03
2.	Teaching Practice II (Professional)	8608	03
3.	Academic content- Course IV (Discipline I)		03
4.	Academic content- Course IV (Discipline II)		03
5.	Academic content- Course V (Discipline I)		03
6.	Academic content- Course V (Discipline II)		03

Total Credit Hours=18

Optional Courses in Fifth Semester

Academic Content Courses in Semester-V: For academic content courses, select one cluster on the basis of cluster chosen in second semester.

<p>Cluster 1 Islamic Studies-IV (Course code:6476) Urdu-IV (Course code:6481) Islamic Studies-V (Course code:6477) Urdu-V (Course code: 6482)</p>	<p>Cluster 2 Urdu-IV (Course code:6481) Home Economics-IV (Course code:6486) Urdu-V (Course code:6482) Home Economics-V (Course code:6487)</p>
<p>Cluster 3 English-IV (Course code:6471) Pakistan Studies-IV (Course code:6491) English-V (Course code:6472) Pakistan Studies-V (Course code:6492)</p>	<p>Cluster 4 Islamic Studies-IV (Course code:6476) Home Economics-IV (Course code:6486) Islamic Studies -V (Course code:6477) Home Economics-V (Course code: 6487)</p>

Note: (i) The clusters mentioned in semester-II are offered for B.Ed. (2.5 years). No other combination or cluster is available for B.Ed. (2.5 years). (ii) If a student is required to change a cluster, then he/she will pass five courses of one academic content area (for example, English or Urdu etc.) to successfully complete the requirements of the programme. (iii) Attending the workshop is compulsory to pass the course. (iv) The department may change the sequence of course (s) offering as per availability of course(s).

Fee Structure BEd (2.5 years)

Registration Fee: (At the time of 1 st admission)	Rs.200/-
Admission Fee: (At the time of 1 st admission)	Rs.700/-
Technology Fee + Courier Charges: (per semester)	Rs.135/-
Per 3 Credit Hours Fee: Rs.3090/- (Rs.3090×6) =	Rs.18540/-

First Semester Fee: Rs.19575/-

Teaching Practice I	Fee: Rs. 3295/-
Teaching Practice II	Fee: Rs. 3295/-
Research Project	Fee: Rs. 4120/-

For any academic assistance contact:

Ms. Mubeshera Tufail
Lecturer
ECE & ETED
Ph: 051-9057716, Email: mubeshera.tufail@aiou.edu.pk

BEd (2.5 YEARS) PROGRAMME

Specialization: Science Education

Duration:	2.5 Years (5 Semesters)
Total Credits:	90 credit hours
Maximum Load per Semester:	18 Credit Hours
Medium of Instruction:	English/Urdu
Delivery Mode:	Blended
Passing Marks (Assignment/Exam)	50%
Entry Qualification:	Having BSc Degree with at least 45% marks or equivalent

Introduction:

BEd(2.5 Years) programme with specialization in Science Education will not only provide a direction to general education but will also ensure that only those who intend to opt for Science Teaching as a profession will join the program. It will enable the Science Teachers to apply their knowledge and skills in real class situation more effectively. Teacher will be enabled to transform the provisions of policy and curriculum in the classroom. Teacher Students will be able to adopt innovative Science Teaching Methods and Science Assessment Models to get maximum outcomes from teaching and learning. The teachers trained through this program will be able to teach Science at different levels of schooling.

Following are the objectives of BEd 2.5 Years with Specialization in Science Education

After completing this programme, prospective teachers will be able to:

1. Describe the concepts, foundations and perspectives of Science Education
2. Present the pedagogical and content knowledge by using latest information communication system (ICT) in an effective manner.
3. Demonstrate science related attitudes in Science Education.
4. Apply Practical Skills (Science Process Skills) for science teaching.
5. Develop lesson plans and assessment tools for science teaching and learning.
- 6.

1st Semester

Bridging Semester

S.#	Courses	Code	Cr. Hrs
1	English III (Basics of Technical English)	6465	3
2	General Mathematics & Statistics	6401	3
3	Critical Thinking and Reflective Practices (Foundation)	8611	3
4	Basics of Information & Communication Technology	5403	3
5	Educational Leadership and Management	8605	3
6	Citizenship Education and Community Engagement	8606	3

Total Credit Hours=18

Note: All courses in first semester are compulsory.

