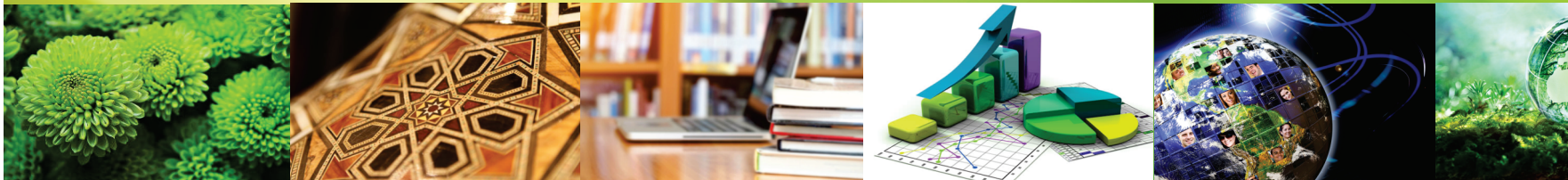


Admission Autumn 2020 **AIOU**

BS/BBA Programs **(Open & Distance Learning)**

- BS Library & Information Sciences
- BS Mass Communication
- BBA (4 Year)



Allama Iqbal Open University, Islamabad

www.aiou.edu.pk

Help Line: (051) 111-112-468

PROSPECTUS
OF
BS 4 Years Programmes

Library and Information Sciences

Mass Communication

Bachelor in Business Administration

For

SEMESTER: AUTUMN, 2020



Allama Iqbal Open University, Islamabad

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CONTENTS

| | Page |
|--------------------------------------------------------------|-------------|
| ADMISSION SCHEDULE | iv |
| VICE-CHANCELLOR MESSAGE | v |
| ALLAMA IQBAL OPEN UNIVERSITY | 1 |
| ONLINE ADMISSION PROCEDURE & PROGRAMME CODE | 2 |
| FACULTY OF SOCIAL SCIENCES AND HUMANITIES | 3 |
| Department of Library and Information Sciences | 3 |
| BS (Library & Information Sciences) Programme | 4 |
| Department of Mass Communication | 8 |
| BS Mass Communication | 8 |
| Department of Business Administration | 13 |
| Bachelor of Business Administration (BBA 4 years) | 13 |
| GENERAL INFORMATION | 18 |
| Procedure for Depositing Fee | 19 |
| Regulations for Refund of Admission Fee | 20 |
| Important Telephone Numbers | 20 |

ADMISSION SCHEDULE

All applicants are advised to write their mobile numbers in admission forms. All intimations will be sent through SMS and website www.aiou.edu.pk. For further information please contact the department concerned.

Open Merit Based Programmes:

1. BS Library and Information Sciences
2. BS Mass Communication
3. Bachelor in Business Administration

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.

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 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), 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.

ONLINE ADMISSION PROCEDURE

1. Visit <https://online.aiou.edu.pk>
2. Click on Admission Form for Fresh Students (BS Program).
3. Then click on "Admission Form For Fresh Students" button
4. Fill the form, print the form and challan form
5. Attach attested copies of the required documents according to given details in prospectus in relevant programme section.
6. Submit the fee in any branch of **ABL** or **MCB** along with printed, signed form and all required documents

Note:

Bank will take the form and part of bank challan and return only "Student copy" from bank challan.

IMPORTANT NOTE:

Applying online will give you advantage of fast admission process and fee verification.

PROGRAMME CODE DETAILS

| Name of Programme | Programmed Code |
|-----------------------|-----------------|
| BS LIS | 0436 |
| BS Mass Communication | 0467 |
| BBA (4 years) | 0435 |

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 LIBRARY AND INFORMATION SCIENCES

Introduction

Postgraduate library education in Pakistan started in 1956 by the University of Karachi. In the mid-eighties there were six library science departments all over the country. But they were not producing the required number of trained professional graduates as per demand. Moreover, the rate of technological change created by television, computer and other mass media was so stunning that many librarians had been unable to assess clearly its far-reaching effects on the sphere of their services and operation. Thus keeping in view the demand of professional staff and mission of AIOU, the Department of Library and Information Sciences was established in 1985 within the Faculty of Social Sciences and Humanities to cope with this shortage and change. It contributes to meeting the

professional requirements of the existing libraries and training skilled manpower scattered all over the country in accordance with the emerging need and trend.

BS (Library and Information Sciences) Program **Programme Code: 0438**

Objectives

This is a new 4-year program. This scheme of study focuses to give students an understanding of the general subjects and theories, principles and methodologies that form the foundation of LIS. This program intends to enhance student's abilities in planning and controlling library functions. The new scheme of study will produce highly skilled professional human resource to serve the libraries, resource centers, documentation centers, archives, museums, information centers, and LIS schools. This gives students a proficiency in the skills of management, research, ICT, advocacy, problem-solving, and decision making relevant to information work in a rapidly changing environment along with integrity and social responsibility.

Eligibility Criteria and Procedure of Admission

An applicant having intermediate/higher secondary school pass certificate or equivalent in second division (at least 45% marks) with any subject(s) from any recognized institution is eligible for admission. There is no merit and age determination. All students who fulfill above criteria will be given admission.

Interested candidates are advised to follow the admission procedure as laid down by the AIOU. For this purpose, visit

AIOU website <<https://aiou.edu.pk>> or contact your Regional Office concerned or the LIS Department in this regard.

Pre-requisites from BS (LIS) Students

A BS (LIS) student must have a computer with internet connection to successfully complete this program. The University will provide helping books (for some courses only) or study guides (for some courses only) or links to online resources (for some courses only) to students. Most updates are available at AIOU website <<https://aiou.edu.pk>> such as matters relating to admission, exam and result, tutorials, workshops, assignments, and so on. A student should willingly be hard-working enough to get information and knowledge. Consult your AIOU-appointed tutors for technical and conceptual guidance. Take full benefit from your tutorial classes and workshops. We are also providing guidance to students via our website <<http://lis.aiou.edu.pk/>> and our Facebook page <LIS@AIOU official>; hence join our Facebook page as well.

Scheme of Studies (BS-LIS)

Duration

The Duration of BS (LIS) program is eight semesters, i.e. four years. However, AIOU reserves the right to make any change(s) anytime in this program partly or wholly without prior notice.

Courses

A student will have to complete 42 courses comprising 129 credit hours. All courses are of 100 marks each except Research Project (Code 9227) which comprises 200 marks. The semester-wise break-up of these courses is as under.

1st Semester

| Sr# | Code | Course | CrHrs |
|-----|------|----------------------------------------------------|-------|
| 1 | 9407 | English-I | 3 |
| 2 | 9374 | Pakistan Studies | 3 |
| 3 | 5403 | Basics of Information and Communication Technology | 3 |
| 4 | 8413 | Introduction to Logic | 3 |
| 5 | 9201 | Soft Skills (Personality Development) | 3 |

2nd Semester

| Sr# | Code | Course | CrHrs |
|-----|--------------------|-------------------------------------------------------------|-------|
| 1 | 9408 | English-II | 3 |
| 2 | 9401 OR 5437 | Islamiyat (اسلاميات) OR Ethics (اخلاقيات) (for non-Muslims) | 3 |
| 3 | 9266 | Language Skills and Communicative Abilities | 3 |
| 4 | 8411 | Introduction to Psychology | 3 |
| 5 | 9202 | Introduction to Library and Information Professions | 3 |

