

# PROSPECTUS

Advanced Training Course in  
Industrial Automation & Process Control  
Using PLC-HMI-SCADA



Department of Engineering & Technology  
Allama Iqbal Open University, Islamabad

[www.aiou.edu.pk](http://www.aiou.edu.pk)

Help Line: (051) 111-112-468

**PROPECTUS**  
**ADVANCED TRAINING COURSE**  
**IN**  
**INDUSTRIAL AUTOMATION & PROCESS CONTROL**  
**USING**

- **PROGRAMABLE LOGIC CONTROL (PLC)**
- **HUMAN MACHINE INTERFACE (HMI)**
- **SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA)**



**DEPARTMENT OF ENGINEERING & TECHNOLOGY**  
**ALLAMA IQBAL OPEN UNIVERSITY,**  
**ISLAMABAD**

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## INSTRUCTIONS

- A candidate can apply any time throughout the year.
- Every month new batch.
- First batch classes will start from 10<sup>th</sup> March, 2018.
- Classes starts from 10<sup>th</sup> day of every month.
- In phase-I, this training programme is being offered only at AIOU Main Campus, H-8, Islamabad.
- Deposit the course fee Rs.20,000/- in prescribed bank as mentioned in attached challan form.
- Submit complete admission form in dates of 1<sup>st</sup> to 5<sup>th</sup> of every month by hand or through courier service at the following address:

**Department of Engineering & Technology**  
**First floor, Block-7**  
**Allama Iqbal Open University**  
**Sector H-8, Islamabad**  
**Phone No. 051-9250147**

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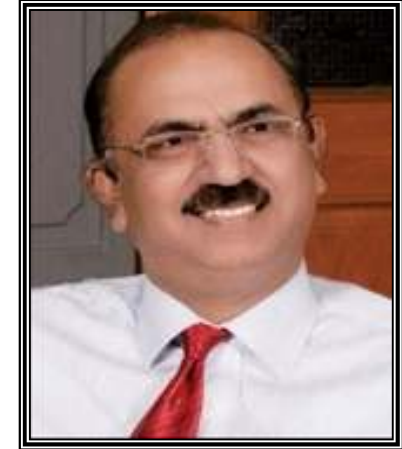
## Vice-Chancellor's Message

Dear Student,

السادة

Welcome to Allama Iqbal Open University, the first Distance Education University in South Asia, that caters to the educational needs of 1.3 million students to enable them to study at their own place, at their own pace and at their own convenience. The University goes to the doorsteps of the students, irrespective of the distance and location of students. One can become a student of this university at any age as we consider education a life-long and continuous process. The University has a vast menu of educational programmes at different levels, starting from basic literacy programmes to the PhD programmes. The courses are regularly revised in order to keep them contemporary, relevant, and internationally compatible. Self explanatory course material helps the students to comprehend the course concepts without physical presence of the teacher. The self-assessment activities, included in the books, help ensure the acquisition of learning outcomes. This university offers maximum number of specializations at post-graduate level through four faculties -Faculty of Arabic and Islamic Studies, Faculty of Education, Faculty of Sciences, and Faculty of Social Sciences and Humanities. The faculty members at the university and a huge network of tutors, resource persons, specialists and experts make sure that the courses being offered in these programmes enable the students to become independent learners and critical thinkers. Post-graduate level studies invite you to critically examine what has already been done in your field of interest and then research to offer innovations.

I welcome you to a series of Engineering & Professional Training Programmes for Engineers, Technologists, Associate Engineers and Technicians with relevant experience at AIOU and wish you a challenging yet successful journey ahead.



**(Prof. Dr. Shahid Siddiqui)**  
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 along with 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 centers across the country where

distance education students are provided necessary guidance by their respective tutors. Moreover, the university has established full-time study centres wherein the students of MBA (IT), MBA (Banking and Finance), BS (CS), MSc/BS Chemistry, MSc/BS Microbiology etc. are being provided instruction, guidance and counselling through face-to-face education. AIOU is also offering four years under-graduate degrees.

Apart from curricular and extra-curricular activities during the academic year, the AIOU and its regional centers 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 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. Shahid Siddiqui 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 role 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 ENGINEERING & TECHNOLOGY**

The department was established in 1974 with the name of Industrial education. It was renamed as Technical & Vocational education in 1982. In the year 1998 it was again renamed as Technical & Vocational studies and then Engineering & Technology by offering B. Tech (Auto Mobile) and B.E (Telecommunication) degree program in 2000.

