

Admission Autumn 2020 **AIOU**

PGD

**Human Resource Management
Supply Chain Management
Entrepreneurship**



Allama Iqbal Open University, Islamabad

www.aiou.edu.pk

Help Line: (051) 111-112-468

PROSPECTUS

OF

- i. PGD–Human Resource Management**
- ii. PGD–Supply Chain Management**
- iii. PGD–Entrepreneurship**

FOR

SEMESTER: AUTUMN 2020



**Allama Iqbal Open University
Islamabad**

Price Rs.500/-

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Semester:.....	Autumn 2020
No. of Copies:	100+50
Price:	Rs.500/-
Composed/Layout by:.....	Hamid Shah / Hameed Zahid
Printing Incharge.....	Shakeel Ahmed Khan
Printer.....	AIOU Printing Press, Islamabad
Publisher	Allama Iqbal OpenUniversity,H-8, Islamabad.

CONTENTS

	<i>Page #</i>
VICE-CHANCELLOR'S MESSAGE	1
ALLAMA IQBAL OPEN UNIVERSITY	2
FACULTY OF SOCIAL SCIENCES & HUMANITIES	2
Department of Business Administration	3
PGD Human Resource Management	4
PGD Supply Chain Management	6
PGD Entrepreneurship	9
General Information	13
Regulations for Refund of Admission Fee	15
Important Telephone Numbers	15
Regional Office Addresses	16

IMPORTANT ACTIVITIES TO BE REMEMBERED

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

Note: Contact concerned Regional office for exact schedule of activities. Continuing Students are sent information for all activities by post. Simultaneously information is placed on website (www.aiou.edu.pk), students can download if not received by post.

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

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

All fresh and continue students can submit their admission using any one option on the following way:

- i. Apply on hard form ((printed form)
- ii. Apply using online admission system

Follow these instructions to apply:

APPLY ONLINE (FRESH STUDENTS):

1. Visit website: <https://online.aiou.edu.pk>
2. Press link “Admission form for Fresh students”.**(PGD (HRM) / PGD (SCM) / PGD (Entrepreneurship)**
3. After filling the admission form, print out your “Admission Form” and “Challan Form”.
4. Using printed challan form and submit your fee in any branch of FWBL, ABL, MCB or UBL. You need to use only challan form for submission of fee and follow instructions below to deliver your admission and fee submitted challan form to university (How to deliver your admission form to University).

APPLY ONLINE (CONTINUE STUDENTS):

1. Visit website: <https://online.aiou.edu.pk>
2. Press link “Admission/Enrollment Form for Continue students”;
3. Enter your “Roll Number” in Roll Number field.
4. Select courses and print challan form.
5. Using printed challan form submit your fee in any branch of FWBL, UBL, MCB or ABL. Keep save copy of your challan form after submission of fee. **You need not to send challan to the University** but University can ask for copy of challan form any time if required.

HOW TO DELIVER YOUR ADMISSION FORM TO UNIVERSITY?

After submission of fee you need to deliver your admission form to university using following way:

1. Separate the address label attached with bottom of the first page of admission form.
2. Attach original copy of fee submitted challan (university copy) with your admission form.
3. Now pack this form in an envelope.
4. Now paste address label (already separated from form) on envelope.
5. Visit any nearest branch of Post Office and post it as registered parcel and get the receipt. (Keep save the receipt).

Note: Keep in mind that you don't have to pay any amount to Post Office to post your admission. University have paid your postage charges to Post Office in advance.

Vice-Chancellor's Message

Dear Student,

السلام عليكم

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), 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 BUSINESS ADMINISTRATION

Introduction:

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 Centre of Excellence in Business Management education and research in Pakistan. The Department has assembled outstanding teaching faculty and developed extensive teaching material for the improvement of education in Pakistan. The Department is offering programs from BBA to PhD levels with various specializations. These programs contribute significantly to the national goals by developing the professionals equipped with modern business techniques. The graduates from the department are well recognized in the human resource market and enjoy a respectable status in public and private sector organizations, operating in Pakistan and abroad. The department is also publishing a HEC recognized research journal namely "Journal of Contemporary Management Sciences". The Department has well qualified faculty members including MPhil/ MS and PhD both from national and foreign universities.

The department is offering various programmes for students to achieve objectives such as:

- 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.