3rd Semester

| Sr# | Code | Course | CrHrs |
|-----|------|----------------------------------------------|-------|
| 1 | 9409 | English-III | 3 |
| 2 | 4431 | Pre-Calculus | 3 |
| 3 | 6404 | General Science | 3 |
| 4 | 9410 | Introduction to Sociology, Culture & Society | 3 |
| 5 | 8432 | Economy of Pakistan | 3 |
| 6 | 9204 | Information Literacy | 3 |

4th Semester

| Sr# | Code | Course | CrHrs |
|-----|------|-----------------------------------------------|-------|
| 1 | 9416 | English-IV | 3 |
| 2 | 4485 | Introduction to Statistics | 3 |
| 3 | 9205 | Planning Library Building, Space and Services | 3 |
| 4 | 9206 | Collection Development and Management | 3 |
| 5 | 9208 | Classification and Subject Headings | 3 |
| 6 | 9209 | Cataloguing and RDA | 3 |

5th Semester

| Sr# | Code | Course | CrHrs |
|-----|------|-----------------------------------|-------|
| 1 | 9203 | Information Architecture | 3 |
| 2 | 9207 | Information Science in Transition | 3 |

| | | | |
|---|------|---------------------------------------|---|
| 3 | 9210 | Integrated Library Automation Systems | 3 |
| 4 | 9211 | Library Public Services | 3 |
| 5 | 9212 | Library and Web Technology | 3 |
| 6 | 9213 | Library and Database Technology | 3 |

6th Semester

| Sr# | Code | Course | CrHrs |
|-----|------|-----------------------------------------------------|-------|
| 1 | 9214 | Modern Information Retrieval Systems | 3 |
| 2 | 9215 | Communication Skills for Information Professionals | 3 |
| 3 | 9216 | Developing Digital Library | 3 |
| 4 | 9217 | Emerging Trends in Library and Information Services | 3 |
| 5 | 9218 | Management Basics for Information Professionals | 3 |
| 6 | 9219 | Library Analytics and Big Data | 3 |

7th Semester

| Sr# | Code | Course | CrHrs |
|-----|------|-----------------------------------------------|-------|
| 1 | 9220 | Library Security and Safety | 3 |
| 2 | 9221 | Marketing of Library and Information Services | 3 |
| 3 | 9222 | Archives, Records, and Information Management | 3 |
| 4 | 9223 | Knowledge Management | 3 |

| | | | |
|---|------|------------------------------------------------------|---|
| 5 | 9224 | Auditing Information Systems | 3 |
| 6 | 9225 | Development of Library and Information Professionals | 3 |

8th Semester

| Sr# | Code | Course | CrHrs |
|-----|------|-----------------------------------------------------------|-------|
| 1 | 9226 | Research Methodology in Library and Information Sciences | 3 |
| 2 | 9227 | Research Project/Project (OR two courses in lieu thereof) | 6 |

Mode of Study

This BS (4-year) in LIS will be offered in ODL mode. There are tutorial meetings and compulsory workshop as per AIOU Policy. Visit AIOU website or contact your Region concerned or LIS Department for further information in this regard.

Medium of Study

English language only will be the medium of study for any of the components of this program. However, Urdu and/or English language can be opted for a course on Islamiyat OR Ethics only.

Assessment/Evaluation Criteria

Multiple criteria have been adopted to assess students' work for all courses, except Research Project/Project, as under.

- Written examination to be assessed by the Examination Department, AIOU at the end of each semester = 70% marks (pass marks 50%).

- b) Two assignments and/or equivalent to be assessed by the relevant tutor/resource person = 30% marks (pass marks 50% collectively). students' work may also be checked with Turnitin for plagiarism.

All the matters relating to Research Project/Project will be dealt with as per AIOU rules. However, the pass marks for Research Project/Project is 50% both in evaluation of Project report and viva voce examination separately.

Fee Tariff

| Item | Fee |
|---------------------------------------------------------------------|---------------|
| Registration Fee (once, if not already registered with AIOU) | 500 |
| Admission Fee: | 500 |
| Technology Fee (per semester): | 200 |
| Tuition fee per 3 Credit Hours course = Rs.2,000 × 5 courses | 10,000 |
| Total fee for 1st Semester Rs. | 11,200 |

Fee for subsequent semesters will be informed at the time of their admission.

Note: The AIOU reserves the right to make any change(s) anytime in this program partly or wholly without prior notice.

Faculty Members

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DEPARTMENT OF MASS COMMUNICATION

Introduction

The Department of Mass Communication Allama Iqbal Open University was established in 1986 for the educational needs of students at various levels ranging from Bachelors 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. Admission to Masters in Arts (MA) Programme was announced in 1997 for the first time. Later on, it was re-titled as M.Sc Mass Communication in 2001. Keeping in view the fast growing trend of students studying Mass Communication phenomenon, the Department launched advanced studies of M.Phil in Mass Communication in 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 also offered PhD Programme in Mass Communication for the first time in Autumn 2005, then in Autumn 2010 and on regular yearly basis from Autumn 2014. 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 also offered MSc in Television Production program in 2015, 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). Now, the Department is launching its 4 Year BS Program in semester Autumn 2019. This programme is primarily focused on social science prong.

BS MASS COMMUNICATION (PROGRAMME CODE: 0467)

The BS Mass Communication Programme consists of 129 credit hour courses to be completed in a minimum period of four years. The programme provides a broad overview of mass communication theories and methods. Students are required to attend fortnightly tutorials, participate in workshops, and to do internship in an accredited media organization.

Objectives

The BS 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.

Eligibility Criteria and Procedure of Admission

An applicant having intermediate/higher secondary school pass certificate or equivalent in second division (at least 45% marks) with any subject(s) from any recognized institution is eligible for admission.

Note 2: All the eligible candidates from across Pakistan will be given admission provided they have fulfilled the required formalities. However, the tutorial classes and workshops will only be held in big cities of Pakistan.

Scheme of Studies for 4-Year BS Mass Communication

Duration

The Duration of BS Mass Communication program is eight semesters, i.e. four years. However, AIOU reserves right to make any change(s) anytime in this program partially or wholly without prior notice.

Courses

A student will have to complete courses comprising 129 credit hours. All courses are of 100 marks each except Research Thesis (Code 9283) which comprises 200 marks. The semester-wise break-up of these courses is as under.

1st SEMESTER

| Sr# | Code | Course | CrHrs |
|------------|-------------|--------------------------------------------------------|--------------|
| 1 | 9374 | Pakistan Studies | 3 |
| 2 | 9407 | English-I | 3 |
| 3 | 9251 | Reporting | 3 |
| 4 | 9252 | Concepts of Mass Communication | 3 |
| 5 | 9401/5437 | Islamic Studies/Ethics (for Non Muslims Students only) | 3 |

2nd SEMESTER

| Sr# | Code | Course | CrHrs |
|------------|-------------|----------------------------------------------|--------------|
| 1 | 9253 | Principles of Journalism – I | 3 |
| 2 | 9254 | Principles of Journalism – II | 3 |
| 3 | 9408 | English-II | 3 |
| 4 | 5403 | Basics of ICT | 3 |
| 5 | 9410 | Introduction to Sociology: Culture & Society | 3 |

3rd SEMESTER

| Sr# | Code | Course Title | CrHrs |
|------------|-------------|----------------------------------|--------------|
| 1 | 9255 | Magazine Journalism | 3 |
| 2 | 9256 | Principle of TV Broadcasting | 3 |
| 3 | 9257 | Introduction to Advertising | 3 |
| 4 | 9258 | Principles of Radio Broadcasting | 3 |
| 5 | 9409 | English-III | 3 |