The main objective of the department is to develop and offer Technical & Vocational courses, BS Technology and Engineering degree level programs. The Technical courses at Intermediate and Matric level are:

1. Auto Mechanics
2. Electrician
3. Repair & Maintenance of House Hold Electrical Appliances
4. Radio Servicing
5. Auto Servicing
6. Electrical Wiring
7. Basic Electronics
8. Maintenance of House Hold Electrical Appliances

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**OPEN TECH PROGRAM**

The department is offering Open Tech technical training & skill development program since 1994 in different levels. Level “C” & level “B” for those persons who have knowledge & skill in their profession but they don’t have any certification. Following courses are being offered in Spring & Autumn semesters:

1. Civil Surveyor
2. Quantity Surveyor/ Civil Draftsman
3. Computer Software & Hardware
4. Electric Welding-II
5. Electric Welding-III
6. Electrical wiring
7. Electrician - II
8. Electrician - III
9. Plumbing
10. Refrigeration and Air-condition -I
11. Refrigeration and Air-condition -II
12. Steel Fixer

## **SKILL DEVELOPMENT COUNCIL PUNJAB, LAHORE**

### **Introduction**

The Skill Development Council (SDC), Lahore has been constituted by the Ministry of Labor, Manpower & Overseas Pakistanis, Government of Pakistan on the initiative of World Bank, I.L.O. & Employer Federation of Pakistan under the National Training Ordinance - 1980, amendment ordinance 2002, to make the Technical & Vocational Training Programs more flexible, demand driven and cost effective with the maximum participation of Employers. It is basically an employer-led autonomous organization functioning under National Training Board on the methodology of public and private partnership. The main objective of Skill Development Council is to design and develop training courses in accordance with emerging needs with the involvement of experts from relevant industries. The SDC collaborates in partnership with industry Training Institutes / Technical Colleges and other organization to arrange training which is relevant, flexible and respond to the changing needs of the industry. The participation and co-operation of employers in its training activities is the main strength of the council that has made it most successful and sustainable model of public and private partnership in the technical education and training.

### **Chairman's Message**

The Skill Development Council, Lahore is committed to helping Men and Women to develop the skills and knowledge to pursue many opportunities.

Every Institute has a culture that develops with time as the institution ages and matures. In all diversity, however, there is one common ground, to aim for academic excellence. With this as a driving force, and with the availability of resources, any institution can achieve the goal of providing the best education, and producing the best engineers, scientists, artists, scholars and above all citizens. Skill Development Council, Lahore is highly regarded for its strong professional team. With rapidly transforming innovative approach to teaching, research and learning, we are slowly but surely establishing a good reputation among employers. Skill Development Council, Lahore is engaged to promote professional, technical and vocational personnel to work hard for the country as well as abroad to earn foreign exchange for the country, opportunities in the fields of Technical, Vocational, Information Technology, Professional, IT, Electronics, Designing etc. as well as industrial training for the industrial workers. Transition to Skill Development Council is an exciting step in your lives. It will be challenging to move from the system of distance learning education program because some of the Universities in Pakistan are also providing education on this pattern to skilled and non-skilled persons at their door step. I wish all the accredited partners of SDC Lahore will contribute at his level best to promote the quality education in the field of Technical, Vocational, IT and Professional training.



## **INDUSTRIAL AUTOMATION & PROCESS CONTROL PROGRAM**

Mechanical, Electrical and Electronics Technologies are the broadest and most versatile of the engineering professions, offering opportunities worldwide, and in almost every industry. The curriculum of this training program has prepared to meet the advanced industrial challenges of programming, control, trouble shooting of industries and every day used software devices in the industry as well as our life. This 04 week duration training course is updated by more focusing on practical along with necessarily required theoretical knowledge keeping in view the present & future need of industrial demand at national as well as international level.

The curriculum covers the major Exercises based on local market/ industrial demanded process such as Industrial Measuring Instruments, Relay logic control, Analog to Digital (AD), Digital to Analog (DA) Module, Programmable Logic Control (PLC), (Electro pneumatics, Solenoid valve, Sensors, Servo motor), Human Machine Interface (HMI) panel exercises.

### **PURPOSE OF THE PROGRAM**

The primary purpose of this program is to provide professional education in the above mentioned disciplines with an emphasis on course work and practical/ hands on training aligned with global technological trends.

### **AIMS & OBJECTIVES OF THE PROGRAM**

The objectives of the training program are:

- To promote the field of expertise to Engineering Degree, B.Tech, (DAE) Degree holder as well as FSc. Pre-Engineering and in Agriculture/ Food Technology related Studies in Automated Processing System.

