

PROSPECTUS

Spring 2018

AIOU

PGD
MA
MSc
MEd
MCom



Allama Iqbal Open University, Islamabad

www.aiou.edu.pk

Help Line: (051) 111-112-468

PROSPECTUS

OF

PGD/MA/MEd/MSc/MCom Programmes

For

SEMESTER: SPRING, 2018



Allama Iqbal Open University, Islamabad

Price Rs.500/-

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Semester:.....	Spring 2018
Year of Printing:	2017
No. of Copies:	50,000 + 150
Composed by:	Tariq Mahmood Butt
Price:	Rs.500/-
Printer:.....	AIOU Printing Press, Islamabad
Publisher:	Allama Iqbal Open University, H-8, Islamabad.

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Merit Based Programmes:

- i. PGD/MSc Mass Communication
- ii. MSc TV Production
- iii. MA/PGD Teaching of English as Foreign Language (TEFL)
- iv. MA/PGD Educational Planning & Management (EPM)
- v. MSc Forestry Extension
- vi. MSc Microbiology
- vii. MSc Environmental Sciences
- viii. MSc Botany
- ix. MSc Chemistry
- x. MSc Mathematics
- xi. MSc Physics
- xii. MSc Statistics
- xiii. MSc Sustainable Environmental Design

Schedule for Merit based Admission:

Applicants of the above programme is required to send admission form directly to the department concerned without admission fee as per procedure given in the prospectus. Admission schedule for these programmes is given in the advertisement also available on AIOU website.

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

Open Merit Programmes:

- i. Master in Library Information Sciences
- ii. MSc Sociology
- iii. Post Graduate Diploma in Criminology
- iv. Post Graduate Diploma in Population & Development
- v. Post Graduate Diploma in Computer Science
- vi. MCom
- vii. MA History
- viii. MA Distance & Non-Formal Education
- ix. MA Teacher Education
- x. MA Special Education
- xi. MEd Distance & Non-Formal Education
- xii. MEd Elementary Teacher Education
- xiii. MEd Teacher Education
- xiv. MEd Science Education
- xv. MEd Special Education

The students of above open merit programmes are required to deposit requisite fee along with documents / admission form in the designated banks. (Detail has been given at the end of each programme in the prospectus).

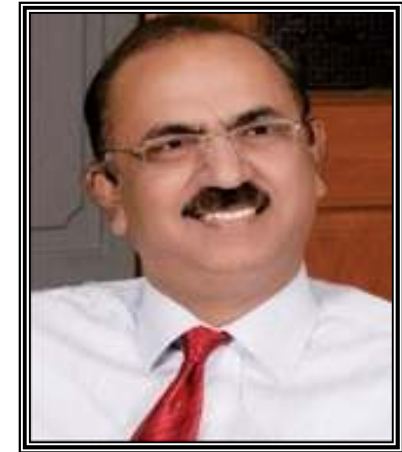
Vice-Chancellor's Message

Dear Student,

السلامة

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 the postgraduate studies at AIOU and wish you a challenging yet successful journey ahead.



(Prof. Dr. Shahid Siddiqui)
Vice Chancellor, AIOU

1. 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 media theories on the process and effects of media, developing communication, advertising, Public Relations, media sociology, mass media and society, print media and research projects of the 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 6 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 AIU's website (www.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.

New Scheme of Studies for Fresh Students (with effect from Spring 2015)

1st Semester

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

2nd Semester

Sr. No.	Course Title	Code	Credit Hours
1	Mass Communication Part-I	5631	3
2	Mass Communication Part-II	5632	3
3	Language Skills & Communicative Abilities	964	3
4	Development Support Communication	965	3
5	Media Ethics and Laws Part 1	6603	3
6	Media Ethics and Laws Part 2	6604	3

3rd Semester

Sr. No.	Course Title	Code	Credit Hours
1	Theories of Mass Communication Part-I	5635	3
2	Theories of Mass Communication Part-II	5636	3
3	Research Methods in Mass Comm.– I	5629	3
4	Research Methods in Mass Comm.– II	5630	3

4th Semester

Sr. No.	Course Title	Code	Credit Hours
1	National & International Current Affairs Part-I	5633	3
2	National & International Current Affairs Part-II	5634	3
3	Basic Concepts in Social Sciences Part-I	5637	3
4	Basic Concepts in Social Sciences Part-II	5638	3
OR			
5	Social Psychology Part-I	5639	3
6	Social Psychology Part-II	5640	3
OR			
7	Thesis	970	12

Note:

Students studying in fourth semester can opt either “Social Psychology Part 1” and “Social Psychology Part 2” or “Basic Concepts in Social Sciences Part I” and Basic Concepts in Social Sciences Part 2’.