4th SEMESTER

| Sr# | Code | Course Title | CrHrs |
|-----|------|----------------------------------|-------|
| 1 | 9259 | Introduction to Public Relations | 3 |
| 2 | 9260 | Book Editing & Production | 3 |
| 3 | 5435 | Advertising and Sales Promotion | 3 |
| 4 | 9417 | Under Standing Math & Stats | 3 |

5th SEMESTER

| Sr# | Code | Course Title | CrHrs |
|-----|------|---------------------------------------------------|-------|
| 1 | 9261 | Print Media (Part – 1) | 3 |
| 2 | 9262 | Print Media (Part – 2) | 3 |
| 3 | 9263 | Public Relations | 3 |
| 4 | 9264 | National & International Current Affairs (Part-1) | 3 |
| 5 | 9265 | National & International Current Affairs (Part-2) | 3 |
| 6 | 9266 | Language Skills & Communicative Abilities | 3 |

6th SEMESTER

| Sr# | Code | Course Title | CrHrs |
|-----|------|--------------------------------------------------|-------|
| 1 | 9267 | Electronic Media (Part-1) | 3 |
| 2 | 9268 | Electronic Media (Part-2) | 3 |
| 3 | 9269 | Advertising | 3 |
| 4 | 9270 | Process & Effects of Mass Communication (Part-1) | 3 |

| | | | |
|---|------|--------------------------------------------------|---|
| 5 | 9271 | Process & Effects of Mass Communication (Part-2) | 3 |
| 6 | 9272 | Development Support Communications | 3 |

7th SEMESTER

| Sr# | Code | Course Title | CrHrs |
|-----|------|---------------------------------------------------------|-------|
| 1 | 9273 | Advance Theories & Strategies of Communication (Part-1) | 3 |
| 2 | 9274 | Advance Theories & Strategies of Communication (Part-2) | 3 |
| 3 | 9275 | Basic Concepts in Social Sciences (Part-1) | 3 |
| 4 | 9276 | Basic Concepts in Social Sciences (Part-2) | 3 |
| 5 | 9277 | Research Methods in Mass Communication (Part-1) | 3 |
| 6 | 9278 | Research Methods in Mass Communication (Part-2) | 3 |

8th SEMESTER

| Sr# | Code | Course Title | CrHrs |
|-----|-----------|------------------------------|------------|
| 1 | 9279 | Social Psychology (Part-1) | 3 |
| 2 | 9280 | Social Psychology (Part-2) | 3 |
| 3 | 9281 | Media Ethics & Laws (Part-1) | 3 |
| 4 | 9282 | Media Ethics & Laws (Part-2) | 3 |
| 5 | 9283 | Thesis (Mandatory) | 6 |
| 6 | Mandatory | Internship | Non credit |

Internship: There will be a two month mandatory internship. The internship will be done in accredited and professionally relevant media organizations; e.g. mass media organizations, advertising agencies, PR firms, news agencies etc., which is a prerequisite for the award of the BS degree. After fifth and sixth semester's courses, students will be eligible for internship. At the end of their internship, students will be required to submit an internship certificate alongwith 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 internship report will be evaluated by the Department and upon satisfaction, an internship certificate will be sent to the Controller of examinations.

Thesis: In 8th semester, students will be eligible to register for the thesis which carries 6 credit hours. The students will be required to perform research work of six credit hours under the supervision of an advisor. There will be an intensive workshop for discussion of research proposal of the students in the beginning of 8th semester. After evaluation of the thesis by the external expert, the students will appear before a viva voce committee to defend his/her thesis.

Mode of Study

This BS (4-year) in Mass Communication will be offered in blended/ODL mode. There will be Face-to-face tutorial classes for each 3-credit hour course in every semester with

non-compulsory attendance and workshop (03 days for each 3-credit hour course of 5th, 6th, 7th, and 8th semester with at least 70% compulsory attendance).

Face-to-face tutorial classes and workshops will only be held in big cities of Pakistan. Matters related to Research Thesis, Code 9283, (e.g. compulsory workshop, synopsis and thesis writing) will be dealt with separately in accordance with AIOU rules.

Assessment/Evaluation Criteria

Multiple criteria have been adopted to assess students' work for all courses, except Research Thesis, as under.

- a) Written examination to be assessed by the Examination Department, AIOU at the end of each semester = 70% marks (pass marks 50%).
- b) Two assignments and/or equivalent to be assessed by the relevant tutor/resource person = 30% marks (pass marks 50% collectively). Students' work may also be checked with Turnitin for plagiarism.
- c) All the matters relating to Research Thesis will be dealt with as per AIOU rules. However, the pass marks for Research Thesis is 50% both in evaluation of research report and viva voce examination separately.

Entry & Exit Points: As per HEC/AIOU Rules and Policy.

Note: The University does not provide accommodation to BS students because of limited seats available in the hostel. Therefore, students from other cities will have to arrange their residence at their own.

Fee Tariff for BS Program

| Item | Fee |
|-------------------------------------------------------------------------|---------------|
| Registration Fee (once, if not already registered with AIOU) | 500 |
| Admission Fee: | 500 |
| Technology Fee (per semester): | 200 |
| Tuition fee per 3 Credit Hours course = Rs.2,000 × 5 = 10,000 | 10,000 |
| Total Rs. | 11,200 |

Note: The University has right to change fee tariff with the approval of its statutory bodies. Fee for subsequent semesters will be informed at the time of their admission. The AIOU reserves the right to make any change(s) any time in this program partially or wholly without prior notice.

Faculty Members

1. Dr. Saqib Riaz
PhD (Pak), Post Doctorate (USA)
Chairman
Ph: 051-9250076
2. Dr. Bakht Rawan
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DEPARTMENT OF BUSINESS ADMINISTRATION

The Department of Business Administration was established in 1986 with the objective to impart managerial education and skills in the discipline of Business Administration. Since its inception, the Department has made tremendous progress towards achieving its ultimate goal of becoming a center of excellence in the discipline of Business Management. The Department has assembled outstanding teaching faculty and developed extensive teaching material for the improvement of education in Pakistan.

The department is offering MBA 3-½ year, MBA 2-½ year, PGD HRM, MS Management Sciences and PhD Business Administration. The department introduced BBA 4 Years programme in Autumn 2017. It is hoped that these programmes would contribute significantly to the national goal of development of professions equipped with modern business techniques. These programmes are designed to provide an opportunity to upgrade the skills and enhance professional qualifications of the future managers. Further, we are of the opinion that the graduates from this university would have recognition in the human resource market and enjoy a respectable status in public and private sector organizations, operating in Pakistan and abroad. The Department has well qualified faculty members including PhDs, MPhil/MS both from national and foreign universities.

The department is offering various programmes in order to achieve the following objectives:

- i. To prepare graduates for public and private sector organizations and to equip them to cater the needs of complex and changing business environment.
- ii. To encourage continuous learning and habitual receptiveness, explore the new ways of identifying and dealing with opportunities and problems, to face future business challenges.
- iii. To provide the business students bottom to top management orientation skills, enhance their business skills, enable them to integrate theory business into practice in their daily lives.

BACHELOR OF BUSINESS ADMINISTRATION (BBA 4 Years)

Programme Code: 0435

Introduction:

The Higher Education Commission initiated four years degree programme in Business Administration to access best talent at initial stages and provide students the opportunity to have expertise in the discipline of choice.

The purpose of BBA 4 year programme is to enable graduates to better respond to the organizational demands and to help them acquire the skills needed for managing self and others in an organization. The courses of BBA 4 year programme are aimed at developing an understanding of the ways in which individuals and groups behave in relation to an organization. It also focuses on the way organizations shape individual action. The specialized courses of BBA 4

year Programme to enable the students to develop an understanding of particular kind of organizations and to learn different skills appropriate for managerial and administrative tasks associated with these organizations.