- To provide skillful man power as per the locality environment.
- To offer technical qualifications to enable students to be easily absorbed in the local as well as foreign industry.
- To provide quality professionals to fulfill the industrial requirements.
- To create job opportunities for the specific areas for the specific people.
- Impart training to promote the field expertise of the selected overseas candidate, as industrial automation is growing more and more rapidly.
- To train the professionals for industry process practices by providing them hands-on training on working process module and advanced lab equipment.
- To increase the overseas employment opportunities

### **JUSTIFICATION**

- In this competitive age, the development of the industrial society controlled each manufacturing process to become large in scale, and more advanced and complex, requiring many different forms of control system.
- Increasing tendency for adopting of emerging technologies and systems in the industry has made the qualitative production with more speed. The most of the production work is being shifted from manual system to automation.
- To carry out the works of machine operations, rectification and maintenance of such machines, the skillful workforce would be required having ability to take on such responsibility.

### **STUDENT'S BENEFIT**

- A well balanced training with knowledge, practical implementation,
- Management and social skills will prepare the student with:
- Strong foundation in Automation.
- Solving complex problems in the manufacturing Industry with more confidence.
- Job opportunities on more preference basis.

### **JOB OPPERTUNITIES.**

The pass outs of this training course will have glowing job opportunities in Industrial & government sector.

1. Fauji fertilizer Industries
2. Engro chemical Industries
3. Packages Ltd
4. Prince electric company
5. Automation Industrials
6. Food industries
7. Chemical industries
8. Automobile Industries
9. Power Industries
10. Oil and Gas organizations
11. Water Treatment plants

### **DURATION OF THE COURSE**

- 04 weeks (01 Month)
- Theory + Practical (Hands on training)
- Industrial training/process base assignments at Lab.

### **TOTAL TRAINING HOURS**

Total 42 Hrs.

- 03 days a week
- 3-1/2 hrs per day.
- $4 \times 3 \times 3 - 1/2 = 42$  Hrs.

### **TEACHING & TRAINING METHODOLOGY**

- Theory: 20%
- Practical: 80% (Hands on training and lab practice)
- The media mix methodology, PPT Presentations CD's
- Printed material
- face to face class room teaching
- Presentations
- Practical work/ hands on training
- Industrial training/process base assignments at lab.

### **ADMISSION PERIOD & PROCESS**

Admissions will be offered in every month through media.

- Admissions are available throughout the month.
- A candidate can apply any time.
- Every month new batch.
- Admission forms duly completed along with course fee will be received by Department of Engineering & Technology, first floor Block-7, AIOU main campus Sector H-8, Islamabad by hand or can be send through courier services.
- The department will manage whole admission process i.e Registration & Roll numbers.

### **LANGUAGE OF INSTRUCTION**

English /Urdu

**ELIGIBILITY FOR ADMISSION**

- Both male and female are eligible to apply.
- An applicant for admission to this training program should be holder of B.E/B.Sc. Engineering Degree, B. Tech/ BS Technology degree in all disciplines.
- DAE holders in all disciplines.
- Agriculture/ Food Technology degree holder.
- F.Sc / FA and SSC Certificate holders in all technological disciplines having two year relevant Industrial/field experience.

**COURSE FEE:**

Rs. 20,000/= Per training course.

**OFFERING OF PROGRAM**

In Phase-I initially this training program is being offered at AIOU Main Campus, sector H-8 Islamabad & then Phase-II at Regional Campus, Lahore.

**TEACHING STRATEGIES**

- Class rooms teaching
- Presentations
- Practical work/ hands on training
- Industrial training/process base assignments

**TEACHING FACULTY**

Training experts with advanced Industrial experience available.

**EXAMINATION PROCESS & CERTIFICATION**

- The examination department and the department of Engineering & Technology will perform all examination, assessment & evolution activities. On successful completion of training the department will issue the training certificate to the students with signature of Controller of Examinations.
- Laboratory Reports: The students shall submit lab work report for practical held, which the course teacher will evaluate.
- End-Course Examination: There shall be one End-Course Examination of 1.30 hours duration covering the entire training course at the end of each training course.
- Weightage of Evaluation Components:-
- The final grade shall depend on the marks obtained in each of the evaluation components. The weight age given to each component is as follows:

<b>Evaluation Component</b>	<b>Weightage</b>
Laboratory Report	25%
Assignments (Class + Industrial)	25%
End-Course/Training Examination	50%

**PLACE AND CONDUCT OF EXAMINATION**

Each End Course Examination will be conducted by the Department of Engineering & Technology with the help of Training Department Skill Development Council (SDC) & AIOU examination department at the respective campuses of the University.