2nd Semester

S.#	Courses	Code	Cr. Hrs	
1	Foundation of Science Education	6435	3	
2	Assessment in Science Education	6436	3	
3	Teaching Strategies in Science Education	6437	3	
4	Curriculum Development	6406	3	
5	Chemistry-I Biology-I	Select any one combination of two courses	6456 6451	3×2=6
6	Physics-I Mathematics-I	6441 6446		

Total Credit Hours=18

3rd Semester

S.#	Courses	Code	Cr. Hrs	
1	Chemistry-II Biology-II	Select any one combination of two courses	6457 6452	2×3=6
2	Physics-II Mathematics-II	6442 6447		
3	Laboratory Organization, Management and Safety Methods.	6438	3	
4	Teaching of Chemistry Teaching of Biology	Select any one combination of two courses	6460 6455	2×3=6
5	Teaching of Physics Teaching of Mathematics	6445 6450		
6	Teaching Practice -I(Professional)	6498	3	

Total Credit Hours=18

4th Semester

S.#	Courses	Code	Cr. Hrs	
1	Chemistry-III Biology-III	Select any one combination of two courses	6458 6453	2×3=6
2	Physics-III Mathematics-III	6443 6448		
3	Comparative Education	6466	3	
4	Research Methods in Education(professional)	8604	3	
5	Educational Statistics (Professional)	8614	3	
6	Research Project (Science Education) Professional	8675	3	

Total Credit Hours=18

5th Semester

S.#	Courses	Code	Cr. Hrs	
1	Chemistry-IV Biology-IV	Select any one combination of two courses	6459 6454	2×3=6
2	Physics-IV Mathematics-IV	6444 6449		
3	Teaching Practice -II(Professional)	6499	3	
4	Chemistry-V (practical) Biology-V (practical)	Select any one combination of two courses	8672 8673	2×3=6
5	Physics-V (practical) Mathematics-V	8671 8674		
6	Professionalism in Teaching	8612	3	

Total Credit Hours=18

Note:

There will be three days workshop for one course in every semester. The workshop for each course comprises three days. The workshop for Teaching Practice-II is of 07 days duration. The workshop is compulsory to pass the course.

Fee Structure (BEd2.5Years)

Registration Fee: (At the time of 1 st admission)	Rs.200/-
Admission Fee: (At the time of 1 st admission)	Rs.700/-
Technology Fee: (per semester)	Rs.100/-
Courier Charges: (per semester)	Rs.35/-
Per 3 Credit Hours Fee (Rs.3090/-)(Rs.3090×6)=Rs.18540/-	
	<u>First Semester Fee: Rs.19575/-</u>
Teaching Practice-I	Fee: Rs.3295/-
Teaching Practice-II	Fee: Rs.3295/-
Research Project	Fee: Rs.4120/-

For any Academic Assistance:

Mr. Arshad Mehmood Qamar
Lecturer
Science Education Department
Faculty of Education
Allama Iqbal Open University, H-8, Islamabad
Ph: 051-9057168

B.Ed (4 YEAR) PROGRAMME

Programme Code: 1009

Specialization:

Elementary Teacher Education (Aligned with ADE)

Duration:	4-Year (8-Semesters)
Semester Duration:	16-18 Weeks
Course Load per Semester:	18-Credit/Hours
Total Credit Hours:	144 (72+72 ADE) Credit Hours
Medium of Instruction:	English/Urdu
Delivery Mode:	Distance Learning
Passing Marks (Assignment/Exam)	50%
Entry Qualification:	Intermediate or Equivalence (45 % marks)

Introduction:

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

Following are the objectives of this programme:

1. To equip the prospective teachers with adequate knowledge of subject matter, contemporary pedagogy techniques, communication skills, critical thinking and dispositions to be an elementary school teacher.
2. To develop creative aptitude and research mindedness to the prospective teachers.
3. To improve the linguistic skills of the prospective teachers.
4. To strengthen the ideological perspectives of the students adequately and properly.