It is designed to enable students to develop knowledge and skills appropriate for them to effectively manage their own activities. At Department of Business Administration, AIOU a blend of theory and practical knowledge is applied in this programme.

Objectives:

The Business Administration programme of AIOU is designed to achieve the following objectives:

1. To prepare professionally trained leaders for public and private sector organizations and to train managers to cater to the needs of complex and changing business environment.
2. To inculcate future orientation in the managers which encourage continuous learning and habitual receptiveness to new ways, identifying and dealing with opportunities and problems in the business world.

Eligibility:

The applicants having intermediate with at least 2nd division (45% marks) would be eligible to apply for BBA 4 years programme.

Duration:

As per guidelines of HEC, BBA 4Years will be spread over 8 semesters covering 42 course including term paper. It will consist of 128 credit hours. The minimum period required for its completion will be 4 years.

Scheme of Study:

1st Semester

| Sr# | Code | Course Title | CrHrs |
|-----|---------------|----------------------------------------------|-------|
| 1. | 8401 | Principles of Accounting | 3 |
| 2. | 8402 | Fundamentals of Business | 3 |
| 3. | 8403 | Fundamentals of Computers | 4 |
| 4. | 5466/ 5467 | Islamic Studies/ Ethics (for Non- Muslim) | 2 |
| 5. | 9407 | English-I | 3 |

2nd Semester

| Sr# | Code | Course Title | CrHrs |
|-----|------|--------------------------------------------|-------|
| 1. | 8404 | Advanced Accounting | 3 |
| 2. | 8405 | Applied Math for Business & Social Science | 3 |
| 3. | 8406 | Micro Economics | 3 |
| 4. | 8407 | Principles of Marketing | 3 |
| 5. | 5465 | Pakistan Studies | 2 |

3rd Semester

| Sr# | Code | Course Title | CrHrs |
|-----|------|----------------------------|-------|
| 1. | 8408 | Cost Accounting | 3 |
| 2. | 9408 | English-II | 3 |
| 3. | 8409 | Statistics for Management | 3 |
| 4. | 8410 | Business Communication-I | 3 |
| 5. | 8411 | Introduction to Psychology | 3 |

4th Semester

| Sr# | Code | Course Title | CrHrs |
|-----|------|-----------------------|-------|
| 1. | 8412 | Macro Economics | 3 |
| 2. | 8413 | Introduction to Logic | 3 |

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| 3. | 8414 | Introduction to Business Finance | 3 |
| 4. | 8415 | Business Communication–II | 3 |
| 5. | 9410 | Introduction to Sociology: Culture and Society | 3 |
| 6. | 8416 | Pre-Calculus for Business | 3 |

5th Semester

| Sr# | Code | Course Title | CrHrs |
|-----|------|---------------------------------------|-------|
| 1. | 8417 | Statistical Inferences | 3 |
| 2. | 8418 | Production & Operations Management | 3 |
| 3. | 8419 | Management Theory and Practice | 3 |
| 4. | 8420 | Business Ethics | 3 |
| 5. | 8421 | Business and Labor Laws | 3 |

6th Semester

| Sr# | Code | Course Title | CrHrs |
|-----|------|-----------------------------|-------|
| 1. | 8422 | Financial Management | 3 |
| 2. | 8423 | Marketing Management | 3 |
| 3. | 8424 | Entrepreneurship | 3 |
| 4. | 8425 | Human Resource Management | 3 |
| 5. | 8426 | Introduction to E- Business | 3 |

7th Semester

| Sr# | Code | Course Title | CrHrs |
|-----|------|-------------------------------|-------|
| 1. | 8427 | Organizational Behavior | 3 |
| 2. | 8428 | Consumer Behavior | 3 |
| 3. | 8429 | Management Information System | 3 |
| 4. | 8430 | Project Management | 3 |
| 5. | 8431 | Business Research | 3 |
| 6. | 8432 | Economy of Pakistan | 3 |

8th Semester

| Sr# | Code | Course Title | CrHrs |
|-----------------------------------------|------|----------------|-------|
| 1. | | Elective – I | 3 |
| 2. | | Elective – II | 3 |
| 3. | | Elective – III | 3 |
| 4. | | Elective – IV | 3 |
| 5. | 8445 | Term Paper | 6 |
| Elective/Specialization Courses: | | | |
| Marketing | | | |

| | | | |
|----------------------------------|------|------------------------------------|---|
| 1. | 8433 | International Marketing | 3 |
| 2. | 8434 | Marketing of Services | 3 |
| 3. | 8435 | Marketing Research | 3 |
| 4. | 8436 | Distribution Channels | 3 |
| Human Resource Management | | | |
| 1. | 8437 | Human Resource Development | 3 |
| 2. | 8438 | Training and Development | 3 |
| 3. | 8439 | Compensation Management | 3 |
| 4. | 8440 | Leadership and Team Management | 3 |
| Banking and Finance | | | |
| 1. | 8441 | Financial Markets and Institutions | 3 |
| 2. | 8442 | Auditing | 3 |
| 3. | 8443 | Taxation Management | 3 |
| 4. | 8444 | Banking Law and Practice | 3 |

Admission Procedure

1. Applications for admission will be invited through advertisement in the newspapers.
2. BBA-4 years admissions would be offered as determined by the Department.
3. The qualifying candidates as per criteria mentioned are required to deposit their fee in the approved branches of Banks given in the prospectus.
4. Incomplete admission forms will not be entertained in any case.

**Note: Admission can also be applied online.
(Provision of valid email is mandatory for BBA Programme)**

Medium of Instruction

Medium of Instructions and examination will be English only.

Method of Instruction

BBA 4-years (specializations in Marketing, Human Resource Management and Banking & Finance) would be offered through Open and Distance Learning Pedagogy-Blended Mode covering online classes and face to face workshop. The schedule of online classes will be chalked out by the department as per credit hour requirement provided in the scheme of studies.

BBA Workshop

At the end of each semester, workshop will be arranged for all the courses except Course Codes (5465, 5466 and 5467).

The workshop would be held at AIOU Main Campus Islamabad before final examination. The duration of workshop for each course would be 12 hours. **Seventy**

percent (70%) attendance and presentation/viva is mandatory for each course. The presentation of the study report and participation in the workshop activities would be duly evaluated and graded. If a student fails to obtain 70% marks in the workshops, he/she will be given two additional chances to qualify in subsequent semester (with reappear fee as per AIOU rules) or as and when university offers these courses. Travelling and lodging charges are the responsibilities of the student. Workshop includes the following activities: Lectures of the resource person, Command tasks, simulation and role playing activities and presentation/viva of the students.

Evaluation Scheme for the Courses:

Compulsory English-I, Compulsory English-II, Islamic Studies, Ethics, Pakistan Studies and Introduction to Sociology

| Assessment Component | Marks | Weightage in the aggregate result |
|-----------------------------|--------------|------------------------------------------|
| Assignment No. 1 | 100 | 15% |
| Assignment No. 2 | 100 | 15% |
| Final Examination | 100 | 70% |

For all Remaining Courses:

| | | |
|-----------------------|-----|-----|
| Assignment No. 1 | 100 | 10% |
| Assignment No. 2 | 100 | 10% |
| Workshop/Presentation | 100 | 10% |
| Final Examination | 100 | 70% |

Fee Structure:

| Item | Fee |
|------------------------------------------------------------|--------------------|
| Registration fee: | Rs.500/- |
| Admission fee: | Rs.500/- |
| Technology Fee (per semester) | Rs.200/- |
| Per Course Fee (Rs.2000/-): 5 Course: Rs.2000×5= 10,000 | Rs.10,000/- |
| Total Fee for First Semester: | Rs.11,200/- |

**Note: Admission can also be applied online.
(Provision of valid email is mandatory for BBA
Programme)**

Degree Requirements

Following are the requirements for the award of BBA 4
Years degree.

