

Admission Autumn 2020 **AIOU**

MA/MSc (Merit Based)

- ▶ Mass Communication
- ▶ Forestry Extension
- ▶ Sustainable Environmental Design
- ▶ Public Nutrition
- ▶ TEFL



Allama Iqbal Open University, Islamabad

www.aiou.edu.pk

Help Line: (051) 111-112-468

PROSPECTUS

OF

Merit Based Programmes

1. M.Sc Mass Communication
2. MA TEFL
3. M.Sc Sustainable Environmental Design
4. M.Sc Forestry Extension
5. M.Sc Public Nutrition

SEMESTER: AUTUMN 2020



Allama Iqbal Open University
Islamabad

Price Rs.500/-

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IMPORTANT ACTIVITIES TO BE REMEMBERED

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

Note: Contact concerned Regional office for exact schedule of activities. Continuing Students are sent information for all activities by post. Simultaneously information is placed on website (www.aiou.edu.pk), 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.

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

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

All fresh and continue students can submit their admission forms using any one option of the following options:

- 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”.
3. After filling the admission form, print out your “Admission Form” and “Challan Form”.
4. Using printed challan form 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 the receipt safely).

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.

ALLAMA IQBAL OPEN UNIVERSITY

Allama Iqbal Open University, a mega university was established in 1974 under an Act of Parliament. The main campus of the university is situated in sector H-8, Islamabad. It was the second open university of the world and the first of its kind in Asia and Africa. The aim of establishing AIOU was to provide affordable and accessible education through distance learning at the door-steps to those people who could not continue their education journey through formal system of education. The University (AIOU) operates on semester system and admits students in Autumn and Spring semesters. Under graduate admissions are offered in both the semesters where-as post graduates are offered once a year. The enrolled students are given course books specially prepared by the university on self-instructional principles. However, at post graduate level reprints of foreign books alongwith allied material and university prepared study guides help students to polish their skills.

At present, the AIOU is offering programmes from Matric to PhD level in diverse disciplines comprised of four faculties. The university has established study centres across the country where distance education students are provided necessary guidance by their respective tutors. Moreover, the university has established full-time study centres wherein the students of MBA (IT), MBA (Banking and Finance), MBA (Marketing), MBA (HRM), BS (CS), MSc/BS Chemistry, MSc/BS Microbiology etc. are being provided instruction, guidance and

counselling through face-to-face education. AIOU is also offering four years under-graduate degrees.

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

FACULTY OF SOCIAL SCIENCES AND HUMANITIES

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

to plan and launch post-graduate programmes in Pakistani Languages and Law.

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

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

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

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

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

DEPARTMENT OF MASS COMMUNICATION

Introduction

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

The Department offered its specialized BA cluster programme in Mass Communication in 1988 for the first time in the country at graduate level. Students across the country are taking great interest in the programme. Admissions to Masters Programme were announced in 1997. This programme is primarily focused on social science prong, involving courses on Advertising, Public Relations, Print Media-I, Print Media-II, Electronic Media-I, Electronic Media-II, Language Skills and Communicative Abilities, Development Support Communication, Mass Communication-I, Mass Communication- II, Media Ethics and Laws-I, Media Ethics and Laws-II, Theories of Mass Communication Part-1, Theories of Mass Communication Part-II, Research Methods in Mass Communication Part-I, Research Methods in Mass Communication Part-II, National & International Current Affairs Part-I, National & International Current Affairs Part-II, Basic Concept in Social Sciences Part-I,

Basic Concept in Social Sciences Part-II and research projects of students. Each year thousands of applicants apply for admissions in MSc Mass Communication. However, admission is granted on purely merit basis on a limited number of seats.

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

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

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

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

MSc Mass Communication

The MSc Programme consists of 60 credit hour courses to be completed in a minimum period of two years. The programme provides a broad overview of mass communication theories and methods. Since the programme is being offered through distance education mode, the main emphasis is on text material. However, students are also required to attend fortnightly tutorials, participate in workshops which are mandatory for each course, and to do internship in an accredited media organization. Besides, research activity is also open for outstanding students to be carried out at the end of the course work on mass communication related issues.

Objectives

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

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

Duration

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

Eligibility for Admission

The minimum requirement for admission to MSc Mass Communication is at least second division bachelor's degree. Only selected candidates will be informed by the Admission Department to deposit the fee. The continuing students will have to apply for admission in the ongoing semester on the computerized admission form to be provided by the university without waiting for their examination or result. If a student does not receive the computerized form, he/she is advised to use new general admission form or download the same from AIOU's website (aiou.edu.pk) and submit it within due date on the address given in the form.

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

1st Semester

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

2nd Semester

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

3rd Semester

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

4th Semester

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

Note:

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

Thesis

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

Postgraduate Diploma (PGD)

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

Internship

A two months internship in a professionally relevant and accredited media organization; e.g. mass media organizations, advertising agencies, PR firms, news agencies etc. is a prerequisite for the award of degree. The student will be responsible for finding an internship for himself/herself and immediately reporting it to the department about the commencement and expiry dates of the internship period. He

will be required to submit an internship report detailing with proof, the work done during the two months internship period and duly signed by the competent authority of organization where the student is employed or working as an internee. The student's work as an internee shall be judged by the department on the basis of report of the organization.