The students have to study the part 1 and part 2 of the same course simultaneously. They cannot opt for one part and leave the other.”

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: (once at the time of 1 st admission in University)	Rs.200/-
Admission Fee: (once at the time of admission in Programme)	Rs.700/-
Technology Fee: (in each semester)	Rs.100/-
Per 3 Credit Hours course fee Rs.1930/- Rs.1930×6=	Rs.11580/-
Courier Charges:	Rs.35/-
Total fee for 1st Semester	Rs.12615/-
Thesis Fee: Rs.7870/- (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:

- a) **No fee is required at the time of submission of the admission form.**
- b) 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)
Post Doctorate (USA)
Chairman
Ph: 051-9250076
2. **Dr. Bakht Rawan**
PhD (Germany)
Associate Professor
Ph: 051-9057263
3. **Dr. Shahid Hussain**
PhD Mass Communication
Assistant Professor
Ph: 051-9057245
4. **Mrs. Saadia Anwar Pasha**
MPhil Mass Communication
Lecturer
Ph: 051-9057283
5. **Dr. Babar Hussain Shah**
PhD Media Studies
Lecturer
Ph: 051-9057687
6. **Mr. Asad Munir**
MPhil Mass Communication
Research Associate
Ph: 051-9057172

Staff: Ph: 051-9057823, 051-9057824, 051-9250076

Official Email: masscom@aiou.edu.pk

Masters in Television Production

Introduction:

Mass Communication is a growing phenomenon with greater public interest. The introduction of high tech has revolutionized the field of mass communication. Media have great influence on viewers' daily lives. The proliferation of television channels have transformed the social landscape of the society and have added to the accessibility of information at large which helped in enhancing awareness amongst the masses on important social and political issues globally.

In Pakistan, the situation is not different; there is a rapid growth of media channels. The liberal media policy for the last five to ten years has turned the media industry into mushroom growth of private television in the country. Currently, skilled manpower is the main requirement for the growing media industry in Pakistan. The growth and development of this robust industry largely depends on the capacity to produce trained professionals.

In this scenario, there is a serious need to have media based educational training at a university level to tailor with the market needs and equip students with requisite academic expertise and professional skills of the television industry.

Objectives of the Programme

The main objectives of the programme are:

1. to provide students with an advanced knowledge of, and critical awareness regarding, concepts and theoretical approaches in the study of television production.
2. to develop an understanding of the history, structures and current practices of the television industry, including the primary genres, and the critical skills to present analysis and evaluation in written and spoken forms.
3. to enable students to explore and reflect on the practical implications of working in television broadcasting

4. to build an understanding of appropriate methodologies for further research in television.

Learning outcomes:

The programme will be taught with the help of qualified faculties and practitioners from the media industry with the intention of providing students with an education that equips them with the appropriate knowledge and skills required of TV industry. The degree has considerable technical support in the form of experts from TV industry for programmes production, editing, writing and presentation; and conceptual explanation in the form of intensive, scholastic and thematic lectures with the help of experienced and qualified faculty.

The learning outcomes of the students will be:

1. In a position to handle any type of visual communication including news, documentaries, dramas, music videos, interviews, talk shows, and educational programmes.
2. Equipped with the requisite skills of all major aspects of video production such as direction, set design, camera work and editing.
3. Able to develop skills, judgment and confidence in each production related phases.
4. Able to critically evaluate video production.

Target Audience

1. Fresh graduate students, who are willing to adopt electronic media as profession e.g. as programme director/writer/cameraman or in any other capacity.
2. The persons, who are already working in this field and want to improve their skills, can also take benefits from this course.

Industrial Need

There are 70+working television channels and about the same numbers are in process. Furthermore, there are a large number of production houses actively producing programme for the running channels in the country. It is presumed that more than 5000 persons are attached with this profession, but they are not in position to meet the day to day targets, which are also increasing day by day. Catering to the need of this demand, it is the foremost priority of TV channels to increase the number of human resource. But on the other hand, there is shortage of properly educated persons in this field. As there are no proper institutions in the Islamabad/Rawalpindi and the PTV Academy is busy in training its own staff. Therefore, university like AIOU can lead in building professional manpower in the field of TV Broadcasting. Keeping in view the above mentioned facts, we are confident to have large number of students for TV Production programme.

Significance of the programme

The significance of training in television has increased manifolds throughout the world and also in Pakistan. Other universities in the country have already taken the initiative to offer the Master's programme in television broadcasting. They got their Radio and TV studios built with the help of HEC. Allama Iqbal Open University is lucky enough to already have state of the art TV studios. The recently constructed multipurpose building for Radio/TV studios in AIOU with the help of HEC has also one of its specific objectives to impart practical training to Mass Communication students. Recognizing the serious dearth of skilled manpower in the television industry in Pakistan, the Department of Mass Communication intends to offer a full-fledged face to face Master's Programme in Television Production. The Programme will equip students with requisite academic knowledge and professional expertise.