**POST GRADUATE DIPLOMA
(HUMAN RESOURCE MANAGEMENT)**

Programme Code:

0	7	1	2
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Objectives:

The objectives of Post Graduate Diploma in HRM are:

- 1. To inculcate the concepts and practices essential to Human Resource Management,
- 2. To prepare our graduates for HRM positions,
- 3. To develop HR professionals to advance their careers.

Duration:

As per guidelines of HEC, Post Graduate Diploma (1 year) programme will be spread over 2 semesters covering 10 courses.

Eligibility:

Applicants having 14 years of education (BA/BSc./BCom/ BBA/Associate Degree Programmes 2-years) from HEC recognized institution with at least second division (45% marks) would be eligible to apply.

Admission Procedure:

- i. Admission in Post Graduate Diploma in Human Resource Management is proposed to be offered once a year. Applications will be invited through the daily newspapers/ AIOU website as per AIOU policy.
- ii. The candidates are required to deposit fee in any branch of ABL, FWBL or MCB along with admission form and attested testimonials.

Note: For online submission of admission see page 3.

Scheme of Studies:

The Post Graduate Diploma programme would be offered with the specialization of Human Resource Management. The tentative semester wise offering of courses will be the discretion of the department; it can be changed if desired so. The detail of courses and semester wise offering of courses is as under:

**PGD-Human Resource Management
FIRST SEMESTER**

S. #	Code	Course Title	Cr. Hrs
1	9501	Fundamentals of Business	3
2	9502	Professional Communication	3
3	9503	Management Theory and Practice	3
4	9504	Human Resource Management	3
5	9505	Computer Applications for Business	3

SECOND SEMESTER			
1	9506	Organizational Behavior	3
2	9507	Compensation Management	3
3	9508	Performance Management	3
4	9509	Labor Management Relations	3
5	9510	Strategic Human Resource Management	3

Medium of Instruction:

The medium of instruction and examination would be English Language.

Methods of Instruction:

- i. The Post Graduate Diploma in Human Resource Management would be offered through Open Distance Learning Mode.
- ii. The course outlines along with the required reading materials and assignments will be provided to the students.
- iii. Three days workshop will be conducted for each course.

Evaluation Scheme:

Assignments:

The students will submit two compulsory assignments of each course to their tutors as per schedule, who will return the same after marking and providing necessary academic guidance.

Workshops and Presentations:

At the end of each semester, workshops for the courses of PGD-HRM would be held at major regional campuses of AIOU or at Main Campus, Islamabad before final

examination. The duration of workshop for each course would be three days. Attendance and presentation of the students in workshop is compulsory. If a student fails to obtain 50% marks in workshops, the student shall enroll the course when university offers these courses. In case of low enrolment in a particular region, the students would be required to participate in the workshops in other region as directed by the university.

Assessment/Weightage:

For successful completion of each course, the student will be required to qualify in each component. Assessment criteria as per rules and regulations of the university will be as under:

Assessment Component	Weightage in the aggregate results
Assignment No. 1	10%
Assignment No. 2	10%
Workshop/Presentation	10%
Final Examination	70%

- i. To appear in final examination, the student has to pass in assignments and workshop presentations for the courses studied.
- ii. The conditions to qualify each component are given below:
 - a. A minimum of 50% marks in assignments (aggregate).
 - b. A minimum of 50% marks in Presentations (where applicable).
 - c. A minimum of 50% marks in the final written examination.

Requirements for Award of Post Graduate Diploma:

Following are the requirements for the award of Post Graduate Diploma:

- i. Successful completion of all courses
- ii. The students who intend to discontinue PGD after first semester may be offered a certificate of passed courses as determined by university or Controller of Examinations Office.

Fee Structure:

Item	Rate
Registration Fee: (At the time of first admission)	Rs.200/-
Admission Fee: (At the time of first admission)	Rs.1000/-
Technology Fee: (in each semester)	Rs.200/-
Course Fee: (per 3 credit hours) Rs.2720 x 5 =	Rs.13,600/-
Total Fee of First Semester:	Rs.15000/-

POSTGRADUATE DIPLOMA SUPPLY CHAIN MANAGEMENT (PGD-SCM)

Programme Code:

0	7	1	7
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Supply Chain Management (SCM) is a cross-functional approach which deals with the movement of raw materials into an organization, management of internal processing of raw materials into finished goods, and helps the movement of finished goods from point of origin to point of consumption. Considering the significance of SCM, it adds value to the

operations of different organizations including educational institutes, commercial enterprises, social welfare departments, strategic organizations etc. One can easily believe that supply chain management is essential to a company's success and customer satisfaction. Even we cannot deny the contribution of SCM for the society. SCM knowledge and capabilities can be used to support health care, conduct disaster relief operations, and handle other types of emergencies. SCM also plays a role in cultural evolution and helps to improve our quality of life.