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

Fee Tariff: (for MSc / PGD Mass Communication)

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

Fee Depositing Procedure

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

Note:

- No fee is required at the time of submission of the admission form.

- **Course ‘Language skills and communicative abilities’ Code No. 964 can only be attempted in English language**

Admission Procedure

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

**Chairman
Department of Mass Communication
AIOU, Sector H-8, Islamabad**

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

FACULTY MEMBERS

1. **Dr. Saqib Riaz**
PhD (Pak),
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2. **Dr. Bakht Rawan**
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4. **Mrs. Saadia Anwar Pasha**
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5. **Dr. Babar Hussain Shah**
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6. **Dr. Asad Munir**
PhD Media Studies Lecturer
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DEPARTMENT OF ENGLISH LANGUAGE AND APPLIED LINGUISTICS

Introduction

The Department of English Language & Applied Linguistics was established with the inception of Allama Iqbal Open University in 1974. The present dynamics of English language learning and teaching in Pakistan, the Department offers programmes with the following objectives:

Objectives

- To bring education to the students' doorsteps through distance learning mechanisms combining the print and multimedia support.
- To offer English compulsory courses at SSC, HSSC and Bachelor's levels.
- To offer teacher training programmes for in-service and aspiring school, college and university teachers who wish to further enhance their professional competence and skills at Diploma and Master's levels.
- To develop understanding of the teachers about the theoretical and practical implications of English language teaching.
- To facilitate research in English language teaching.
- To create awareness among the prospective teachers about the latest pedagogical trends, methodologies and techniques of English language teaching.

MA in Teaching of English as Foreign Language (TEFL)

MA TEFL is a one year programme. It spreads over two semesters. It deals with different subjects in the field of English language teaching.

Eligibility

- i) Diploma in TEFL with 30 credit hours from AIOU or equivalent qualification.
- ii) Candidates with 24 credit hours Diploma TEFL from AIOU or equivalent qualification will be offered admission with the condition to complete a 6 credit hour workshop component as a makeup course. All such candidates must enclose a copy of their transcript with the admission form.

Medium of Instruction: English

Teaching Methodology

Students have to attend the required number of classes. They have to write two assignments for each of the courses they study. The 2nd assignment of each course is based on practical work as a project on which they have to give presentations. In the beginning of the second semester, students have to attend the thesis workshop in which they are given intensive training for writing research proposals and thesis on the selected topics. At the end of each semester, students have to appear in the final examination for each course. After submission of the thesis, they have to appear in the viva voce examination based on their research work/thesis.

Credit Hours Required:

Students have to complete 30 credit hours.

Duration: One year (two semesters)

COURSES OFFERED

1st Semester (12/18 Credit Hours)

S.#	Code	Course Title	Cr. Hrs
1	5664	Educational Psychology and the Management of Learning	3
2	5665	Language Variation & Stylistics	3
3	5666	Semantics & Discourse Analysis	3
4	5669	Research Methodology	3
5	5663	Workshop (make up course: to be offered to the candidates with 24 credit hours Diploma TEFL or equivalent qualification only. The course will be offered only if a sizable group is available.)	3+2+1=6

2nd Semester: (18 Credit Hours)

1	5667	English for Specific Purposes	3
2	5668	Modern Grammatical Theory	3
3	5670	Thesis	12

Note: Students have to attend at least 7 out of 10 classes in each course except Phonology in which they have to attend at least 13 out of 18 classes. Students failing to attend the compulsory number of classes are declared fail even if they have fulfilled all other requirements. It will be the responsibility of the students to make sure that they have attended the required number of classes before appearing in the examination. Also, presentation of the 2nd

assignment of each course is compulsory. Students have to pass both the written report and the presentations failing which they will be declared fail. The university will arrange classes in the cities where there is a sizeable group of students.

The University also reserves the right to make any change in the scheme of studies and/or in implementing it at any stage without any prior notice.

Fee Tariff (Diploma / MA TEFL)

Registration Fee (one at 1 st time in university)	Rs.200/-
Admission Fee (once at 1 st time of programme)	Rs.700/-
Technology Fee	Rs.135/-
Per 3 Credit Hours course fee	Rs.2750/-
Per 6 Credit Hours course fee	Rs.3915/-
Thesis Fee	Rs.8140/-

Admission Procedure for Dip/MA TEFL Programme

Only the selected candidates will be informed by the Admission Section of the University about their selection for admission to the programme. A proforma will be provided with the admission intimation letter. They will pay the required fee and send the proforma (duly filled in) to the University as directed by the Admission Section.

Applicants are advised not to pay/send fee until they are informed by the admission section about their final selection for admission.

Candidates are required to send complete admission forms along with the attested copies of certificates/degrees, domicile

certificates (may be needed), detailed mark sheets and other documents/ testimonials as required at the following address.