Faculty

Highly qualified faculty, experienced professionals and Guest speakers with particular expertise in the field of TV profession will be the feature of this degree programme. Qualified senior faculty with vast relevant teaching and research experience will be engaged for knowledge dissemination and construction. The technical aspects of the Programme will be taught by renowned experts in the field of television broadcasting for imparting practical skills.

Teaching Methodology

The programme will be taught on face to face mode in the in the Mass Communication Department at AIOU Islamabad.

The programme is a blend of theory and practice. The practical work will be carried out under supervision of experience professional in the state of the art studio and the theory will be thought by the senior professors in high tech class rooms. Special arrangement has been made for the field visits of student learning activities with the help of sophisticated TV production equipment.

Students visit to Industry

Visits of students to TV channels will be a regular aspect. The degree will insist throughout on flexible skills – team working, adaptability, independent-working – which will be required in further career development.

Seminar

There will be 3-credit hrs Media Seminar which will provide students with opportunity to interact with relevant experts regarding different communication issues. In the seminar, students will present their papers prepared in consultation with

their teachers. Students' presentation of paper is mandatory. The papers will be followed by the discussions. Each day, the seminar will be presided over by an expert of the area or the teacher concerned. Students can also present a review/critique on in the seminar. 80% attendance of student is mandatory.

Research Project/Thesis

Students will be required to do mandatory Research Project/Thesis of 3-credit hrs under the supervision of a qualified advisor. There will be an intensive Synopsis orientation workshop for selection of a research topic and synopsis writing in the 4th semester. Research Project/Thesis will be evaluated by an external expert. Student will also appear before a viva-voce committee to defend his/her thesis.

Internship

A two-month internship in a professionally accredited TV Channels or Production houses is a prerequisite for the degree. Students will be required to submit an internship report detailing with proof, the work done during the two-month internship period and duly signed by the competent authority of organization where the student is working as an internee. There will be viva-voce examination of the students regarding his/her performance in the internship. Performance of the students will be evaluated on the basis of Internship Report and performance in viva voce examination (maximum marks 50+50=100).

Overall Structure of the Programme

This scheme of Media Studies is a full time masters programme, to be studied over a period of two years. To complete the programme successfully, students must gain a total of 60-credit hour courses and practical work. Details of the programme structure are as below.

Semester Wise Courses Offering

First Semester

S. No.	Courses	Course Code	Credit Hours
1	Evolution of Television	6641	3
2	Process and Effects of Communication	6642	3
3	TV Camera Operation	6643	3
4	TV Script Writing	6644	3
5	Television and Society	6645	3
Total Credit Hours			15

Second Semester

S. No.	Courses	Course Code	Credit Hours
1	TV Programme Production	6646	3
2	Media Laws and Ethics	6603	3
3	TV Studios and Floor Management	6647	3
4	Theories of Communication	6658	3
5	Television Lighting System	6648	3
Total Credit Hours			15

Third Semester

S. No.	Courses	Course Code	Credit Hours
1	TV News Production & Presentation	6649	3
2	TV Documentary	6650	3
3	TV and Globalization	6651	3
4	TV Set Designing	6652	3
5	Television programme Analysis (Seminar)	6653	3
Total Credit Hours			15

Fourth Semester

S. No.	Courses	Course Code	Credit Hours
1	Post production process	6654	3
2	TV Sound System	6655	3
3	Media Research Methods in Mass Media	5629	3
4	Research project/Thesis	6656	3
5	Internship	6657	3
Total Credit Hours			15

Scheme of Studies

- Total numbers of Credit hours Courses: 60
- Duration: 2 years
- Semester duration: 16 weeks
- Total Semesters: 4
- Number of courses per semester: 5

Assessment

Students will be assessed through, assignments, quizzes, seminar, lass discussion, projects, exams, internship, and thesis's viva-voce, and internship.

Eligibility for Admission

14-year of education
No third division in the Bachelor Degree
Preference will be given to: <ol style="list-style-type: none"> a. Journalistic experience (working in TV industry as mid level Journalists) b. Relevant Courses studied at Bachelor degree
Admission will be given on merit after qualifying aptitude test & interview

Class Timings: 4.00 p.m. to 7.00 p.m.