Prospective Students/Career:

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

Semester-Wise Breakup of Scheme of Studies

1st Semester

18 credit Hours

S.#	Courses	Code	Cr. Hrs
1	English Compulsory-1 (Core)	5404	03
2	Islamic Studies/Ethics	5436/5437	03
3	Pakistan Studies	5438	03
4	General Methods of Teaching	6400	03
5	Urdu	6416	03
6	Basic of Information and Communication Technology	5403	03

Total Credit Hours=18

2nd Semester

18 credit Hours

S.#	Courses	Code	Cr. Hrs
1	English Compulsory-II (Core)	5411	03
2	General Maths and Statistics	6401	03
3	Educational Psychology and Guidance	6402	03
4	Class room Management	6403	03
5	Teaching of Urdu	1659	03
6	Teaching of English	1655	03

Total Credit Hours=18

3rd Semester

18 Credit Hours

S.#	Courses	Code	Cr. Hrs
1	General Science	6404	03
2	Education in Pakistan	6405	03
3	Curriculum Development	6406	03
4	Classroom Assessment	6407	03
5	Teaching of Islamic Studies and Pakistan Studies	6408	03
6	Teaching of Mathematics	6409	03

4th Semester

18 Credit Hours

S.#	Courses	Code	Cr. Hrs
1	Arts Craft and Calligraphy	6410	03
2	Foundation of Education	6411	03
3	School Society and Teacher	6412	03
4	Introduction to Inclusive Education	6413	03
5	Teaching of General Science	6414	03
6	Short Term Teaching Practice	6415	03

5th Semester**18 credit Hours**

S.#	Courses	Code	Cr. Hrs
1	Basic of Technical English	6465	03
2	English-1	6468	03
3	Islamic Studies-1	6473	03
4	English-II	6469	03
5	Islamic Studies-II	6474	03
6	Comparative Education	6466	03

Total Credit Hours=18**6th Semester****18 credit Hours**

S.#	Courses	Code	Cr. Hrs
1	Perspective of Elementary Education	625	03
2	Educational Research and Statistics	6461	03
3	English-III	6470	03
4	Islamic Studies-III	6475	03
5	English-IV	6471	03
6	Islamic Studies-IV	6476	03

Total Credit Hours=18**7th Semester****18 credit Hours**

S.#	Courses	Code	Cr. Hrs
1	Pedagogy: Teaching of English	6493	03
2	Teaching of Islamic Studies	6497	03
3	Critical Thinking and Reflective Practices	6467	03
4	Child Development	1626	03
5	Teaching Strategies at Elementary level	623	03
6	Research Project	6464	03

Total Credit Hours=18**8th Semester****18 credit Hours**

S.#	Courses	Code	Cr. Hrs
1	Elementary School Management	622	03
2	Test Development and Evaluation	6462	03
3	Long Term Internship	6463	12

Total Credit Hours=18

Note: Courses will be offered as per availability. The existing course/s will be adopted/adapted as per requirement. The department may change the sequence of the course/s offering as per availability of course/s.

For any academic assistance:

Dr. Muhammad Sami Ullah

Assistant Professor

ECE & ETED

Ph: 051-9057851

Fee Structure BEd (4 years)Registration Fee: (At the time of 1st admission) Rs.200/-Admission Fee: (At the time of 1st admission) Rs.700/-

Technology Fee + Courier Charges: (per semester) Rs.135/-

Per 3 Credit Hours Fee: Rs.3090/- (Rs.3090×6) = Rs.18540/-

First Semester Fee: Rs.19575/-

**SCHEME OF STUDIES FOR B.ED (HONS) ELEMENTARY
ALIGNED WITH 3 YEARS ASSOCIATE DEGREE IN
EDUCATION**

Programme B.Ed (Hons) Elementary
Duration: 01 year (2 Semester)
Semester Duration: 16 Weeks
Course Load per Semester: 18-Credit/Hours
Total Credit Hours: 36
Medium of Instruction: English/Urdu
Delivery Mode: Open Distance Learning
Passing Marks
 (Assignment/Exam) 50%
Entry Qualification: **A.D.E (03 years) (2nd
 Division/45% marks)**

Internship: It consists of workshop, teaching practice and two final lessons.