Chairman

**Department of English Language & Applied Linguistics
Allama Iqbal Open University, H-8, Islamabad**

FACULTY MEMBERS

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FACULTY OF SCIENCES

Faculty of Sciences forms an important and integral part of the university. Since its establishment in 1982 with five teaching departments, it has undergone major development changes. It now comprises nine teaching and research departments which are offering courses at the undergraduate and postgraduate levels to more than ten thousands students. The Faculty operates under the basic guidelines of the University Act and on “Education for All as Convenient” basis so that maximum students get benefit from its academic programmes and educational facilities. This principle has necessitated some structural changes in the non- formal mode, particularly at the postgraduate level, in the offering of theory courses and practical lab work. This conceptual adjustment has been quite successful and many of its in-service students are benefiting from the postgraduate study programmes. Improvement in qualifications for a better life is a right of everyone and the Faculty’s programmes meet this challenge by offering opportunities to all. In particular a significant number of beneficiaries are those who cannot afford education in formal institutions due to a variety of reasons.

Realizing the importance of science education and growing needs of the Faculty of Sciences, the University has completed a building, the Research Complex, at a cost of Rs 35 million. The Research Complex now accommodates departments of Agricultural Sciences, Biology, Chemistry, Environmental Sciences, Home & Health Sciences, Mathematics, Statistics and

Physics. These departments are running a variety of postgraduate technical, scientific and professional programmes successfully. The Research Complex also has a Computer Lab with Internet and On-line Library Facility for literature survey, Seminar Room, Lecture Hall and Library. In addition, there are many labs for practical work, teaching and research, and instrumentation labs for analysis. The University is developing these labs through its own resources. The Faculty of Sciences is fortunate to have Prof. Dr. Zia Ul-Qayyum as the University's Vice-chancellor, who has given personal attention to the development of the Faculty of Sciences by providing generous amount of funds and valuable guidance.

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

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

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

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

DEPARTMENT OF AGRICULTURAL SCIENCES (DAS)

Introduction:

The Department of Agricultural Sciences (DAS) is making earnest efforts aiming at supplementing, supporting and re-enforcing extension services and offering agriculture related programmes at different levels.

Agriculture progress in most developing countries has mainly involved an increase in the production of staple crops, the introduction of industrial crops and development of livestock production.

At present, higher education in agriculture is imparted by four

formal agricultural universities in Pakistan, which are not catering in-service personnel. AIOU conducted a survey to get an idea about the higher education in Agricultural Extension, Livestock Management, Forestry Extension & Rural Development and received a positive response from candidates who could not improve their qualification from formal Agricultural Universities for one or other reason and are now working in different governmental departments and NGOs.

Programmes:

The DAS offers the following programmes/courses at different level.

1. PhD Agricultural Extension
2. MSc (Hons) Livestock Management
3. MSc (Hons) Agricultural Extension
4. MSc (Hons) Rural Development
5. MSc Forestry Extension

Besides Postgraduate programmes the department also offers Higher Secondary School Certificate (HSSC), Secondary School Certificate (SSC) and Short Term Courses.

MSc Forestry Extension

a) Introduction:

Forestry extension is an important vehicle for expansion of forest resources in the country, and a tool for forest resources conservation and development. Planning forestry extension is important for a successful forestry development programme in the country in an efficient, timely and cost-effective way.

The MSc Forestry extension programme offered by Department of Agricultural Sciences looks into issues of resource degradation,

impact of decreasing resources on rural communities, bio-diversity, global climate, silviculture systems, timber harvesting methodology and technology. It is being recognized by the foresters and other professionals involved in the forestry and environment sectors. At present not a single institution in the country is offering Forestry Extension programme at postgraduate level. Allama Iqbal Open University, Islamabad is therefore, the pioneer in this regard to offer this programme.

b) Objectives:-

The general objectives of the MSc Forestry Extension Programme are:

- * To assist learners to develop and use improved forestry and agricultural technology.
- * To develop non-formal methods of adult education in forestry practices.
- * To introduce behavioral changes of the target group to blend tree growing activities along with other farming activities.
- * To establish linkages between research group and users.

c) Eligibility:-

Candidates possessing BSc or MSc Forestry degree with at least second division or BSc (Hons) Agriculture or MSc (Hons) Agriculture with at least 02nd division from national or international recognized institutions or BSc or MSc in Botany with at least 02nd division with three years field experience in Forestry are eligible for admission.

Note:-Eligible candidates should send the application forms to Chairman, Department Agricultural Sciences, Allama Iqbal Open University, Islamabad.

Selection will be based on merit that will be determined by the departmental admission committee as per AIOU postgraduate admission rules. Rules and Regulations changed from time to time by Authorities of the university will be applicable for both new & old students necessary. The students will have to abide by all such rules and regulations framed and changed from time to time.