Considering the significance of SCM across various sectors, the Post Graduate Diploma in Supply Chain Management has been developed to meet the needs of those professionals who want to establish and enhance insight into theoretical as well as practical knowledge of supply strategies, forecasting, transportation and inventory management.

Objectives:

Key objectives of Post Graduate Diploma in SCM are:

- To provide basic understanding, concepts and practices about effective Supply Chain Management.
- To develop students to work in SCM positions efficiently and effectively.
- To help SCM professionals in their career advancement and growth.

Duration:

Total duration of the diploma in Supply Chain Management would be 1 year, comprising 2 semesters. Students would be required to study 10 courses of 3 credit hours each (total 30 credit hours course load).

Target Market:

- Graduated students with interest in logistics and supply chain
- Professionals and Managers associated with Logistic / Supply Chain Management
- Supply chain specialists (working in *but not limited to* commercial, profit/not-profit, medical, military and academic organizations)

Eligibility:

Applicants with at least 14 years of education in any discipline (BA/BSc/BCom/BBA/Associate Degree Programs 2-years) from HEC recognized institution with at least second division (45% marks) would be eligible to apply.

Admission Procedure:

- Admission in Post Graduate Diploma in Supply Chain Management is proposed to be offered once a year. Applications will be invited through the daily newspapers/AIOU website and other advertisements as per AIOU policy.
- The candidates will be required to deposit fee in the designated branches of banks. Details of authorized banks will be provided in the prospectus along with the admission forms and attested testimonials.

Medium of Instruction:

The medium of instruction and examination would be English Language.

Scheme of Studies:

The Post Graduate Diploma program would be offered with the specialization in Supply Chain Management. The semester

wise offering of courses are as under:

FIRST SEMESTER

S. No.	Codes	Course Title	Credit Hours
1	9501	Fundamentals of Business	3
2	9502	Professional Communication	3
3	9503	Management Theory and Practice	3
4	9541	Introduction to Supply Chain Management	3
5	9505	Computer Applications for Business	3

SECOND SEMESTER

1	9542	Purchasing and Procurement Principles	3
2	9545	Production and Operations Management	3
3	9543	Logistics Management	3
4	9544	Inventory and Material Management	3
5	9546	Distribution Channels	3

Methods of Instruction:

- The Post Graduate Diploma in Supply Chain Management would be offered through Open Distance Learning.
- The course outlines along with the required reading materials and assignments will be provided to the students.
- The schedule of classes will be chalked out by the DRS office as per Credit Hours requirements provided by the department.
- Three days' workshop will be conducted for each course.

Evaluation Scheme:

Assignments:

Students will submit two compulsory assignments of each course to their tutors as per schedule, who will return the same after marking and providing necessary academic guidance.

Workshops and Presentations:

At the end of each semester, workshops for the courses of PGD-HRM would be held at major regional campuses of AIOU or at Main Campus, Islamabad before final examination. The duration of workshop for each course would be three days. Attendance and presentation of the students in workshop is compulsory. If a student fails to obtain 50% marks in workshops, the student shall enroll the course when university offers these courses. In case of low enrolment in a particular region, the students would be required to participate in the workshops in other region as directed by the university.

Assessment/Weightage:

For successful completion of each course, the student will be required to qualify in each component. Assessment criteria as per rules and regulations of the university will be as under:

Assessment Component	Weightage in the aggregate results
Assignment No. 1	10%
Assignment No.2	10%
Presentation	10%
Final Examination	70%

- i. To appear in final examination, the student has to pass in assignments and workshop presentations for the courses studied.
- ii. The conditions to qualify each component are given below:
- iii. A minimum of 50% marks in assignments (aggregate).
- iv. A minimum of 50% marks in Presentations (where applicable).
- v. A minimum of 50% marks in the final written examination.

Fee Structure:

1	Registration Fee (At the time of first admission)	Rs.200/-
2	Admission Fee (At the time of first admission)	Rs.1000/-
3	Technology Fee (per student per semester)	Rs.200/-
4	Course Fee	Rs.2720/-
5	Total Fee for First Semester	Rs.15000/-

Requirements for Award of Post Graduate Diploma:

Following are the requirements for the award of Post Graduate Diploma:

- i. Successful completion of all courses
- ii. The students who intend to discontinue PGD after first semester may be offered a certificate of passed courses as to be determined by university.