- a. **Workshop:** Workshop is compulsory component of internship. Workshop will be conducted for two weeks. Attendance of students will be compulsory in the workshop. The workshop will focus on:
 - ✚ Development of Lesson plans
 - ✚ Development of A.V Aids/ No Cost-Low Cost A.V Aids
 - ✚ Development of Assessment Tools
 - ✚ Presentation of lessons.
- b. **Teaching Practice:** It consists of 04 weeks teaching practice in elementary school (2 hours/day). This is mandatory for each prospective teacher. The student will submit a certificate of practice teaching dully signed by the concerned school principal/Head. The graduate will also submit 40 lesson plans taught during practicum.
- c. **Final Lessons:** Two final lessons at the end.

Distribution of Marks

Of Short Term Internship:

Attendance	10
Draft lesson plans	10
Development of Assessment Tool	10
40 lesson plans & Teaching	30
Two final lesson	40

Break up of Marks of Attendance:	
95: Above	10
90-94%	09
85-89%	08
80-84%	07
Below 80% Attendance Does not Qualify	

Semester Wise Breakup of Scheme of Studies

Semester VII

S.No.	Course	Credit Hour
1.	M-1 C-4	03
2.	Pedagogy I	03
3.	M-2, C-4	03
4.	Pedagogy II	03
5.	Research Project	03
6.	Elementary School Management	03

Semester VIII

S.No.	Course	Credit Hour
1.	Critical Thinking & Reflective Practices	03
2.	Test Development & Evaluation	03
3.	Perspective of Elementary Education	03
4.	Comparative Education	03
5.	Foundations of Education	03
6.	Short Term Internship	03

Note: These courses will be offered as per availability. The existing course/s will be adopted/adapted as per requirement. The department may change the sequence of the course/s offering as per availability of course/s. The student must pass all components of the internship. The student will take fresh admission in the internship if s/he fails in any component of the internship. The pass percentage in each course is 50.

B.Ed (4 YEARS) PROGRAMME

- Specialization:**
1. Secondary Teacher Education
 2. Science Education

Duration: 4 Years (8 –Semesters)

Semester Duration: 16-18 weeks

Course Load per Semester: 18 credit Hours

Total Credit Hours: 144 Credit Hours,
(72 credit hours ADE)

Medium of instruction: English /Urdu

Delivery Mode: ODL

Pass Marks (Assignment /Exams): 50 %

Introduction

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

Following are the objectives of this programme:

1. To equip the prospective teachers with adequate knowledge of subject matter, contemporary pedagogy techniques, communication skills, critical thinking and dispositions to be an elementary school teacher.
2. To develop creative aptitude and research mindedness to the prospective teachers.
3. To improve the linguistic skills of the prospective teachers.
4. To strengthen the ideological perspectives of the students adequately and properly.

Prospective Students/Career:

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

Eligibility Criteria:

For Secondary Teacher Education:

- Intermediate/A levels or equivalent withat least 45% marks or minimum 2nd Division.
- Candidates with ADE degree can join in the fifth semester of BEd 4 Years(2ADE + 2) programme.

1st Semester 18 Credit Hours

Sr. No.	Code	Course	Cr. Hrs
1	5404	English Compulsory-I	3
2	5436/	Islamic Studies OR	3
3	5437	Ethics (for Non-Muslims student only)	3
4	5438	Pakistan Studies	3
5	6400	General Methods of Teaching	3
6	6416	Urdu	3
7	5403	Basics of Information & Communication Technology	3

2nd Semester 18 Credit Hours

Sr. No.	Code	Course	Cr. Hrs
1	5411	English Compulsory-II	3
2	6401	General Math and Statistics	3
3	6402	Educational Psychology and Guidance	3
4	6403	Classroom Management	3
5	1659	Teaching of Urdu	3
6	1655	Teaching of English	3

3rd Semester 18 Credit Hours

Sr. No.	Code	Course	Cr. Hrs
1	6404	General Science	3
2	6405	Education in Pakistan	3
3	6406	Curriculum Development	3
4	6407	Classroom Assessment	3
5	6408	Teaching of Islamic Studies & Pakistan Studies	3
6	6409	Teaching of Mathematic	3

4th Semester 18 Credit Hours

Sr. No.	Code	Course	Cr. Hrs
1	6410	Arts Craft & Calligraphy	3
2	6411	Foundation in Education	3
3	6412	School Society and Teacher	3
4	6413	Introduction to Inclusive Education	3
5	6414	Teaching of General Science	3
6	6415	Short Term Teaching Practice	3

Note:

First four semesters are common for Science Education specialization and Secondary Teacher Education specialization. In fifth semester specialized courses are offered. Student should select their courses carefully.