**d) Scheme of Studies: - Semester Wise Course Offering
1st Semester**

S. No.	Code	Course Title	Credit Hours
1.	2500	Principles of Rural Sociology-I	3(3+0)
2.	2501	Range Land Management in Pakistan	3(3+0)
3.	2502	Tree Management	3(3+0)
4.	2512	Principles of Rural Sociology-II	3(3+0)

2nd Semester

1.	794	Statistics	3(3+0)
2.	2504	Research Methods	3(3+0)
3.	2511	Soil Conservation & Watershed Management	3(3+0)
4.	2516	Environment and Forestry	3(3+0)

3rd Semester

1.	2505	Diffusion of Innovations	3(3+0)
2.	2507	Forestry Extension Education	3(3+0)
3.	2510	Agro-Forestry	3(3+0)
4.	2514	Approaches of Rural Development	3(3+0)

4th Semester

1.	2503	Participatory Forestry	3(3+0)
2.	2506	Mass Communication	3(3+0)
3.	2508	Economics of Forestry	3(3+0)
4.	2509	Social & Community Forestry	3(3+0)

5th Semester

1.	798	Thesis	12
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e) Fee Tariff:

Item	Rate
Registration Fee: (once at the time of 1 st admission in University)	Rs.200/-
Admission Fee: (once at the time of 1 st admission in Programme)	Rs.700/-
Technology Fee + Courier Charges (in each semester)	Rs.135/-
Per 3 Credit Hours course fee: Rs.3460/- For 4 courses Fee: Rs.3460×4=Rs.13840/-	Rs.13840/-
Workshop/Field Visit Fee: Rs.2660/-	Rs.2660/-
1st Semester Fee:	Rs.17535/-
Thesis Fee:	Rs.15720/-

a) Instructional Methodology:

Field Activity Based Assignments:

Students are given two written assignments for each half credit course and four written assignments for each full credit course. The assignments in each course will be field activity based.

Workshop:

The workshop is a compulsory component of the programme and will provide an opportunity for the students to discuss issues raised in the courses and explore their significance for specific course of study and professional development. Attendance of the students in the workshop will be mandatory.

Attainment of Certificate/Degree

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

FACULTY MEMBERS:

1. **Prof. Dr. Sher Muhammad**
Chairman
Ph: 051-9057750
2. **Dr. Shafique Qadir Memon**
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Email: shafiq_qm@yahoo.com
3. **Dr. Farhat Ullah Khan**
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Email: farhatkhan7@yahoo.com
4. **Dr. Muhammad Tarique Tunio**
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5. **Dr. Sabir Hussain Shah**
Assistant Professor Ph: 051-9057752

6. Ms. Fouzia Anjum

Lecturer
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7. Dr. Mahwish Siraj

Lecturer
Ph: 051-9057749

8. Dr. Zaid Mustafa

Lecturer, Ph: 051-9057192

**DEPARTMENT OF ENVIRONMENTAL
DESIGN, HEALTH AND NUTRITIONAL
SCIENCES****Introduction**

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

Aims and Objectives

- i. To prepare learners for the career related disciplines considering the professional interests of individuals in the areas of Environmental Design, Health, Home Economics, Nutrition, and Dietetics etc.
- ii. To prepare the individuals/professionals for the development

and up gradation of community & environment.

- iii. To enable the individual to integrate and apply knowledge and skills of Environmental Design. Food and Nutrition & Home Economics, for future studies.

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

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

MSc Sustainable Environmental Design
(*Minimum 2 years*)

Introduction:

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

design and construction strategies.

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

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

Objectives:

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

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

Salient features:

Development of MSc/MS Environmental Design programme is facilitated by British Council under the DFID Higher Education Link Scheme. Experts from a foreign university (Roland Ashcroft, Prof. Jeanette Paul, University of Dundee) and local Engineering Universities/Colleges (UET, Lahore, NED University, UET Taxila, MUET, Jamshoro, NCA,

For Continuing Students of Sustainable Environmental Design

The admission for the semester Spring and Autumn are offered in the months of February and August respectively. The continuing students are sent computerized admission forms. However, if for any reason a student does not receive the computerized form, he/she may continue the Programme by submitting fresh admission form. Continue admission form can also be downloaded from university's website (www.aiou.edu.pk). The rest of the prevalent terms and conditions are applicable to all fresh and continuing students.

d) Scheme of Studies & Course Contents

Duration: Minimum 4 Semesters (2 year)

Credit Hours Requirement: 60 Credit Hours

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

PROPOSED SCHEME OF STUDY:

1st Semester

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

2nd Semester

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

3rd Semester

1.	3680	Ecology & Ethics in Design and Architecture	4(3+1)
2.	3681	Environmental Control Systems (Heating, Cooling and Lighting)	4(3+1)
3.	3682	Waste Management	4(3+1)
4.	3683	Culture & Building Design	4(3+1)

4th Semester

1.	3684	Research Methods	3(2+1)
2.	3685	Basic Statistics	3(2+1)
3.	3686	Project	6
Total Credits			60

Note:

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

g) Instructional Methodology:

Allama Iqbal Open University employs media mix or blended mode of learning as methodology of instruction in which study material in the form of practical books/notes/study manuals is

supported with non-broadcast audio-visual programmes and lecture sessions (video conference/LMS Technology etc.).

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

(Lecture Sessions/ Course Workshops)

Twenty-seven hours interactive lecture sessions for each 03-04 credit hour course are arranged at AIOU Main Campus and Regional Offices of AIOU.

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

(Course workshops)

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

A student failing to attend any workshop is generally declared fail in final result. However, any student who could not manage to attend the workshop may appear in the final examination and may cover the missed workshop component in the later semesters. The students will have three chances in total to complete the workshop component but they will have to deposit the workshop fee at the start of the semester in

which it is offered (in case they avail another chance). AIOU does not bear any cost incurring on boarding/lodging or TA /DA during the commencement of workshops. The university provides hostel facility on nominal charges for the course/thesis workshop held in the main campus, Islamabad. However, university is not responsible to provide accommodation for the workshops that are conducted in the regions.