Saturday and Sunday will be off

Fee Tariff

Item	Fee
Registration Fee (once at the time of 1 st admission in University)	Rs.200/-
Admission Fee (once at the time of admission in Programme)	Rs.700/-
Technology Fee + Courier Charges	Rs.135/-
Per 3 Credit Hours course fee Rs.8400/- Rs.8400×5=	Rs.42000/-
Thesis Fee: Rs.12600/-	
Thesis Evaluation Fee: Rs.12000/-	
Total fee for 1st Semester	Rs.43035/-

Admission Procedure

- Admission to MSc Television Production will be granted strictly on the basis of merit. Seats are limited.
- Only prescribed printed admission forms will be entertained. Photocopy of the forms will not be accepted. Incomplete forms and forms received after due date will not be entertained in any case.
- The candidates are required to send complete admission form along with the attested copies of all the relevant documents, specially educational certificates, domicile, detailed marks certificate of BA level etc. at the following address before the closing date mentioned in the advertisement. There is no need to attach irrelevant documents like NCC, computer courses, extra qualification degrees etc.

**The Chairman,
Department of Mass Communication,
Allama Iqbal Open University, H-8, Islamabad.
Phone:-051-9250076**

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 falling semester on the computerized admission form to be provided by the university without waiting for their exams or result. If a student does not receive the computerized form, he/she is advised to use new admission form and submit it within due date on the address given in the form.

Note: This programme will be offered only in Islamabad.

Faculty Members

1. **Dr. Saqib Riaz**
Chairman
Post Doc (USA)
PhD (Pak)
MPhil Mass Communication
MA Mass Communication (Punjab University)
Diploma in Journalism (Germany)
Ph: 051-9250076
2. **Dr. Bakht Rawan**
Associate Professor
PhD (Germany)
MPhil, Mass Communication (AIOU)
MSc Journalism & Mass Communication (Gomal University)
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3. **Mrs. Saadia Anwar Pasha**
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5. **Dr. Babar Hussain Shah**
PhD Media Studies
Lecturer
Ph. 051-9057687
6. **Mr. Asad Munir**
MPhil Mass Communication
Research Associate
Ph: 051-9057172

Being Chairman of the Department and the architect of the programme I am hopeful that you will enjoy this programme with the luxury of highly qualified professors and experienced professionals from the field. The programme is based on latest curricula and state of the art hi-tech studio for learning practice skills. This programme is offered for first time in its nature in a public university which has been designed to fulfill the needs of the booming Television industry in the country. I am confident that the programme will provide swift job opportunity for the degree holders and the employers will feel gratified from the students with working knowledge and critical approach in the field. I look forward to warm welcoming you in the Department for your meaningful and job oriented learning.

Dr. Saqib Riaz
Chairman
Department of Mass Communication
Allama Iqbal Open University,
Islamabad

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCES

Introduction

Postgraduate library education in Pakistan started in 1956 by the University of Karachi. In the mid eighties there were six library science departments all over the country. But they were not producing the required number of trained professional graduates as per demand. Moreover, the rate of technological change created by television, computer and other mass media was so stunning that many librarians had been unable to assess clearly its far-reaching effects on the sphere of their services and operation. Thus keeping in view the demand of professional staff and mission of AIOU, the Department of Library and Information Sciences was established in 1985 within the Faculty of Social Sciences and Humanities to cope with this shortage and change. It contributes to meeting the professional requirements of the existing libraries and training skilled manpower scattered all over the country in accordance with the emerging need and trend. Presently the Department offers three programmes i.e. Certificate in Librarianship, BA (Library and Information Sciences) and Master of Library and Information Sciences (MLIS). The certificate and BA programmes particularly relate to the jobs of paraprofessionals to assist the professional librarians.

Objectives

The main objective of these programmes is to produce highly skilled professional and paraprofessional human resource to serve the libraries and related organizations.

Master of Library & Information Sciences (MLIS)

Objectives

This programme intends to provide an opportunity to enhance the knowledge and skills as well as qualifications in the field of library and information sciences (LIS). It is designed to enhance the students' abilities to identify opportunities, make firm and clear-cut decisions, plan and control library functions. The programme seeks to promote a high degree of professionalism and a deep sense of integrity and social responsibility in students.

Eligibility Criteria and Procedure of Admission

An applicant having bachelor's degree with any subject(s) in second division (at least 45% marks) from any HEC recognized university is eligible to get admission. There is no age limit. There is no merit. Interested candidates should deposit the prescribed fee and completed admission form alongwith all required documents (attested copies of detailed mark sheets, certificates/degrees of matriculation, intermediate, graduation and CNIC and/or domicile, photos, etc) in any designated bank as listed in the prospectus.

Note: All the eligible candidates across Pakistan will be given admission provided they have fulfilled the required formalities. But, the tutorial classes and workshops will only be held in the Regions where sufficient number of students is available. On the basis of availability of sufficient number of students, groups will be formed in respective AIOU regions in Pakistan according to the addresses of the students mentioned on admission form. However, the student may write the name of region of his/her choice from among the regions for tutorial classes and workshops on the top of first page of admission form. In case of low enrollment in any region, the students will be allotted any other nearby region.