1. Successful completion of all required courses.
2. Student will be require to complete a term paper of 6 credit hours and submit to the department for evaluation.
3. Viva voce examination: On successful completion of term paper, comprehensive/viva voce shall be held as per AIOU rules. The said exam will be arranged at AIOU main campus only.

Rules & Regulations

Rules and regulations, in line with the HEC guidelines and applicable in the AIOU, as amended from time to time will be adopted in this programme. Format and procedure for term paper will be communicated to students in due course of time.

Faculty Members:

- 1) **Prof. Dr. Syed Hassan Raza**
Chairman
Ph: 051-9057722, 051-9250089
mba@aiou.edu.pk

- 2) **Mr. Muhammad Ayub Shaikh**
Assistant Professor
Ph:051-9057896
- 3) **Dr. Muhammad Majid Mahmood Bagram**
Assistant Professor
Ph: 051-9057406
- 4) **Dr. Adnan Riaz**
Assistant Professor
Ph: 051-9057272
- 5) **Mr. Salman Ali Qureshi**
Assistant Professor
Ph: 051-9057840
- 6) **Mahmood ul Hasan**
Lecturer
Ph: 051-9057855
- 7) **Mr. Sadar Ayub Khan**
Lecturer
Ph: 051-9057416
mba@aiou.edu.pk
- 8) **Mrs. Mobashira Hamid Alvi**
Lecturer
Ph: 051-9057186
mobashira.alvi@aiou.edu.pk
- 9) **Syeda Attiya Rahat**
Lecturer
Ph: 051-9057802
- 10) **Mr. Ahmed Hasan Javed**
Lecturer
Ph: 051-9057379
- 11) **Mr. Muhammad Ehsan Javaid**
Lecturer
Ph: 051-9057250
ehsan.javaid@aiou.edu.pk

GENERAL INFORMATION

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A candidate who has passed BA/BSc degrees (Level-5 Qualification i.e. 14 years education) can be admitted in Third Year (5th Semester) of BS (four years) degree programme upon successful completion of 15-18 credit hours bridging courses to be decided by admitting University.
- 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. Admission to courses for both the Spring and Autumn semesters are generally offered in the months of March and September, respectively, whereas, examinations commenced in November and May respectively. The continuing students are sent computerized admission forms. However if for any reason, the student could not get the said form, he/she may purchase admission form from any Regional Office of the university or download from AIOU website and send it to the University within due date.
- vii. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme
- viii. 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.
- ix. Study material shall be mailed to the students at their given addresses.
- x. 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.
- xi. 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.
- xii. 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.
- xiii. It is the responsibility of the student to remain in touch with the department regarding the selected programme.

- xiv. 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.
- xv. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.
- xvi. The university reserves the right to change contents of this prospectus without any prior notice as per university policy.
- xvii. 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.
- xviii. 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 Deptt. for correction/supply of requisite books.
- xix. 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.
- xx. Admission form received without prescribed fee less fee or fee deposited after due date will not be considered.
- xxi. 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.
- xxii. 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 (FWB)
- (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, fee will be refunded after 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. No. | Name | Telephone Nos. |
|----------------|------------------------------------|----------------------------------|
| 1. | Director Admissions | 051-9250043 051-9250162 (Fax) |
| 2. | Additional Registrar (Mailing) | 051-9250185 |
| 3. | Controller of Examinations | 051-9250012 |
| 4. | Director Students Affairs | 051-9250174 |
| 5. | Assistant Registrar (Postgraduate) | 051-9057422 |

REGIONAL OFFICE ADDRESSES

FEDERAL AREA, ISLAMABAD

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|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Regional Director, Regional Campus, Allama Iqbal Open University, Block No.27, (Services Block) Sector H-8, ISLAMABAD. Ph: (051)9250171(051)9057608 Email: reg_isb@aiou.edu.pk |
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PUNJAB

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| 2. | Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Street No.5, Major Tahir Sadiq Road, Dar-ul-Salam Colony, ATTOCK. Ph: (057)2610610,9316418 E.mail: rd_attock@aiou.edu.pk | 3. | Regional Director, Regional Campus, Allama Iqbal Open University, Chak No. 12-A/BC, Near Airport Hasilpur By Pass Road, BAHAWALPUR. Ph: 0304-9983138-9 E.mail: rd_bahawalpur@aiou.edu.pk | 4. | 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 |
| 5. | Regional Director, Regional Campus, Allama Iqbal Open University, Railway Road, Near Veterinary Hospital, DERA GHAZI KHAN. Ph: (064) 9260386-7 Email: rd_dgkhan@aiou.edu.pk | 6. | Regional Director, Regional Campus, Allama Iqbal Open University, F-Block, Near STN Tower, Millat Town, FAISALABAD. Ph: (041) 9330790-3 Email: rd_faisalabad@aiou.edu.pk | 7. | Regional Director, Regional Campus, Allama Iqbal Open University, 10-X Block, Peoples Colony, GUJRANWALA. Ph: (055)9230251-3 Email: rd_gujranwala@aiou.edu.pk |

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| 8. | Regional Director, Regional Campus, Allama Iqbal Open University, Toba Road, `Opposite Officers Colony, JHANG. Ph: (047) 7630953,7631166 Email: rd_jhang@aiou.edu.pk | 9. | Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Main Sadar, Dewan Road, Zulfiqar Town, KASUR CITY. Ph: 049-2723723 Email: rd_kasur@aiou.edu.pk | 10. | Regional Director, Regional Campus, Allama Iqbal Open University, 346 - Raza Block, Allama Iqbal Town, LAHORE Ph: (042)99260023-9 Email: rd_lahore@aiou.edu.pk |
| 11. | Assistant Regional Director, Model Study Center, Allama Iqbal Open University, Near Sat Sira Chowk, Marala Road, MANDI BHAUDDIN. Ph: (0546)571171 Email: rd_mbdin@aiou.edu.pk | 12. | Regional Director, Regional Campus, Allama Iqbal Open University, Near Under Pass, MIANWALI. Ph: (0459) 920024-6 Email: rd_mianwali@aiou.edu.pk | 13. | Regional Director, Regional Campus, Allama Iqbal Open University, CF-7, Shah Rukn-e-Alam Colony, Near Thana Stop, MULTAN. Ph: (061)6772499, 9220202-03 Email: rd_multan@aiou.edu.pk |
| 14. | Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Al Huda Street, Amin Colony, Near Govt. High School, NAROWAL. Ph:(0542)413122, 412122 Email: rd_narowal@aiou.edu.pk | 15. | Deputy Regional Director, Regional Campus, Allama Iqbal Open University, Hidayat Campus, Near Sheikh Zaid Air Port, RAHIM YAR KHAN Ph: (068)9239046, 9239166 Email: rd_rykhan@aiou.edu.pk | 16. | Regional Director, Regional Campus, Allama Iqbal Open University, House No.CB/190-A, Lane No.4, Street No.1, Near Maryam Memorial Hospital, Peshawar Road, RAWALPINDI. Ph: 051-9334264-5 E-mail: rd_rawalpindi@aiou.edu.pk |
| 17. | Deputy Regional Director, Regional Centre, Allama Iqbal Open University, House No.88, Main Road Bilal Colony, SAHIWAL Ph: (040) 9200457-8 Email: rd_sahiwal@aiou.edu.pk | 18. | Deputy Regional Director, Regional Centre, Allama Iqbal Open University, House No. 145, Muradabad Colony, Near Daewoo Terminal, University Road, SARGODHACANTT.. Ph: (048)3211217-8 Email: rd_sargodha@aiou.edu.pk | 19. | Deputy Regional Director, Regional Centre, Allama Iqbal Open University, Mohallah Mumtaz Pura, Haji Pura, Daska Road, SIALKOT. Ph: (052)3241300, 3241400 Email: rd_sialkot@aiou.edu.pk |