Practical Work:

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

Research Project:

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

Viva Voce:

After evaluation of the research report by evaluator, the student has to appear for Viva-Voce examination. (Rules and

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

h) Assessment System:

During the semester the students are required to submit two assignments for each 03 credit hour course and these assignments not only help the students to go through the course contents completely but also are a preparation for the final examination.

- i. Assignment 1 is the theoretical assignment based on units 1– 7 of your course.
- ii. Assignment 2 is applied and includes a research activity followed by the submission of a research report OR an observational visit/ survey followed by the submission of a report. This assignment is designed to judge the understanding of the students in the specific areas and to assess its application.
- iii. Final Examination (A three hour written examination will take place at the end of the semester for each course) and compulsory workshops for each course.
- iv. For working out the final course grade the marks of continuous assessment and final examination are calculated in the ratio of 30:70 for both the programmes.
- v. Student failing in the continuous assessment

(assignments, practical and field project) will not be eligible to sit in the final examination.

- vi. Only those students will be allowed to take final examinations that have passed the assignments. The student failing in the continuous assessment (Assignments, practical and field project) will not be eligible to sit in the final examination. The minimum qualifying marks for each component are as follow:
 - i) A minimum of 40% in continuous assessment.
 - ii) A minimum of 40% in the final examination.
 - iii) As aggregate of 50% in the two components i.e. continuous assessment (practical and theory assignments) and final examination.

Fee Tariff

1st Semester

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

Attainment of Certificate/Degree

On successful completion of the programme the student will

have to apply to the Controller of Examination for the issuance of Degree.

FACULTY MEMBERS:

1. Dr. Hajra Ahmad

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3. Dr. Mahpara Safdar

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4. Ms. Asma Afreen

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5. Ms Rabeea Zafar

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Environmental Design
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6. Ar. Nazia Iftakhar

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(Architecture/Urban Planning)
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7. Ar. Omer Shujat Bhatti

Research Associate
(Architecture/Environmental Design/Project
Management)
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Adjunct Faculty Members:

1. Prof. Dr. Nomana Anjum

(Environmental Design)
Former Chairperson, EDH&N Sciences
AIU, Islamabad.

2. Dr. Tabasum Zahidi

Associate Professor (Urban Design) F/7/2 College,
Islamabad

3. Ar. Gul Najam Sami

(The world Bank) (Architecture/Design)

4. Engr. Muhammad Abid

(Agriculture & Water, PMRT) (Civil Engineering)

5. Ar. Uzma Zain,

(Architecture/Consultant)

6. **Dr. Naeem Ejaz**
Associate Professor
UET Taxila (Civil & Environmental Engineering)
7. **Engr. Hafiz Ehsan-ul-Haq Qazi**
Director, CDA (Urban Planning)
8. **Dr. Riffat Haq**
(Gender & Environment)
9. **Engr. Muhammad Sohail**
PD. Pir Mehr Ali Shah
Arid Agricultural University, Rawalpindi
(Environmental Design)
10. **Ms. Ghazala Naheed**
IMCG F-7/2, Islamabad (Environmental Psychology)

MSc Public Nutrition (Minimum 2 Years)

Programme Code:

4	7	0	1
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1. INTRODUCTION

Health care in the whole world has changed substantially in this century. New disciplines have emerged and role of traditional health disciplines has broadened to keep pace with the changing emphasis from curative to preventive health care. The discipline of nutrition has been remarkably grown over the years. A variety of sister disciplines such as Dietetics, Biochemistry, Microbiology, Food Science, Agriculture and Home Sciences have contributed to its advancements and discoveries. Achieving the optimal nutritional status of the public is the prime objective of using the knowledge of nutrition.

The department offers MSc Public Nutrition with course work. The context for the programme is also provided by department's drive to play its role in resolving persisting nutritional issues of the society.

This programme will help to develop a comprehensive understanding of the role of diet and nutrients in the etiology, prevention, treatment and management of diseases by offering a variety of subjects like basic to applied Food and Nutrition courses, nutrition education, nutrition for fitness, clinical nutrition, nutritional assessment, epidemiology and biostatistics.

2. OBJECTIVES

The objectives of the programme are given as under:

- To provide guidance/educational opportunities to in-service nutritionists and other health professionals to improve their qualification and skills, who could not continue their education through formal system.
- To support the careers of aspiring public health professionals and to encourage them for further study at MS level.