(Secondary Teacher Education)

5th Semester 18 Credit Hours

Sr. No.	Code	Course	Cr. Hrs
1	6465	English III (Basics of Technical English)	3
2		MIC1	3
3		M2C1	3
4		MIC2	3
5		M2C2	3
6	6466	Comparative Education	3

KEY: M1C1 = Major 1 Content 1, M2C1 = Major 2 Content 1
These are content courses of two major areas of science or arts.

(Secondary Teacher Education)

6th Semester **18 Credit Hours**

Sr. No.	Code	Course	Cr. Hrs
1	8653	Adolescent Psychology	3
2	6461	Educational Research & Statistics	3
3		M1C3	3
4		M2C3	3
5		M1C4	3
6		M2C4	3

KEY: M1C3=Major 1 Content 3, M2C3 =Major 2 Content 3
M1C4=Major 1 Content 4, M2C4 =Major 2 Content 4
These are content courses from two major area of either science or arts

(Secondary Teacher Education)

7th Semester **18 Credit Hours**

Sr. No.	Code	Course	Cr. Hrs
1		Pedagogy I (Related to major 1 from the given list)	3
2		Pedagogy II (Related to major 1 from the given list)	3
3	8655	Curriculum and Instructions	3
4	6467	Educational Management and Leadership	3
5	8654	Teaching and Learning Strategies	3
6	8657	Research Project	3

(Secondary Teacher Education)

8th Semester **18 Credit Hours**

Sr. No.	Code	Course	Cr. Hrs
1	8656	Future Challenges in Education	3
2	6462	Test Development and Evaluation	3
3	8658	Long Term Internship/ Teaching Practice	12

Note:

- The candidates of 5th semester may select any two majors from the clusters given below. First selected cluster will be considered M1 and second will be M2.
- The candidates of 6th semester will select C3 and C4 of the two majors already selected in 5th semester.
- The pedagogy courses of the same two majors selected in semester 5 will be taken in semester 7 as Pedagogy I and Pedagogy II.

Clusters 1

Major (M)		
Islamic Studies		
C1: Code 8667	Islamiat - I	To be taken in semester 5
C2: Code 8669	Serat-e-Tayyaba - I	
C3: Code 8668	Islamiat – II	To be taken in semester 6
C4: Code 8670	Serat-e-Tayyaba - II	
Pedagogy 6497	Teaching of Islamic Studies	To be taken in Semester 7

Clusters 2 Major (M)

Pak Studies		
C1: Code 8663	Geography of Pakistan - I	To be taken in semester 5
C2: Code 8664	Geography of Pakistan - II	
C3: Code 8665	Ideological Foundations of Pakistan	To be taken in semester 6
C4: Code 8666	Foreign Policy of Pakistan– I	
Pedagogy 8340	Teaching of Pakistan Studies	To be taken in Semester 7

Cluster 3

Major (M)

Urdu		
C1: Code 8659	Urdu – I	To be taken in semester 5
C2: Code 8660	Pakistani Adab – I	
C3: Code 8661	Tareekh-e-Adabe Urdu – I	To be taken in semester 6
C4: Code 8662	Tareekh-e-Adabe Urdu – II	
Pedagogy 8639	Tadreesat-e-Urdu	To be taken in Semester 7

B.Ed 4 Years Secondary Teacher Education align with ADE 5thSemester 18-Credit hours

Code	Course	Credit hours
6465	Basics of Technical English	3
	M1C1	3
	M2C1	3
	M1C2	
	M2C2	

6466 Comparative Education 3

KEY: M1C1 = Major 1 Content 1 M2C1= Major 2 Content 1
These are content courses of two major areas of Science or arts.

6th Semester 18-Credit hours

Code	Course	Credit hours
8653	Adolescent Psychology	3
6461	Education Research & Statistics	3
	M1C3	3
	M2C3	
	M1C4	
	M2C4	

KEY: M1C3=Major 1 Content 3, M2C3= Major 2 Content 3,
M1C4= Major 1 Content 4, M2C4=Major 2 Content 4

(These are content courses from two major areas of either science or arts).