PGD ENTREPRENEURSHIP

Programme Code:

0	7	1	8
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Entrepreneurship is a cross-functional approach which deals with the willingness to take risks and develop, organize and manage a business venture in a competitive global marketplace that is constantly evolving. Entrepreneurship is a key driver of our economy. Wealth and a high majority of jobs are created by small businesses started by entrepreneurially minded individuals, many of whom go on to create big businesses.

Entrepreneurship, adds value to the economy including educational institutes, commercial enterprises, social welfare departments, strategic organizations etc. That's why entrepreneurship education and its successful implementation would not only generate jobs and income; it will also facilitate innovation and stimulates transfer of wealth, knowledge, and skills. One can easily believe that Entrepreneurship is essential for a country economic growth and enduring progress. Even we cannot deny the contribution of entrepreneurship for the society.

Considering the significance of entrepreneurship for economy and society, the Post Graduate Diploma in Entrepreneurship has been developed to meet the needs of those professionals who want to establish and enhance insight into theoretical as well as practical knowledge of entrepreneurship & innovation management; strategies, theories, and challenges.

Objectives:

Key objectives of Post Graduate Diploma in Entrepreneurship are:

- To provide basic understanding, concepts and practices about entrepreneurship.
- To enable students to develop the insight needed to discover and create entrepreneurial opportunities.
- To equip students with knowledge and skills to successfully start and manage their own businesses to take advantage of these opportunities.
- To help entrepreneurship professionals in their career advancement and growth.

Target Market

- Graduated students with interest in entrepreneurship and innovation.
- Professionals associated with Entrepreneurship development activities/projects.
- Specialists working in but not limited to development sector and academic organizations.

Duration:

Total duration of the diploma in Entrepreneurship would be of 1 year, comprising 2 semesters. Students would be required to study 10 courses of 3 credit hours each (total 30 credit hours course load).

Eligibility:

Applicants with at least 14 years of education in any discipline (BA/BSc/BCom/BBA/Associate Degree Programs 2-years and others) from HEC recognized institution with at least second division (45% marks) would be eligible to apply.

Admission Procedure:

- i. Admission in Post Graduate Diploma in Entrepreneurship is proposed to be offered once/twice a year as decided. Applications will be invited through the daily newspapers/AIOU website and other advertisements as per AIOU policy.
- ii. The candidates will be required to deposit fee in the designated branches of banks. Details of authorized banks will be provided in the prospectus along with the admission forms.

Medium of Instruction:

The medium of instruction and examination would be English Language.

Methods of Instruction:

- i. The Post Graduate Diploma in Entrepreneurship will be offered through Open and Distance Learning Pedagogy- Blended Mode (online classes, workshops as well as tutorial support) all over Pakistan.
- ii. Students will be provided complete study material including assignments, course outlines and suggested readings.
- iii. Students will be provided tutorial support as per AIOU educational system.

Evaluation Scheme:**Assignments:**

Students will submit two compulsory assignments of each course to their tutors as per schedule, who will return the same after marking and providing necessary academic guidance.

Workshops and Presentations:

At the end of each semester, workshops for the courses of PGD-HRM would be held at major regional campuses of AIOU or at Main Campus, Islamabad before final examination. The duration of workshop for each course would be three days. Attendance and presentation of the students in workshop is compulsory. If a student fails to obtain 50% marks in workshops, the student shall enroll the course when university offers these courses. In case of low enrolment in a particular region, the students would be required to participate in the workshops in other region as directed by the university.

Scheme of Studies

The Post Graduate Diploma program would be offered with the specialization in Entrepreneurship. The semester wise offering of courses are as under:

S. No.	Codes	Course title	Credit Hours
FIRST SEMESTER			
1	9501	Fundamentals of Business	3
2	9502	Professional Communication	3
3	9503	Management Theory and Practice	3
4	9551	Introduction to Entrepreneurship	3
5	9505	Computer Applications for Business	3
SECOND SEMESTER			
1	9552	Innovation Management	3
2	9553	Entrepreneurial Finance	3
3	9554	Marketing for Entrepreneurs	3
4	9555	Entrepreneurial Supply Chain	3
5	9556	New Venture Planning & Launch	3

Evaluation Scheme:**Assignments:**

Students will submit two compulsory assignments of each course to their tutors as per schedule, who will return the same after marking and providing necessary academic guidance.