3. ELIGIBILITY

At least 14 years of schooling or 2 years of education after HSSC/F.Sc/Grade 12 equivalent to Bachelor of Science in the relevant discipline with minimum second division is the basic eligibility criteria. Candidates with following degree are eligible for admission in this program:

- BSc/ BS Nursing
- BS Physiotherapy
- BS Medical Technology
- Bachelors of Homeopathic Medical Sciences (BHMS)

- MD Alternative Medicine
- Bachelor of Eastern Medicine
- BS in Medical Emergency & Intensive Care Technology
- B.Sc./BS Vision Sciences
- BS/B.Sc. Home Economics
- BS Nutrition
- BS Medical Sciences
- BS/B.Sc. Biotechnology
- B.Sc. (Hons.) in Agriculture with specialization in Nutrition/Food technology
- BS/B.Sc. Biochemistry
- BS/B.Sc. Microbiology
- BS/B.Sc. Biology with combination of courses at least chemistry and zoology

4. ADMISSION/REGISTRATION PROCEDURE

Although the University offers admission twice a year i.e. Autumn and Spring, but admission to new students of this discipline is advertised only once a year i.e. in Autumn semester.

- a. A student will be generally allowed to register for a maximum of 18 credit hour courses to be offered in each semester. See Section No.6 for semester wise course offering for MSc Public Nutrition.
- b. Admission procedure detail are at page 3 (Merit Based)
- c. Admission forms prescribed for the specified programme only will be entertained.
- d. Incomplete admission forms will not be entertained in any case. Selection of candidates in the programme will be made strictly on basis of merit against a limited number of seats.

- e. Only those candidates who qualify admission criteria will be informed about their selection.
- f. On receipt of admission offer letter, candidate is allowed to pay dues (as detailed in fee section at Serial No.10) within due date as per procedure mentioned in the intimation letter.
- g. Students will have to submit the acceptance letter along with submitted fee challan to Admission Department within one-week time to ensure their admission confirmation.
- h. The study material inclusive of text books, assignments, tutorial schedule and reference material is mailed to the students.
- i. For submission of admission form and clarification about academic matters please contact on the following address:

Note: Only online admission is available.

Dr. Mahpara Safdar

(Programme Coordinator)

Department of Environmental Design,

Health & Nutritional Sciences

Block No. 6, AIOU, Sector H-8, Islamabad.

Email: mahpara.jadoon@aiou.edu.pk

Ph: No.051-9057748, 051-9057265,

051-9057741, 051-9057742

5. SCHEME OF STUDIES

- | | | |
|--------------------------|---|-------------------------------------|
| Duration | : | Minimum four semesters
(2 years) |
| Credit hours requirement | : | 60 credit hours |

Course/Practical Work : 54 credit hours
 Research Project : 06 credit hours

After the completion of course work, the students will be allowed to undertake research project in the community or in laboratories at AIOU. Student at distance can use PCSIR Labs or Food Science & Nutrition Laboratory of local teaching institutions or other scientific institutions to be approved by the University. Minimum duration for submission of project is one semester (6 months).

6. SEMESTER-WISE OFFERING OF COURSES

1st Semester

Sr.#	Codes	Title of Course	Credit Hours
1	3641	Macro Nutrients	4(3+1)
2	3642	Micro Nutrients	4(3+1)
3	3643	Nutrition Education	4(3+1)
4	3644	Basics of Food Sciences	4(3+1)

2nd Semester

1	3645	Nutrition –A Life Span Approach	4(3+1)
2	3646	Nutrition for Fitness	4(3+1)
3	3647	Nutritional Assessment-I	4(3+1)
4	3648	Nutritional Assessment - II	4(3+1)

3rd Semester

1	3653	Research Methods	3(2+1)
2	3654	Basic Biostatistics	3(2+1)
3	3649	Maternal & Child Health	4(3+1)
4	3652	Clinical Nutrition	4(3+1)

4th Semester

1	3650	Applied Epidemiology	4(3+1)
2	3651	Food Microbiology	4(3+1)
3	3655	Research Project	06
Total Credit Hours			60

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

7. MODE OF INSTRUCTIONS

Allama Iqbal Open University employs distance learning/ media mix or blended mode as methodology of instruction. In view of the special requirements of Health and Nutrition Postgraduates studies, the following combination of media mix is being used.

- a) Reference ebooks will be shared.
- b) Tutorials and workshops will be conducted online through Learning Management System (LMS).
- c) There will be one workshop of interactive teaching of three days for each course in each semester. Attendance in these workshops is compulsory.

8. INSTRUCTIONAL METHODOLOGY

Allama Iqbal Open University employs media mix methodology of instruction in which study material in the form of practical book/notes/study manuals is supported with non-broadcast audio-visual programmes and tutorial meetings. In view of the special requirements of Health and Nutrition

Postgraduate studies, the following combination of media mix is being used.

A. Course Books

The University recommends reference books from Open Education Resource (OER)

B. Tutorial Meetings/Student Teacher Contact

Student teacher contact for each of three/four credit hour courses at LMS will be arranged, as per University's policy.

C. Course Workshops

Workshops at MSc level will be conducted through LMS or it can be arranged on Main Campus depending upon the situation at that time. There will be one workshop of interactive teaching of three days for each course in each semester. Attendance in these workshops is compulsory.

In case a viable group of 20 to 30 students is not formed in any region, the students are normally merged in the students' group of nearby region.