7th Semester 18-Credit hours

Code	Course	Credit hours
	Pedagogy 1(Related to major 1 from the given list)	3
	Pedagogy II (Related to major 2 from the given list)	3
8655	Curriculum and Instructions	3
6467	Educational Management and Leadership	3
8654	Teaching and Learning Strategies	3
8657	Research project	3

8th Semester

18-Credit hours

Code	Course	Credit hours
8656	Future Challenges in Education (Faculty Foundation Course)	3
6462	Test Development and Evaluation	3
8658	Long Term Internship/Teaching Practice	12

Note:

- The candidates of 5th semester may select any two majors from the clusters given below. First selected cluster will be considered M1 and second will be M2.
- The candidates of 6th semester will select C3 and C4 of the two majors already selected in 5th Semester.
- The pedagogy courses of the same two majors selected in semester 5 will be taken in semester 7 as Pedagogy I and Pedagogy II.

Cluster 1**Major (M)**

Islamic Studies		
C1:Code 8667	Islamiat -I	To be taken in Semester 5
C2: Code 8669	Serat e Tayyaba-I	
C3: Code 8668	Islamiat-II	To be taken in Semester 6
C4: Code 8670	Serat e Tayyab-II	
Pedagogy 6497	Pedagogy Teaching of Islamic Studies	To be taken in Semester 7

Cluster 2**Major (M)**

Pakistan Studies		
C1:Code 8663	Geography of Pakistan-I	To be taken in Semester 5
C2: Code 8664	Geography of Pakistan-II	
C3: Code 8665	Ideological Foundations of Pakistan	To be taken in Semester 6
C4: Code 8666	Foreign Policy of Pakistan-I	
Pedagogy 8640	Teaching of Pakistan Studies	To be taken in Semester 7

Cluster 3**Major (M)**

Urdu		
C1:Code 8659	Urdu I	To be taken in Semester 5
C2: Code 8660	Pakistani Adab I	
C3: Code 8661	Tareekh e Adab e Urdu I	To be taken in Semester 6
C4: Code 8662	Tareekh e Adab Urdu II	
Pedagogy 8639	Tadreesat-e-Urdu	To be taken in Semester 7

For Science Education:

- FSc/ICS/A levels with at least 45% marks or minimum 2nd Division
- (Applicants with A levels will submit equivalence certificate)
- Candidates with ADE degree can join in the fifth semester of BEd 4 years (2 ADE + 2) programme.

(Science Education)

5th Semester 18 credit Hours

Code	Course		Cr. Hrs
6465	English III		3
6466	Comparative Education		3
6441	Physics-I	Cluster-A (M-1)	Select any one cluster/ two courses
6446	Mathematics-I		
6451	Biology-I	Cluster-B (M-1)	
6456	Chemistry-I		
6442	Physics-II	Cluster-A (M-2)	Select any one cluster/ two courses
6447	Mathematics-II		
6452	Biology-II	Cluster-B (M-2)	
6457	Chemistry-II		

(Science Education)

6th Semester 18 credit Hours

Code	Course		Cr. Hrs
6461	Educational Research & Statistics		3
6435	Foundation of Science Education		3
6443	Physics-III	Cluster-A (M-3)	Select any one cluster/ two courses
6448	Mathematics-III		
6453	Biology-III	Cluster-B (M-3)	
6458	Chemistry-III		
6444	Physics-IV	Cluster-A (M-4)	Select any one cluster/ two courses
6449	Mathematics-IV		
6454	Biology-IV	Cluster-B (M-4)	
6459	Chemistry-IV		

(Science Education)

7th Semester 18 credit Hours

Code	Course		Cr. Hrs
6445	Teaching of Physics	Cluster A	Select any one cluster/2 courses according to already opted.
6450	Teaching of Math		
6455	Teaching of Biology	Cluster B	
6460	Teaching of Chemistry		
6437	Teaching Strategies in Science Education		3
6438	Laboratory Organization, Management and Safety Methods		3
6436	Assessment in Science Education		3
8681	Research Project (Science Education) Professional		3

(Science Education)

8th Semester 18 credit Hours

Code	Course		Cr. Hrs
6439	Use of ICT in Science Education		3
8656	Future Challenges in Education		3
8682	Long Term Internship / Teaching Practice		6
Cluster-A			
8671	Physics-V		3
8674	Mathematics-V		3
Cluster-B			
8673	Biology-V		3
8672	Chemistry-V		3

NOTE: Select any one Cluster of any two Course.