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| 20. | Regional Director, Regional Centre, Allama Iqbal Open University, House No. P-06, Mohallah Faiz Colony, Qasmia Road, TOBA TEK SINGH. Ph: (046)9201020, 9201021 Email: rd_ttsingh@aiou.edu.pk | 21. | Deputy Regional Director, Regional Centre, Allama Iqbal Open University, House No. 166, Faisal Town, Opposite Govt. Boys Post Graduate College, VEHARI. Ph: (067)3360636-7 Email: rd_vehari@aiou.edu.pk | 22. | Assistant Regional Director, Regional Centre, Allama Iqbal Open University, 46-A, Block "Z", Main Road, Model Town, BAHAWALNAGAR. Ph: (063)9330012 Email: rd_bahawalnagar@aiou.edu.pk |
| 23. | Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Street No. 01, Jamil Town, Lahore Road, Near Superior College SHEIKHUPURA. Ph: (056)3545041 Email: rd_sheikhupura@aiou.edu.pk | 24. | Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Mujahid Abad, Near Jada, Main G. T. Road, JEHLUM. Ph: (0544)273378-9 Email: rd_jhelum@aiou.edu.pk | | |

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| 25. | Deputy Regional Director, Regional Centre, Allama Iqbal Open University, Bungalow No.46, B1-8, Unit No.02, Railway Employee Housing Society, Autobahn Road Latifabad, Near Lal Qila Resurant, HYDERABAD. Ph: (022)9330052-3 Email: rd_hyderabad@aiou.edu.pk | 26. | Regional Director, Regional Campus, Allama Iqbal Open University, ST-6, D-I, Block No.14, Federal 'B' Area, KARACHI. Ph: (021) 99246099-101 Email: rd_karachi@aiou.edu.pk | 27. | Regional Director, Regional Centre, Allama Iqbal Open University, Bungalow No.A-05, Garden City, Dadu Road, MORO. Ph: 0321-3139843 Email: rd_dadu@aiou.edu.pk |
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| 28. | Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Sachal Colony, Banglow No.67, Near City Hospital (Bakhtiawar Park), LARKANA CITY. Ph: (074)9239044 Email: rd_larkana@aiou.edu.pk | 29. | Incharge, Regional Centre, Allama Iqbal Open University, Post Graduate Block, Govt. Boys Degree College, MITHI, Ph: (0232)261289, 261631 Email: rd_mithi@aiou.edu.pk | 30. | Incharge, Regional Centre, Allama Iqbal Open University, Banglow/H. No. 74, Main Ghulamullah Road, Near City School Makli Society, THATTA. Ph: (0298)920717-8 Email: rd_thatta@aiou.edu.pk |
| 31. | Deputy Regional Director, Regional Centre, Allama Iqbal Open University, Plot No. 31, Block-A, Jaffria Co- operative Housing Society, Shikarpur Road, SUKKUR. Ph: (071)5807213 Email: rd_sukkur@aiou.edu.pk | 32. | Incharge, Noor Model Study Centre, Allama Iqbal Open University, Old Girls College Hostel, Opp: DCO Office, UMER KOT. Email: ard_uk@aiou.edu.pk Ph:(0238) 920010-16 | 33. | Regional Director, Model Study Centre, Allama Iqbal Open University, House No.61, Shaheed Zulfiqar Colony, Near Daro Road, DADU Ph: (025)9239072 Email: rd_dadu@aiou.edu.pk |
| 34. | Assistant Regional Director, Model Study Centre Malir, Allama Iqbal Open University, First Floor, Plot No. 16, ROW A, Block II Survey NC 90 DehKhanto, Sindhi Jamat Cooperative Housing Society, Bin Qasim Town, District Malir, KARACHI. Ph: 0343-5007948 Email: rd_malir@aiou.edu.pk | | | | |

KHYBER PUKHTOON KHWA

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|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 35. | Deputy Regional Director, Regional Campus, Allama Iqbal Open University, Murree Road, Adjacent B.I.S.E, ABBOTTABAD. Ph: (0992)390925-390927 Email: rd_abbottabad@aiou.edu.pk | 36. | Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Governor Cottage Road Goldoor, Chitral Town, District Lower, CHITRAL. Ph: (0943) 413811-412138 Email: rd_chitral@aiou.edu.pk | 37. | Assistant Regional Director, Regional Campus, Allama Iqbal Open University, Neli Kothi, Behind District Auditorium, District Courts, DERA ISMAIL KHAN Ph: (0966) 9280168-9280178 Email: rd_dikhan@aiou.edu.pk |
| 38. | Regional Director, Regional Campus, Allama Iqbal Open University, Plot No.14, Sector A-3, Phase V, Hayatabad PESHAWAR Ph: (091)9217603-6 Email: rd_peshawar@aiou.edu.pk | 39. | Deputy Regional Director, Regional Centre, Allama Iqbal Open University, Haji Sharzaman Khan Plaza Opposite Govt. Primary School, G.T Road, Post Office Rahimabad, SWAT. Ph: (0946)9240205-6 Email: rd_swat@aiou.edu.pk | 40. | Deputy Regional Director, Regional Centre, Allama Iqbal Open University, Bungalow No. 237, Sector-E, Sadberg Road, Sheikh Maltoon Township, MARDAN. Ph: (0937)841020, 841030 Email: rd_mardan@aiou.edu.pk |
| 41. | Assistant Regional Director, Regional Centre, Allama Iqbal Open University, House No.43, Sector A/2, Phase No. II, KDA, KOHAT. Ph: 0922-513882 Email: rd_kohat@aiou.edu.pk | 42. | Deputy Regional Director, Regional Centre, Allama Iqbal Open University, Blambat Road, TIMERGARA. Ph: 0945-9250070 Email: rd_timergara@aiou.edu.pk | | |

BALUCHISTAN

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|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 43. | Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Bus Stand Road, Near Ghazali Public School, GolaChowk, DERA MURAD JAMALI Ph: (0838)710375 Email: rd_dmjamali@aiou.edu.pk | 44. | Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Near B & R Rest House, KALAT Ph: (0844)210569 Email: rd_kalat@aiou.edu.pk | 45. | Regional Director, Regional Campus, Allama Iqbal Open University Eastern By Pass Takhtani Road, QUETTA Ph: (081)2674429-2674398 Email: rd_quetta@aiou.edu.pk |
| 46. | Deputy Regional Director, Regional Campus, Allama Iqbal Open University, Pishkan Road, Near Bahria Collage, GWADAR. Ph: (0864)410300 Email: rd_turbat@aiou.edu.pk | 47. | Assistant Regional Director, Regional Centre, Allama Iqbal Open University House No.G/176, KhawajaKhail House, KhawajaKhailMohallah, ZHOB. Ph: 0822-413018 Email: rd_zhob@aiou.edu.pk | 48. | Incharge, Model Study Centre, Allama Iqbal Open University, Near Wapda Office, KHARAN Ph: 0332-8099850 Email: rd_kalat@aiou.edu.pk |