A workshop has lectures of eminent subject experts and students' presentations based on the field/community work followed by discussion on each presentation. A student failing to attend any workshop is generally declared fail in final result. However, any student who couldn't manage to attend the workshop may appear in the final examination and may cover the missed workshop component in the later semesters. The students will have three chances in total to complete the workshop component but they will have to deposit the workshop fee at the start of the semester in which it is offered. In case the workshops are conducted at Main Campus, AIOU does not bear any cost incurring on boarding/ lodging or TA/DA during the workshops. The students are required to

make their own arrangements for their stay during the workshops. A student's hostel (Exchange No. 051-9250098-99) within the campus also provides accommodation facilities at nominal charges on first come first serve basis.

D. Practical Work

Applied field based activities will be offered with 04 credit hour courses in each semester.

During the study period the students are required to complete their community/field work and submit their mini-research reports to their respective tutor on the prescribed format.

a. Research Project

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

b. Viva Voce

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

shall be cancelled and the student shall be debarred for ever for admission to any programme of the University.

9. ASSESSMENT

During the semester the students are required to submit 2 assignments for each 3 or 4 credit hours course and these assignments not only help the students to go through the course contents completely but also for a preparation for the final exam.

- i. Assignment I is the theoretical assignment based on unit 1 to 7 of the course.
- ii. Assignment II is applied and includes a research activity followed by the submission of research report OR an observational visit/survey followed by the submission of the report. This assignment is designed to judge the understanding of the students in the specific areas and to assess its application.
- iii. Final examination (A three hour written examination takes place at the end of semester for each course) and compulsory workshop for each course.
- iv. For working out the final course grade the marks of continuous assessment and final examination are calculated in the ratio of 30:70.
- v. Students failing to submit any one of the course assignment will be considered fail in that course and they will have to apply for re-admission in that course.
- vi. The minimum qualifying marks for each component are as follows:
 - a. A minimum of 40% in continuous assessment
 - b. A minimum of 40% in the final examination
 - c. An aggregate of 40% in the two components i.e. continuous assessment (theory & practical assignments) and final examination.

vii. The grade will be determined as under:

Grade A	–	80% or above
Grade B	–	65% to 79%
Grade C	–	50% to 64%
Fail	–	Below 40%

viii. Only those students will be allowed to take final examinations who has passed the assignments. The students failing in the continuous assessment (assignments, practical and field project) will not be eligible to sit in the final exam.

10. FEE TARIFF:

Item	Rate
Registration fee	Rs.200/-
Admission fee	Rs.700/-
Technology:	Rs.135/-
Per 3 Credit Hours Course:	Rs.3285/-
One Practical / Research Based:	Rs.2535/-
Project Evaluation Fee:	Rs.6590/-

Semester wise payment to be made by the student on the basis of above mentioned fee tariff:

1st Semester Fee:

Registration fee	Rs.200/-
Admission fee	Rs.700/-
Technology:	Rs.135/-
Course Fee for codes 3641 & 3642	Rs. 8760/-
Course Fee for codes 3643 & 3644	Rs. 11640/-
Total fee for 1 st Semester	Rs. 21435/-

Note: Only selected students will be intimated for depositing fee. No fee is required with admission form.

PROCEDURE OF DEPOSITING THE FEE

The University has introduced a special method for depositing the fee and admission form for the convenience of the students. For making the process more consistent and effective, the University has entered into a formal agreement with the **Allied Bank Limited (ABL)**, **First Women Bank Limited (FWBL)**, **United Bank Limited (UBL)** and **Muslim Commercial Bank (MCB)**.

According to this agreement, students can deposit fee through bank challan forms at any branch of ABL or MCB. The bank branch will issue receipt for depositing the admission procedure.

Note:

1. **Copy of the Admission form complete in all respect must be sent on the following address:**

Dr. Hajra Ahmad
Chairperson
Department of Environmental Design,
Health & Nutritional Sciences
Block No. 6, AIOU, Sector H-8, Islamabad
Ph: No.051-9057742, 051-9057265, 051-9057741, 051-
9057748
Email: hajra.ahmad@aiou.edu.pk

10. ATTAINMENT OF CERTIFICATE/DEGREE

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

11. IMPORTANT CONTACT ADDRESSES & PHONE NUMBERS:

a. Academic Staff

1. **Dr. Hajra Ahmad (Chairperson)**
Associate Professor
(Food & Nutrition)
hajra5@hotmail.com
051-9057742, 051-9250063
2. **Dr. Zaheer Ahmad**
Associate Professor
(Food Bio-Technology)
zaheer863@gmail.com
051-9057265
3. **Dr. Mahpara Safdar (Programme Coordinator)**
Assistant Professor
(Human Nutrition)
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051-9057748
4. **Ms. Asma Afreen**
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(Food and Nutrition)
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5. **Mrs. Rabeea Zafar**
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(Environmental Design)
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6. **Ar. Nazia Iftakhar**
Lecturer
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7. **Ar. Omer Shujat Bhatti**
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051-9057746

b. Adjunct Faculty Members

1. **Dr. Rezzan Khan**
Consultant Nutritionist
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Shifa International Hospital,
H-8/4, Islamabad
2. **Dr. Naghmana Akhtar**
Associate Professor
Department of Home Economics,
G College for Women, F-7/2, Islamabad
3. **Prof. Dr. Asif Ahmad**
Department of Food Technology
PMAS-Arid Agricultural University, Rawalpindi