Scheme of Studies (MLIS)

Duration

The Duration of MLIS programme is four semesters, i.e. two years.

Courses

A student will have to complete 20 courses (17 courses in case of thesis) comprising 60 credit hours. Sixteen compulsory courses are offered in the first three semesters, whereas four courses or thesis has to be opted in the 4th semester.

Assessment

Written examination = 70% weight
Assignments = 30% weight

Note: *The AIOU has uniform criteria for grading, examination pass marks, etc.*

1st Semester

Sr. No.	Course	Code	Credit Hours
1	Foundation of Librarianship	5500	3
2	Introduction to Library & Information Sciences	5501	3
3	Information Sources and Services	5502	3
4	Classification: Theory and Practice	5503	3
5	Cataloguing: Theory and Practice	5504	3

2nd Semester

Sr. No.	Course	Code	Credit Hours
1	Collection Development	5505	3
2	Management of Libraries & Information Centres-I	5641	3

3	Management of Libraries & Information Centres-II	5642	3
4	Library Automation, Information Storage & Retrieval-I	5643	3
5	Library Automation, Information Storage & Retrieval-II	5644	3

3rd Semester

Sr. No.	Course	Code	Credit Hours
1	Resource Sharing and Networking-I	5645	3
2	Resource Sharing and Networking-II	5646	3
3	Advanced Technical Operations-I	5647	3
4	Advanced Technical Operations-II	5648	3
5	Research Methods & techniques for Librarians-I	5649	3
6	Research Methods & techniques for Librarians-II	5650	3

4th Semester

Sr. No.	Course	Code	Credit Hours
1	Public Records, Rare Material & Their Conservation-I	5651	3
2	Public Records, Rare Material & Their Conservation-II	5652	3
3	Management of Serial Publications-I	5653	3
4	Management of Serial Publications-II	5654	3
OR			
	Thesis (in lieu of 5651, 5652, 5653, 5654)	5520	12

The university reserves the right to introduce changes, additions, withdrawal or restructuring of courses without any prior notice.

Thesis

The topic of the thesis will be approved by the LIS Department. It is to be carried out by the student under the supervision of research guide/supervisor. Thesis will preferably deal with a problem in Pakistani context. Compilations of bibliographies, histories of individuals or organizations, narration of event of descriptive accounts will not be accepted as research topic. The student has to complete the thesis within a stipulated period according to prescribed rules. The Department will arrange a thesis workshop for LIS research students in the beginning (usually in January) of semester in Islamabad. A comprehensive Thesis Handbook has also been prepared by the Department in this regard. All the thesis students are advised to contact the LIS Department after they decide to opt for the thesis for further information.

Internship and Comprehensive Viva Voce

All MA (LIS) students including those who opt for Thesis will undergo two months' unpaid internship training in a library of repute during or after their final semester. Students will have to do the internship beyond two months against the number of working days they avail any leave or remain absent. Students' requests for nearby libraries for internship from among the following libraries will be considered for further processing.

- i. All central/main libraries in HEC approved public sector universities and degree awarding institutes.
- ii. All national libraries.
- iii. Selected central/main libraries in HEC approved private sector universities and degree awarding institutes (e.g. LUMS, Aga Khan University, GIKI).

- iv. Selected major public libraries located at divisional headquarter cities (e.g. Punjab Public Library, Lahore; Quaid-e-Azam Public Library, Lahore; Central Library, Bahawalpur; Liaqat Memorial Library, Karachi).
- v. Selected special libraries located at divisional headquarter cities (e.g. State Bank Library, Karachi; PASTIC Library, Islamabad).
- vi. All main/central libraries in PMDC-approved public and private medical colleges.
- vii. All main/central libraries of public/private sector research centers/institutes (e.g. Cotton Research Institute), provided these centers/institutes maintain a well-established, open-shelved computerized libraries with sufficient number of professional, paraprofessional, and non-professional staff.
- viii. Any other library of repute not listed above.

Instructions for Internship

Libraries in primary/secondary/higher secondary schools, and inter/degree colleges are not listed for the purpose. Only postgraduate degree colleges may be considered if there is no other library as listed above in the same region. A student is expected to do practical, professional work in all sections of the library during his/her internship. A student already working in a listed library may not be allowed internship there unless the LIS Dept gets ensured that he/she would work in all sections of the library regularly. Student will fill an Internship Application Form indicating the library of his/her choice selected from the above list for internship and send that form to the LIS Department. The LIS Department will issue a reference letter to the student for internship purpose. However, it rests with student

to first visit the selected library to seek their permission for internship. If a student fails to select a good library the Department will itself select a library and issue him/her a reference letter. Internship would only be accepted in libraries for which the LIS Department had issued a reference letter. A student's internship without a reference letter from the LIS Department will not be accepted. Once an internship reference letter is issued, students' requests for the change of library may not be considered unless he/she gives sound justification. A student must start his/her internship around the date mentioned in application form, otherwise they would justify in writing to the library concerned and the LIS Department. Students are advised to keep a copy of the internship reference letter before submitting it to the library concerned. On completion of internship the librarian concerned will issue an internship certificate to the student indicating his/her dates of internship, sections in which he/she worked, and his/her overall performance and behaviour.