GILGIT BALTISTAN

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|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 49. | Regional Director, Regional Centre, Allama Iqbal Open University, Shahra-i-Quaid-i- Azam, Near Army Public School & College, Khumer Cantt. GILGIT. Ph:(05811) 960378, 960603 Email: rd_gilgit@aiou.edu.pk | 50. | Assistant Regional Director, Regional Campus, Allama Iqbal Open University, Near Elementary College Sundus, SKARDU. Ph:(05815)960258, 960915 Email:rd_skardu@aiou.edu.pk | 51. | Regional Director, Model Study Centre, Allama Iqbal Open University, Village Thole, Tehsil Sikandarabad, District NAGAR. Ph:0346-9548079 Email: rd_gilgit@aiou.edu.pk |
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AZAD JAMMU KASHMIR

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|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 52. | Deputy Regional Director, Regional Campus, Allama Iqbal Open University, House No.1-A, Sector, F-1, Kotli Road, MIRPUR (A.K) Ph:05827-960028,960029 Email: rd_mirpur@aiou.edu.pk | 53. | Assistant Regional Director, Regional Campus, Allama Iqbal Open University, Zero Point, Jalalabad, MUZAFFARABAD (AJK) Ph: (05822)960839 Fax: (05822)960840 Email:rd_muzaffarabad@aiou.edu.pk | 54. | Incharge, Regional Centre, Allama Iqbal Open University, Officer Colony Near New Rawalakot, International Hotel CMH/Bagh Road, Supply Bazar, RAWALAKOT (POONCH) A.K. Ph: (05824)960241 Email: ard_rawalakot@aiou.edu.pk |
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AIOU WEBSITE: <https://www.aiou.edu.pk>



ALLAMA IQBAL OPEN UNIVERSITY

“Education for All”

Admission

Examination

Mailing

Download

Department

Programme

Education for All



Admissions

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

Examinations

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



ALLAMA IQBAL OPEN UNIVERSITY (DEPARTMENT OF EXAMINATIONS)

FEE TARIFF*

| Sr.# | Programme | Fee Rates for | | |
|------|---------------------------------------------------------------------------------------------|---------------|-----------|------------|
| | | Ordinary | Urgent | Duplicate |
| 1. | Course Certificate of SSC/HSSC/Bachelor programme/ Elementary Arabic/Non Credit | Rs.400/- | Rs.800/- | Rs.1600/- |
| 2. | SSC(Matric)/HSSC(Intermediate)/PTC/CT/ATTC | Rs.500/- | Rs.1000/- | Rs.2000/- |
| 3. | BA/B.Com/BBA(old)/BLIS/BCS/Associate Degree (2 years)/ Undergraduate Diploma/Certificate | Rs.800/- | Rs.1600/- | Rs.3200/- |
| 4. | BS / BBA (4 years) Associate Degree (4 years) etc. | Rs.1200/- | Rs.2400/- | Rs.4800/- |
| 5. | B. Ed. (old programme) | Rs.1000/- | Rs.2000/- | Rs.4000/- |
| 6. | B.Ed. (1.5 years / 2.5 years / 4 years) | Rs.1200/- | Rs.2400/- | Rs.4800/- |
| 7. | MA/M.Sc/M.Ed/MBA/M.Com/MBA & MPA Executive | Rs.1200/- | Rs.2400/- | Rs.4800/- |
| 8. | Postgraduate Diploma / Certificate | Rs.1000/- | Rs.2000/- | Rs.4000/- |
| 9. | M.Phil/MS/LLM/M.Sc (Honors) | Rs.2000/- | Rs.4000/- | Rs.8000/- |
| 10. | Ph.D | Rs.3000/- | Rs.6000/- | Rs.12000/- |

| | | |
|-----|-------------------------------------------------------------------------|------------|
| 11. | Fee of Triplicate Certificate/Degree from Matric to Bachelor Programme | Rs.5000/- |
| | Fee of Triplicate Degree of B.Ed /BS (4years)/Master/MS/MPhil Programme | Rs.10000/- |

| | | |
|-----|----------------------------------------------------------------------------|-----------|
| 12. | Change of Examination Center | Rs.600/- |
| 13. | Duplicate Result Card Per Semester (Beyond Two Current Semesters) | Rs.100/- |
| 14. | Rechecking of per Answer Script ATTC /CT/PTC/B.Ed / all Graduate Programme | Rs.700/- |
| | Rechecking of per Answer Script BS / MA / MSc / PGD & equivalent | Rs.800/- |
| | Rechecking of per Answer Script MS / MPhil / PhD & equivalent | Rs.1000/- |

| | | |
|-----|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| 15. | Change in name or any other correction in Certificate/ Degree (made by Board/University or Court decision) | Double Fee of Ordinary Prescribed for Programme |
|-----|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------|

| | | | |
|-----|-------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------------------|
| 16. | Verification of Certificate/Degree (By Students or Departments) | By Post Rs.600/- | By hand (same day) Rs.1000/- |
| | Verification of Certificate/Degree from Foreign Organizations/Oversees Countries | USD 100* * including USD 25 for Courier Charges | |

| Sr. No. | Re-Appear Exams Fee for Programme | Fee Rate Per Course |
|---------|-------------------------------------------------------|---------------------|
| 1. | SSC / PTC / Elementary Arabic | Rs.100/- |
| 2. | ATTC | Rs.180/- |
| 3. | HSSC / CT / Diploma 10 + 3 | Rs.200/- |
| 4. | Bachelor / Associate Degree (2 years) | Rs.300/- |
| 5. | BS / BBA / Associate Degree (4 years) | Rs.400/- |
| 6. | B. Ed. (old) / B.Ed (1.5 years / 2.5 years / 4 years) | Rs.400/- |
| 7. | M.A / M.Sc / MBA / M.Ed / PGD / MS / M.Phil | Rs.500/- |
| 8. | Ph.D | Rs.800/- |

*Applicable with effect from 01st January 2020.

سرٹیفکیٹ / ڈپلومہ اور ڈگری کے حصول کے لیے فیس شیڈول اور ضروری دستاویزات / شرائط کی تفصیل حسب ذیل ہے۔