**CERTIFICATE AWARDING & GRADING POLICY**

- On successful completion of the course, the Department of Engineering & Technology will issue the certificate to the successful candidates.
- The approved Grading Scheme of the University will be adopted
- In case a student fails to get minimum qualifying marks in the final examinations, he/she will be allowed to re-appear in the examination of the same training course as per AIOU rules. If he/she does not obtain minimum passing marks in 3rd attempt in the final examinations, he/she is considered fail in overall evaluation of the course; no matter he has secured passing marks in the project. In this circumstance, he/she will have to re-enroll in that particular training course(s) after paying the requisite admission fee of course(s).

**COURSE CONTENTS**

**Advanced industrial Automation  
(Duration- 02 weeks)**

**Module (A)**

Subjects / Main Topic
<b>Week 1</b>
<b>Automated Logic Control (Programming)</b>
<b>Introduction to the PLC and Automation Devices</b>
<ul style="list-style-type: none"> <li>• History of PLC Definition of PLC</li> <li>• Input and output structure of PLC</li> <li>• Hardware of PLC</li> <li>• General specification &amp; performance of PLC</li> <li>• Basic &amp; Applied instruction Commands</li> <li>• Installation of PLC software</li> <li>• Software commands</li> </ul>

<b>Introduction to SIMATIC Step 7 Family</b>
<ul style="list-style-type: none"> <li>• Over View of LOGO PLC</li> <li>• Over View of S7-200 PLC</li> <li>• Over View of S7-300 PLC</li> <li>• Over View of S7-400 PLC</li> <li>• Over View of S7-1200 PLC</li> <li>• Over View of S7-1500 PLC</li> <li>• Programming and Communication Devices</li> </ul>
<b>Block architecture and Block editor</b>
<ul style="list-style-type: none"> <li>• Program Structures &amp; Execution</li> <li>• Program Blocks</li> <li>• LAD / STL / FBD Editors</li> <li>• Binary Operations</li> <li>• AND, OR, XOR</li> <li>• NO/NC Contacts</li> </ul>
<b>Digital Operations</b>
<ul style="list-style-type: none"> <li>• Data Types - Integer, Real, BCD</li> <li>• Timers &amp; Counters</li> <li>• Accumulators</li> <li>• Data Management &amp; Conversions</li> </ul>
<b>Training unit and addressing</b>
<ul style="list-style-type: none"> <li>• Training System Variants</li> <li>• Symbols</li> <li>• Installation/Maintenance of PLC</li> <li>• Configuring S7 components</li> <li>• Installation rules</li> <li>• Electrical Configuration</li> <li>• Wiring of S7 modules</li> </ul>

<b>SIMATIC Manager Software</b>
<ul style="list-style-type: none"> <li>• SIMATIC Manager</li> <li>• Project Structures</li> <li>• Creating a Project</li> <li>• SIMATIC Manager tools</li> <li>• CPU memory reset</li> <li>• Retrieving a project</li> <li>• Memory Card operations</li> <li>• Symbolic Addressing</li> <li>• Editor Tools</li> <li>• Importing &amp; Exporting</li> </ul>
<b>Hardware configuration and commissioning</b>
<ul style="list-style-type: none"> <li>• CPU Properties and Parameterization</li> <li>• Hardware Configuration methods</li> <li>• Remote I/O Connections</li> <li>• CPU Clock Memory</li> <li>• Check list</li> <li>• Module indicators</li> <li>• Variable table</li> <li>• Troubleshooting</li> </ul>
<b>Human Machine Interface (HMI)</b>
<ul style="list-style-type: none"> <li>• Installation of HMI software to your PC</li> <li>• Downloading projects</li> <li>• Establishing communications</li> <li>• Editing tags</li> <li>• Control &amp; monitoring</li> <li>• Menu Bar Commands and their Function</li> </ul>
<b>Supervisory Control And Data Acquisition (SCADA)</b>
<ul style="list-style-type: none"> <li>• Overview of SCADA</li> <li>• Designing SCADA</li> <li>• Tag &amp; Linking SCADA</li> </ul>

**Module (B)**

<b>WEEK 2 Programming Training</b>
<b>Practical Knowledge on local Market based working modules</b>
<ul style="list-style-type: none"> <li>• Artificial Fishpond Water Level Monitoring System</li> <li>• Automatic door control</li> <li>• Automatic liquids mixing control system,</li> <li>• Automatic coffee maker</li> <li>• Traffic Signal Model</li> <li>• Automatic Transfer Switch (ATS)</li> </ul>
<b>INDUSTRIAL NEED BASE TRAINING</b>
<ul style="list-style-type: none"> <li>• Simple program for operating the conveyor</li> <li>• Operating conveyor program for using counting the parts</li> <li>• Program for operating the conveyor using different sensor, Program for Sorting the different sized objects carried on conveyor</li> </ul>

**Experiment Details  
(02 weeks advance Course)**

Sr. No	Name of Experiments
	<b>Practical Knowledge on local market based working modules</b>
01	<b>Artificial Fishpond Water Level Monitoring System</b> (Flashing Circuit) (Feeding or draining water automatically when the water level of artificial fishpond is not at the normal level. In addition to feeding / draining water, enabling the alarm and alarm lamp when the water is above or below the alarm level. Stopping the alarm when RESET is pressed.