Fee Structure: (BEd 4 years)

Registration Fee:	200/- (At the time of 1 st admission)
Admission Fee:	700/- (At the time of 1 st admission)
Technology Fee:	100/- (per semester)
Library Charges:	35/- (per semester)
Course Fee:	3090/- (Per 3 credit hours course) 3090×6=Rs. 18540/-
Total Fee Semester-I	19575/-

For any Academic Assistance:

1. Secondary Teacher Education
Dr. Sidra Rizwan
Lecturer,
STED
Ph: 051-9057699
2. Science Education
Mr. Arshad Mehmood Qamar
Lecturer,
Science Education Department
Ph: 051-9057168

Department/Contacts for Information:**Early Childhood Education &****Elementary Teacher Education**

Prof. Dr. Fazal-ul-Rahman

Chairman

Ph: 051-9250167

PA to Chairman: Ph: 051-9057718

Secondary Teacher Education

Dr. Naveed Sultana

Chairperson

Ph: 051-9057705

Email: naveed.sultana@aiou.edu.pk

Science Education

Prof. Dr. Nasir Mahmood

Chairman

Ph: 051-9057719

051-9057854

Special Education

Dr. Tanzila Nabil

Chairperson

Ph: 051-9057853

Email: spedu@aiou.edu.pk

Distance, Non-Formal & Continuing Education (DNFCE)

Dr. Muhammad Ajmal

Chairman

Ph: 051-9057707

Email: drajmal@aiou.edu.pk

Educational Planning Policy Studies and Leadership

Dr. Afshan Huma

Incharge

Ph: 051-9057714

GENERAL INFORMATION

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. 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.
- iii. 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.
- iv. The address of a student will not be changed during the semester.
- v. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme.
- vi. 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.
- vii. Study material shall be mailed to the students at their given addresses.
- viii. 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.
- ix. 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.
- x. 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.
- xi. It is the responsibility of the student to remain in touch with the department regarding the selected programme.
- xii. A student already admitted to a programme or a specialization of a programme shall not be allowed to transfer or to get admission to another programme unless he/she formally postpones it till the completion of the new programme or withdraws from the previous programme.
- xiii. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.
- xiv. The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.
- xv. The student must inform the Admission Department in writing 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.
- xvi. 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.

- xvii. 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.
- xviii. Admission form received without prescribed fee less fee or fee deposited after due date will not be considered.
- xix. 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.
- xx. 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.

PROCEDURE FOR DEPOSITING FEE

Eligible candidates for (OPEN MERIT PROGRAMMES) are required to deposit fee in any branch of the following banks:

1. Allied Bank Limited (ABL)
2. First Women Bank (FWBL)
3. Muslim Commercial Bank (MCB)
4. United Bank Limited (UBL)

Admission Form (original) to be sent to Directorate of Admissions and Mailing through Post Office or any other courier service.

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

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

REGIONAL OFFICE ADDRESSES
FEDERAL AREA, ISLAMABAD

1.	<p>Regional Director, Regional Campus, Allama Iqbal Open University, Block No.27, (Services Block) SectorH-8,ISLAMABAD. Ph: (051)9250171(051)9057608) Email: reg_isb@aiou.edu.pk</p>
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PUNJAB

2.	<p>Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Street No.5, Major TahirSadiq Road, Dar-ul-Salam Colony, ATTOCK. Ph: (057)2610610,9316418 E.mail: rd_attock@aiou.edu.pk</p>	3.	<p>Regional Director, Regional Campus, Allama Iqbal Open University, Chak No. 12-A/BC, Near Airport HasilpurBy Pass Road, BAHAWALPUR. Ph: 0304-9983138-9 E.mail: rd_bahawalpur@aiou.edu.pk</p>	4.	<p>Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Opposite Allied Park, Near Food Godam Railway, By Pass Road, CHAKWAL.Ph: (0543)553566 E. mail: rd_chakwal@aiou.edu.pk</p>
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ALLAMA IQBAL OPEN UNIVERSITY

(DEPARTMENT OF EXAMINATIONS)

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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/-
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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/-
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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/-
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8.	Ph.D	Rs.800/-		

*Applicable with effect from 1st January 2020.

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