Presentations:

Students would be required to deliver mandatory presentations of their 2nd assignments during workshop. No relaxation on any ground will be provided to the students in this regard.

Assessment/Weightage:

For successful completion of each course, the student will be required to qualify in each component. Assessment criteria as per rules and regulations of the university will be as under:

Assessment Component	Weightage in the aggregate results
Assignment No. 1	10%
Assignment No. 2	10%
Presentation	10%
Final Examination	70%

- i. To appear in final examination, the student has to pass in assignments and workshop presentations for the courses studied.

- ii. The conditions to qualify each component are given below:

- a. A minimum of 50% marks in assignments (aggregate).
- b. A minimum of 50% marks in Presentations (where applicable).
- c. A minimum of 50% marks in the final written examination.

Fee Structure:

1	Registration Fee (At the time of first admission)	Rs.200/-
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3	Technology Fee (per student per semester)	Rs.200/-
4	Course Fee	Rs.2720/-
5	Total Fee for First Semester	Rs.15000/-

Requirements for Award of Post Graduate Diploma:

Following are the requirements for the award of Post Graduate Diploma:

- i. Successful completion of all courses
- ii. The students who intend to discontinue PGD after first semester may be offered a certificate of passed courses as to be determined by university.

FACULTY MEMBERS:

1. **Prof. Dr. Syed Hassan Raza**
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9. **Mr. Ahmed Hassan Jamal**
Lecturer
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11. **Mr. Ehsan Javaid**
Lecturer
Ph: 051-9057250
12. **Staff:**
Ph: 051-9057723

GENERAL INFORMATION

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

- xiii. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.
- xiv. The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.
- xv. The student must inform the Admission Department in writing within the period of 15 days after receipt of study material parcel, *if found any wrong/short of material/ books which is not according to the admission form/ check list or mistake in name and address*. No request for any change will be entertained after the stipulated period.
- xvi. Check the books and tally with the course codes mentioned on the address label pasted on the registered packet. If there is any discrepancy, write immediately to Admission Department for correction/supply of requisite books.
- xvii. Admission forms incomplete in any respect will not be entertained and will be returned after close of semester to the students indicating the deficiency in clear terms with advise to request for refund of fee.
- xviii. Admission form received without prescribed fee less fee or fee deposited after due date will not be considered.
- xix. In case of discrepancies in the name of student/ Father's

name of the student or difference in name mentioned in his/her other educational certificates, the name on the Matric certificate of the student will be considered as correct name. The Examination Department shall also issue certificate/ degree on the said name.

- xx. In case provision of forged documents for admission, not only the admission will be refused to the applicant but the fee deposited by him/her will also be forfeited. The university may proceed further in the matter.

PROCEDURE FOR DEPOSITING FEE

Eligible candidates for (Open Merit Programmes) are required to deposit fee in any branch of the following banks:

- (1) Allied Bank Limited (ABL)
- (2) First Women Bank (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, the fee will be refunded after the deduction of 25% as services charges from the total amount.

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

IMPORTANT TELEPHONE NUMBERS

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

REGIONAL OFFICE ADDRESSES

FEDERAL AREA, ISLAMABAD

1.	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

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

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

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, <u>JEHLUM.</u> Ph: (0544)273378-9 Email: rd_jhelum@aiou.edu.pk		

SINDH

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 (Bakhtiarwar 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 Raod, 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

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

43.	Assistant Regional Director, Regional Centre, Allama Iqbal Open University, Bus Stand Road, Near Ghazali Public School, Gola Chowk, 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, Khawaja Khail House, Khawaja Khail Mohallah, 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

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

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

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

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

*Applicable with effect from 01st January 2020.

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)	ڈپل 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 اینڈ 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۔ ڈی پی 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 / پروپریٹل سرٹیفکیٹ	کم ہونے کی صورت میں اخبار کی کٹنگ، رپورٹ، تصانیف اور 20 روپے کا اسٹامپ پیپر پر حلفیہ بیان جو کہ دستخط شدہ (نوٹری پبلک) کا تصدیق ہو۔ تمام کٹنگ لف کریں۔ (میٹرک ایف اے بی اے وغیرہ کی تصدیق شدہ فوٹو کاپیاں اور اخبار کی کٹنگ، اسٹامپ پیپر اور گمشدگی کی رپورٹ اصل لف کریں۔ ہمدستی 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 استثنائی 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 ایجر 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، پروپریٹل 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 انٹرن 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 / ڈی پی 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۔

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