02	<b>Automatic door control</b> (When someone enters the infrared sensing field, opening motor start working to open the door automatically till the door touches the opening limit switch. If the door touches the opening limit switch for 7 sec and nobody enters the sensing field, the closing motor start working to close the door automatically till the closing limit switch touched together. Stop the closing action immediately if someone enters the sensing field during the door closing process. )
03	<b>Automatic liquids mixing control system</b> (Automatically infusing the container with liquids A and B in order when START is pressed. When it reaches the set level, mix the two liquid evenly then open the valve to let out the mixture.
04	<b>Automatic coffee maker</b> (Making the paper cup come out of the outlet when a coin is inserted. At the same time. The coffee pours in the mixing container. After 2 sec, the hot water pours in .60 sec later; the ready-made coffee will be pouring out from the coffee outlet.)
05	<b>Wash basin auto water tap connection</b> prepare Electrical circuit and convert into Ladder diagram control program)
06	<b>Traffic Signal Model</b> Two way and four way traffic signal models.
07	<b>Automatic Transfer Switch (ATS)</b> Prepare ATS system to control electric supply for system using generator and WAPDA supply.

#### Training based assignments

The trainee (s) will have to do the following common assignments under the supervision of trainer.

<b>Assignments</b>	<b>Process</b>
<b>Molding Machine</b>	Plastic item product manufactured by an injection molding machine. Once the product has been molded the molds are opened to allow the finished product to retrieve. The molds are still hot when they are opened so the operator controlling The machine has push button control over an ejection pin. This forces the product out of the molds without endangering the operator. Once the molds are emptied the operator must decide if they should be cleaned with a jet of hot air or lubricated to allow the product to leave the molds easier. This is only a part of a much larger program; programming interlocks between different sections will be added on completion of the whole project.
<b>Waste collection vehicle</b>	<b>Make a solution control program of Waste collection vehicle</b> When the vehicle is filled with waste, to its designed weight capacity, no more waste should be loaded. The compactor is uniquely designed as part of the loading area. The compactor pivots from horizontal to vertical. When compaction is taking place the operator must not be able to access the loading area. The steel shutter must be prevented from closing if the operator is trapped between the closing shutter and the vehicle body work. The whole truck body is raised when emptying takes place. Truck has 08 inputs and 07 out puts.

## **REFERENCE MANNUAL**

- Manuals of the PLC and other catalogs of the equipment
- SIEMENS
- Mitsubishi
- Fatak
- Weintek
- Delta
- SYNTEC

### **For more Information, Please contact:**

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## **GENERAL INFORMATION**

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A candidate is required to send complete admission form along with attested copies of all educational and experience certificates to Department as mentioned in the prospectus before or on the closing date.
- iii. A course taken by any student cannot be change during the semester.
- iv. The address of a student will not be changed during the semester.
- v. A candidate can apply any time throughout the year.
- vi. Every month new batch.
- vii. Submit complete admission form along with course fee in dates of 1st to 5th day of every month. Classes starts from 10th day of every month.
- viii. First batch classes will start from 10th March, 2018.
- ix. Submit admission form by hand or through courier service at Department of Engineering & Technology, First floor Block-7, Allama Iqbal Open University Sector H-8 Islamabad.
- x. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme
- xi. 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.
- xii. 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.

- xiii. 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 by the university.
- xiv. It is the responsibility of the student to remain in touch with the department regarding the selected programme.
- xv. 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.
- xvi. The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.
- xvii. Admission forms incomplete in any respect will not be entertained.
- 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 along with admission forms in any branch of the following banks:  
(1) National Bank of Pakistan (2) MCB Bank (3) First Women Bank (4) Allied Bank Limited (5) Bank Alfalah Limited.
- The applicant can deposit fee through bank challan, attached with admission form, to any approved branch.
- The bank will issue a receipt of depositing admission form and fee.

**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.	Additional Registrar (Mailing)	051-9250185
3.	Controller of Examinations	051-9250012
4.	Director Students Affairs	051-9250174
5.	Assistant Registrar (Postgraduate)	051-9057422