Internship Report

The student will also prepare a report of his/her internship comprising at least 2,000 words, introducing the library, indicating library functions/operations he/she learnt, and his/her overall experience. Every student will prepare his/her own report in his/her words even if they do internship in groups. Therefore, no internship report should match with other student's report.

Internship Report Format

(MS Word processed, both sides, bottom page numbered, Times New Roman, 12 font, 1.5 line spacing, justified; use headings as per APA style manual)

1. Title page
2. Introduction of the institution/organization and library (max one page)
3. Brief introduction of the library sections in which student worked (max two pages)
4. What student learnt in these sections (section-wise detail, max three pages)
5. What student could not learn (section-wise detail, max two pages)
6. Student's reflection on internship (use headings and paragraphs, max two pages)
7. Limitations, if any (max one page)
8. Conclusion (max one page)
9. Recommendations (max one page)
10. References as per APA style manual, if any, and
11. Acknowledgements, if any (max one page).

Note: Students are also required to send softcopies of their reports to the LIS Department for plagiarism checking through Turnitin software. A sample internship report is also available at LIS Department's website <lis.aiou.edu.pk>. Send application form (available at LIS website) for internship via e-mail.

Comprehensive Viva Voce

When a student completes his/her internship, he/she will apply for Comprehensive Viva Voce examination to be held by the LIS Department at AIOU, Main Campus, Islamabad. The Viva Voce covers all MA (LIS) courses for oral and practical examination. Students are advised to contact the LIS Department for further information in this regard.

Documents required for Comprehensive Viva Voce

1. Attested copy of CNIC (bring original at the viva voce).
2. Viva voce form (duly filled and photographed)
3. Copies of MA (LIS) pass results (all courses)
4. Internship certificate (original, signed, stamped and dated)
5. Internship report (both hard and soft copies; softcopy may be emailed)

پرائیویٹس کے آئٹمز میں Internship اور Viva Voce کے لئے دو تارم بھی ہیں

Send the above documents as hardcopy in a spiral-bound file by post at:

**Department of Library and Information Sciences
Block No.6, AIOU, Sector H-8, Islamabad.**

Note: Students are advised to keep on watching LIS Department's website <lis.aiou.edu.pk>. especially Downloads and Useful Links for various updates.

Fee Tariff:

Item	Fee
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	Rs.135/-
Per 3 Credit Hours course fee Rs.1930/- Rs.1930×5=	Rs.9650/-
Tool Kit Fee:	Rs.5000/-
Total fee for 1st Semester	Rs.15685 /-

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

Medium of Instruction & Examination: English/Urdu.

Note: Candidates are advised to keep in contact with their AIOU Region concerned for LIS updates regarding system of education, admission FAQs, tutors information, tutorial and workshop schedule, etc. They are also advised to keep on watching website of AIOU <aiou.edu.pk> and LIS Department <lis.aiou.edu.pk> for updates. Our Facebook page is LIS @AIOU official.

Faculty Members

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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. Animated to 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 language 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 among 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.

Diploma in Teaching of English as a Foreign Language (TEFL)

The Diploma in Teaching of English as a Foreign Language (Dip TEFL) is the first stage towards the MA TEFL degree which aims at creating awareness about approaches, methods and techniques of learning and teaching of English in the classroom. The Dip TEFL offers a range of courses which covers different aspects of English language teaching.

Eligibility

Candidates falling under any of the following categories of qualifications are eligible for admission:

- i) Bachelor's degree or equivalent qualification in 2nd division with English as a subject carrying 150 or 200 marks.
- ii) Bachelor's degree or equivalent qualification (3rd division) with MA English.
- iii) Candidates with Bachelor's degree or equivalent qualification with 2nd division who have not studied English carrying 150 or 200 marks will be considered eligible if they have studied AIOU BA Compulsory English courses or graduate level English language course(s) of 6 credit hours.

Admissions are awarded on merit which is determined by the Department from time to time.

Medium of Instruction: English

Teaching Methodology

Students have to attend the required number of compulsory classes. They have to write two assignments for each of the courses they study. The second assignment is based on practical/research work as a project on which they have to give presentations. At the end of each semester, the students have to appear in the final examination for each of the courses.

Credit Hours Required

It is a 30 credit hour study programme.