| نمبر شمار | کورس / پروگرام کا نام | ضروری دستاویزات اور تفصیل | فیس (روپے) | ارجنٹ فیس (روپے) | ڈپلیکیٹ فیس (روپے) |
|-----------|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------|--------------------|
| 1- | ابتدائی عربی / اوپن بک کورس | اوپن یونیورسٹی کے رزلٹ کارڈ کی تصدیق شدہ فوٹو کاپی (نام اور ولدیت کا ثبوت اور اوپن بک کورس کے لیے تجربے کا سرٹیفکیٹ لف کرنا ضروری ہے)۔ | 300/- | 600/- | 1200/- |
| 2 | کورس سرٹیفکیٹ | میٹرک ایف اے بی اے ڈگری کی اصل اسناد کی تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں | 100/- | 200/- | 400/- |
| 3- | سیکنڈری سکول سرٹیفکیٹ (میٹرک) / سیکنڈری سکول سرٹیفکیٹ (درس نظامی) | ڈبل پاس اصل سرٹیفکیٹ کی تصدیق شدہ فوٹو کاپی اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں / ب فارم کی تصدیق شدہ کاپی ساتھ منسلک کریں۔ اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں | 300/- | 600/- | 1200/- |
| 4- | ہائر سیکنڈری سکول / ڈپلومہ ایجوکیشن | میٹرک پاس اصل سرٹیفکیٹ کی تصدیق شدہ فوٹو کاپی اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں | 300/- | 600/- | 1200/- |
| 5- | اے ٹی ٹی سی سرٹیفکیٹ | میٹرک اور ایف اے / بی اے ڈگری / میٹرک فاضل عربی اور شہادۃ العالمیہ کی اصل سرٹیفکیٹ کی تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں | 300/- | 600/- | 1200/- |
| 6- | پی ٹی سی سرٹیفکیٹ | میٹرک پاس اصل سرٹیفکیٹ کی تصدیق شدہ فوٹو کاپی اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں | 300/- | 600/- | 1200/- |
| 7- | سی ٹی سرٹیفکیٹ | میٹرک ایف اے پاس اصل سرٹیفکیٹ کی تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں | 300/- | 600/- | 1200/- |
| 8- | بیچلرز / ڈگری / پی پی | میٹرک ایف اے اصل سرٹیفکیٹ کی تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں | 500/- | 1000/- | 2000/- |
| 9- | سرٹیفکیٹ ان لائبریری | میٹرک ایف اے پاس اصل سرٹیفکیٹ تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں | 300/- | 600/- | 1200/- |
| 10- | ڈپلومہ این سائنس / گراڈ / فرینچ آن لائن | میٹرک ایف اے پاس اصل سرٹیفکیٹ کی تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں | 500/- | 1000/- | 2000/- |
| 11- | بی ایڈ / ڈگری / پی پی | میٹرک ایف اے اور بی اے (ڈگری) کی اصل اسناد کی تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں | 600/- | 1200/- | 2400/- |
| 12- | ایم ایڈ / ڈگری / پی پی | میٹرک ایف اے اور بی اے بی ایڈ (ڈگری) کی اصل اسناد کی تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں | 700/- | 1400/- | 2800/- |
| 13- | ایم اے ایم بی اے ایم ایس / ڈگری / پی پی | میٹرک ایف اے اور بی اے (ڈگری) کی اصل اسناد کی تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں | 700/- | 1400/- | 2800/- |
| 14- | پوسٹ گریجویٹ ڈپلومہ | میٹرک ایف اے / پی اے (ڈگری) کی اصل اسناد کی تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں۔ | 600/- | 1200/- | 2400/- |
| 15- | ایم فل / ایم ایس / ایم آئی / ڈگری | میٹرک ایف اے اور ایم اے (ڈگری) کی اصل اسناد کی تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں۔ ڈیپٹی کنٹرولر سے تصدیق کروانا ضروری ہے۔ اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں۔ | 1000/- | 2000/- | 4000/- |
| 16- | پی ایچ ڈی / ڈگری | میٹرک ایف اے اور بی اے ایم اے (ڈگری) کی اصل اسناد کی تصدیق شدہ فوٹو کاپیاں لف کریں۔ | 2000/- | 4000/- | 6000/- |
| 17- | متنی (Duplicate) سرٹیفکیٹ / ڈپلومہ / ڈگری / مارک شیٹ / پروڈنٹل سرٹیفکیٹ | کم ہونے کی صورت میں اخباری کٹنگ، رپورٹ، تصدیق شدہ اور 20 روپے کا اسٹامپ پیپر پر حلفیہ بیان جو کہ دستخط (نوٹری پبلک) کا تصدیق ہو۔ تمام کٹنگ لف کریں۔ (میٹرک ایف اے بی اے وغیرہ کی تصدیق شدہ فوٹو کاپیاں اور اخباری کٹنگ، اسٹامپ پیپر اور گمشدگی کی رپورٹ اصل لف کریں۔ ہمدونہ شہر کی کارڈ کی تصدیق شدہ فوٹو کاپی) مجوزہ فیس پروگرام کے مطابق۔ | | | Duplicate |

- 18- فیس بنک چالان (نامزد برانچ) کی صورت میں قابل قبول ہوگی اور اصل بنک چالان اور درخواست بمعہ کاغذات کے ساتھ (مجوزہ ریٹ کے مطابق) جمع کرائیں۔ علامہ اقبال اوپن یونیورسٹی کے سرٹیفکیٹ / ڈگری / میٹرک (سیکنڈری سکول سرٹیفکیٹ) کی سند میں درج شدہ نام کے مطابق جاری کی جاتی ہے۔ اگر آپ نے دوبارہ امتحانی فیس جمع نہیں کروائی تو سرٹیفکیٹ / ڈگری فیس کے ساتھ مجوزہ فیس کے مطابق جمع کروائیں۔ اگر آپ نے ڈگری / سرٹیفکیٹ فیس داخلہ کے وقت جمع کروائی ہے تو دوبارہ فیس نہ جمع کروائیں۔
- 19- مندرجہ بالا پروگرام کے حصول کے لیے اصل سرٹیفکیٹ / ڈگری کی تصدیق شدہ فوٹو کاپیاں (تصدیق کنندہ کا نام اور عہدہ ظاہر ہو اور گزٹیفڈ ایگزیکیوٹو کی تصدیق قابل قبول ہوگی) لف کرنا ضروری ہیں۔ کسی بھی بورڈ یونیورسٹی کے جاری کردہ رزلٹ کارڈ / عارضی سرٹیفکیٹ پر یونیورسٹی ہڈ ڈگری / پی پی سی جاری نہیں کرے گی۔
- 20- ڈگری / سرٹیفکیٹ، پروڈنٹل سرٹیفکیٹ بذریعہ رجسٹرڈ ڈاک طالب علم کے پتے پر ارسال کیا جائے گا اور کسی طالب علم کو ڈگری / سرٹیفکیٹ دستی نہیں دیا جائے گا۔
- 21- بی کام، بی اے، بی بی اے، گروپ کے طلبہ / طالبات اصل امتحان شیٹ سرٹیفکیٹ ساتھ منسلک کریں۔ بصورت دیگر سرٹیفکیٹ P. C جاری نہیں کیا جائے گا جبکہ ایم اے ماس کمیونیکیشن کے طلبہ اپنی انٹرنیٹ رپورٹ متعلقہ ڈیپارٹمنٹ میں جمع کروائیں۔ Viva-Voce میں شمولیت سے پہلے مطلوبہ کورس ورک مکمل ہونا اور بمعہ تعلیمی اسناد متعلقہ اسٹنٹ / ڈپٹی کنٹرولر سے تصدیق کروانا ضروری ہے۔ Viva-Voce پاس کرنے کی تاریخ کا اندراج ضرور کریں۔
- 22- طلبہ و طالبات مکمل کوائف کے ساتھ درخواست جمع کروانے کی صورت میں یونیورسٹی پالیسی کے مطابق مارک شیٹ جاری ہونے کے بعد اصل / ڈگری / سرٹیفکیٹ / ڈپلومہ دو سال کی مدت کے دوران یا سیریل نمبر آنے پر جاری کی جاتی ہے۔ دو سال کا دورانیہ مکمل کاغذات / درخواست جمع کرانے کی تاریخ سے شمار کیا جائے گا۔ اگر کوئی طالب علم قبل از وقت (ارجنٹ) ڈگری / سرٹیفکیٹ / ڈپلومہ لینا چاہے تو مجوزہ ہالافیس کے مطابق ارجنٹ فیس جمع تمام مطلوبہ کاغذات لازمی جمع کروانے ہوں گے۔
- 23- نام کی درجگی یا کسی قسم کی سرٹیفکیٹ / ڈگری کی تصدیق کے لیے مکمل کوائف بمعہ درخواست کے ساتھ اصل فیس کی دوگنی فیس ادا کرنا ہوگی۔

درخواست مندرجہ ذیل پتے پر ارسال کریں:

شعبہ امتحانات: سرٹیفکیٹ / ڈگری سیکشن، بلاک نمبر 3 علامہ اقبال اوپن یونیورسٹی، اسلام آباد

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