4. **Prof. Dr. Tariq Baqai**
(Gastroenterologist)
Islamic International Medical College,
Railway Hospital, Westridge, Rawalpindi

c. Support Field Staff

- Mrs. Shamim Ayub**
Lady Health Worker (Field)
Department of Home and Health Sciences
Allama Iqbal Open University, Islamabad
Phone 051-9057745

GENERAL INFORMATION

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A candidate is required to send complete admission form along with attested copies of all educational and experience certificates to Department as mentioned in the prospectus before or on the closing date.
- iii. If an applicant of post-graduate/research level programme does not receive any information regarding admission within three months from submission of application, he/she should presume non-selected.
- iv. A course taken by any student cannot be change during the semester. However, in real hardship cases, the change in courses will be allowed within fifteen days after receipt of books and deposit of prescribed fee.
- v. The address of a student will not be changed during the semester.
- vi. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme.
- vii. On payment of the registration fee, each student will be issued a registration number. This number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.
- viii. Study material shall be mailed to the students at their given addresses.
- ix. After receipt of the study package, students are usually intimated about the part time tutors for each course for tutorial guidance within fifteen days. If you do not get information about tutors, you are required to send your assignment by registered post to the concerned Regional Director, Assistant Regional Director without delay; you are also required to retain a photocopy of all your assignments.
- x. Rules and regulations framed, enhanced and changed from time to time by the authorities, bodies of the university will be effective as deemed necessary. The student will have to abide by all such rules and regulations from the date of their implementation.
- xi. A student who fails in continuous assessment component is not eligible to reappear but will be allowed to re-register for the same course at its next offering semester by the university.
- xii. It is the responsibility of the student to remain in touch with the department regarding the selected programme.
- xiii. A student already admitted to a programme or a specialization of a programme shall not be allowed to transfer or to get admission to another programme unless he/she formally postpones it till the completion of the new programme or withdraws from the previous programme.
- xiv. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.
- xv. The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.
- xvi. The student must inform the Admission Department in writing within the period of 15 days after receipt of study material parcel, *if found any wrong/short of material/ books which is not according to the admission form/ check list or*

mistake in name and address. No request for any change will be entertained after the stipulated period.

- xvii. Check the books and tally with the course codes mentioned on the address label pasted on the registered packet. If there is any discrepancy, write immediately to Admission Department for correction/supply of requisite books.
- xviii. Admission forms incomplete in any respect will not be entertained and will be returned after close of semester to the students indicating the deficiency in clear terms with advise to request for refund of fee.
- xix. Admission form received without prescribed fee less fee or fee deposited after due date will not be considered.
- xx. In case of discrepancies in the name of student/ Father's name of the student or difference in name mentioned in his/her other educational certificates, the name on the Matric certificate of the student will be considered as correct name. The Examination Department shall also issue certificate/ degree on the said name.
- xxi. In case provision of forged documents for admission, not only the admission will be refused to the applicant but the fee deposited by him/her will also be forfeited. The university may proceed further in the matter.

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

REGULATIONS FOR REFUND OF ADMISSION FEE

Admission fee once deposited by the candidates/ students in the university account will neither be refunded nor converted/adjusted as a matter of right. However, fee paid by the candidates/students will be settled in the following cases:

- i) The candidates/ students who deposit the fee for a programme and later on change their mind to apply in another programme and communicate their decision in black and white to the admission section before dispatch of study material in such cases, fee will be refunded to them after deduction of 10% of the total amount deposited.
- ii) The candidates/ students who discontinue the programme/ courses(s) after dispatch of books, neither their admission will be cancelled nor fee will be refunded to them.
- iii) The candidates/ students who are not allowed admission to a programme offered by the university due to less enrolment/ non formation of viable group/ non offering of courses, full fee will be refunded to them.
- iv) The candidates/ students who know that they are ineligible for admission to a programme, and even then they deposit the fee, in such cases, the fee will be refunded after the deduction of 25% as services charges from the total amount.

- v) The amount deposited by the candidates/ student in excess (more than the prescribed fee) will be refunded/ adjusted within a year.
- vi) Cases of refund of admission fee will be processed after finalization/ completion of admission of the semester and only on the production of original Bank Challan/Receipt No. 3 & 4.
- vii) If candidates/ students deceive the university and get admission in two different programmes simultaneously in a semester admission will be cancelled in both the programmes and the fee deposited for both the programmes will be forfeited.

IMPORTANT TELEPHONE NUMBERS

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

REGIONAL OFFICE ADDRESSES

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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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AZAD JAMMU KASHMIR

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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ALLAMA IQBAL OPEN UNIVERSITY

(DEPARTMENT OF EXAMINATIONS)

FEE TARIFF*

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

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

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

15.	Change in Name or any other Correction in Certificate/ Degree (made by Board/University or Court Decision)	Double Fee of Ordinary Prescribed for Programme
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16.	Verification of Certificate/Degree (By Students or Departments)	By Post Rs.600/-	By hand (same day) Rs.1000/-
	Verification of Certificate/Degree from Foreign Organizations/Oversees Countries	USD 100* * including USD 25 for Courier Charges	

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

*Applicable with effect from 1st January 2020.

ALLAMA IQBAL OPEN UNIVERSITY, REGIONAL NETWORK

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