Duration

One year (two semesters)

COURSES OFFERED

Semester: Spring

Sr. No.	Course Titles	Codes	Credit Hours
1	Psycholinguistics & Language Teaching Methodology	5655	3
2	Sociolinguistics	5656	3
3	Grammar	5657	3
4	Phonology	5658	2+1=3

Semester: Autumn

Sr. No.	Course Title	Codes	Credit Hours
1	The Language Skills-I	5659	3
2	The Language Skills-II	5660	3
3	EFL in the Classroom-I	5661	3
4	EFL in the Classroom –II	5662	3
5	Workshop	5663	3+2+1=6

In Diploma TEFL, during the second semester, the students are required to attend the workshop. The workshop spans over two weeks. During the 1st week, renowned resource persons deliver lectures on different aspects of ELT. During the second week, the students are required to prepare three lesson plans based on ELT and present any two out of them in the classroom.

MA in Teaching of English as Foreign Language (MA TEFL)

The MA TEFL is a one year programme i.e. it spreads over two semesters. It deals with different subjects 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 make up 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 in writing research proposals and thesis on the selected topics. At the end of each semester, the students have to appear in the final examination for each of the courses. After submission of the thesis, they have to appear in the viva voce examination based on their work in the thesis.

Credit Hours Required

Students have to complete 30 credit hours.

Duration: One year (two semesters)

COURSES OFFERED

Semester: Spring (12/18 credit hours)

Sr. No.	Course Titles	Code	Credit Hours
1	Educational Psychology & the Management of Learning	5664	3
2	Language Variation & Stylistics	5665	3
3	Semantics & Discourse Analysis	5666	3
4	Research Methodology	5669	3
5	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.)	5663	3+2+1 =6

Semester: Autumn (18 credit hours)

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

Note:The 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. The 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. The 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 (once at time of admission)	Rs.200/-
Admission Fee (once at time of 1 st admission)	Rs.700/-
Technology Fee	Rs.100/-
Per 3 Credit Hours course fee	Rs.2540/-
Per 6 Credit Hours course fee	Rs.3615/-
Thesis Fee	Rs.7520/-

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. They will pay the required fee and send the proforma (duly filled in) to the University as directed by the Admission Section. The proforma will be provided with the admission intimation letter.

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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DEPARTMENT OF SOCIOLOGY

Introduction

The department of Sociology, Social work and Population studies is a part of Faculty of Social Sciences and Humanities. It was established in 1985. The department offers MSc Sociology and various graduate and undergraduate level courses of Sociology, Anthropology, Population Studies, Community and Rural Development.

Aims and Objectives

The major objectives are:

- To introduce the students with the recent and contemporary debates and frameworks for social analysis to enable them to understand, evaluate and compare arguments.
- To provide students an understanding of different social problems of society and highlight them for broader national interest.
- To prepare students for scholarly and applied research and for teaching in Sociology.

MSc Sociology Programme:

Keeping in view the rising demand for Sociology, both by public and private sectors, the department started MSc Sociology programme in 2001. The programme combines an emphasis on competence in social theory and research methods. Students are trained in several sub fields of sociology in which the faculty has concentrations of expertise. Among these are population dynamics, social Statistics, Gender Issues, Development issue, Deviance etc. It is this broad perspective that has made sociology a unique and one of the most comprehensive academic disciplines.

Objectives

The major objectives of the programme are:

- To provide students historical understanding of the discipline through the study of various approaches and traditions of sociological theories
- To introduce students to recent and contemporary debates and frameworks for social analysis to enable them to understand, evaluate and compare arguments
- To provide students an understanding of different social problems of society and highlight them for broader national interest

Duration

Two years or a minimum of four semesters.

Eligibility to Apply

1. At least/Minimum, second division (45%) Bachelor's Degree
2. Term/Semester result cards will not be accepted (Without P.C's/ Degrees/ Certificates).

Scheme of Studies

1st Semester

Sr. No.	Course	Code	Credit Hours
1	Introduction to Sociology: Culture and Society	4681	3
2	Sociological Theory-I	4682	3
3	Methods of Social Research-I R	4683	3
4	Population Studies	4684	3
5	Sociology of Gender Issues	4685	3

2nd Semester

Sr. No.	Course	Code	Credit Hours
6	Introduction to Sociology: Social Change and Social Institutions	4686	3
7	Sociological Theory-II	4687	3
8	Methods of Social Research-II	4688	3
9	Social Statistics	4689	3
10	Sociology of Gender Issues: Gender Dynamics	4690	3

3rd Semester

Sr. No.	Course	Code	Credit Hours
11	Sociology of Deviance: Theoretical Explanation	4691	3
12	Deviance, Social Control and Issue of Delinquency	4692	3
13	Sociology of Development: Meanings and Explanation	4693	3
14	Issues in Development	4694	3
15	Sociology of Child Rights and Child Development	4695	3
16	Population dynamics	4698	3

4th Semester

Sr. No.	Course	Code	Credit Hours
17	Introduction to Social Works: Methods in Social Work	4696	3
18	Fields of Social Work	4697	3
19	Social Psychology-I	5639	3
20	Social Psychology-II	5640	3
OR			

21	Thesis <ul style="list-style-type: none"> • Synopsis • Thesis report • Viva-Voce 	5561	12 Credit hours
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Thesis

The students are given choice to opt either for course work or research work/Thesis in their last semester. They will be required to submit the research proposal for their thesis if opted. Thesis will preferably deal with Pakistani context. There will be an intensive workshop in the start of the semester for thesis. Research will be conducted under the supervision of research supervisor/advisor. After submission of thesis by the student and its evaluation by the external experts, the students will appear before a viva voce committee to defend their thesis. University regulations pertaining to thesis are available with the department. Students can get a copy of the same on request/payment.

The above order of the course offering may change as per university requirement.

Medium of Instruction

Medium of instruction is English

Instructional Methodology**Assessment**

For each course, the registered student will be assessed as following:

Assignments

Assignments are those written exercises which student are required to complete while being at homes or places of work after having studied their required material prescribed in the study guide/reader. They are designed in a way to motivate the students in studying the required readings and enabling them to relate their reading with their own objective. For each 3 credit hours course, you will receive two assignments.

After completion, you will send these assignments to your tutors within a time schedule for assessment and necessary guidance. The tutor is supposed to return the same after marking and providing necessary academic guidance.

The successful completion of assignments will make you eligible to take final examination to be held at the end of the semester.

To qualify each assignment, you have to obtain minimum 40% marks.

Workshops:

Workshops for the MSc Courses will be held at university main campus, Islamabad or respective regions based on enrolment.

Final Examination

Final Examination (a three hours written examination will take place at the end of the semester).

The two components contribute with ratio of 30:70 to the student's final course grade.

The requirements to qualify each component are given below:

- * A minimum of 40% in each assignment.
- * A minimum of 40% in the final written examination.
- * An aggregate of 40% in both the components i.e. assignments and final examination.

To take final examination the student has to pass assignment component.

The grade will be determined as follow:

Percentage Marks	Letter Grade
80 and above	A+
70-79	A
60-69	B
50-59	C
40-49	D

Fee Tariff (for MSc Sociology)

Item	Fee
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.100/-
Per 3 Credit Hours course fee Rs.1930/- Rs.1930×5=	Rs.9650/-
Total fee for 1st Semester	Rs.10685/-
Thesis Fee: Rs.7870/- (12 Credit Hours)	
Viva Voce Fee: Rs.1520/-	

Admission Procedure

Candidates are required to send complete admission forms along with attested copies of all educations certificates, marks sheet alongwith prescribed fee through designated bank to the university before closing date.

Post Graduate Diploma (PGD) in Criminology:

In accordance with the vision of Allama Iqbal Open University and demand from the relevant stakeholders as well as current rising needs of the society, a new Postgraduate Diploma in Criminology is offered by the department of Sociology. The programme combines an emphasis on basic concepts and theoretical understanding of crime and criminal behavior as well as different approaches of criminal justice, crime detection and prevention.

Objectives

The major objectives of the programme are:

- To provide students historical and theoretical understanding of the Discipline through the study of various approaches and criminological perspectives.
- To introduce students to recent and contemporary debates and frameworks for analysis to enable them to understand, evaluate and compare arguments
- To provide students an understanding of criminal justice system and strategies of crime detection and prevention.

Duration

One years/ A minimum of two semesters.

Eligibility

1. At least/Minimum, second division (45%) Bachelor's Degree
2. Term/Semester result cards will not be accepted (Without PC's/Degrees/ Certificates).

Scheme of Studies

1st Semester

S. No.	Course Title	Course Code	Credit Hours
1.	Introduction to Sociology	4681	3
2.	Sociology of Gender Issues	4685	3
3.	Sociology of Child Rights and Child Development	4695	3
4.	Conflict Resolution	9601	3
5.	Social Problems	9602	3
6.	Criminology	9603	3

2nd Semester

S. No.	Course Title	Course Code	Credit Hours
1.	Criminal Justice System	9604	3
2.	Theoretical Approaches on Crime and Criminal Behavior	9605	3
3.	Crime Investigation (New)	9606	3
4.	Methods of Social Research	9607	3
5.	Social Stratification and Inequality	9608	3
6.	Social Psychology	9609	3

Post Graduate Diploma (PGD) in Population and Development:

In accordance with the vision of Allama Iqbal Open University and demand from the relevant stakeholders as well as current rising needs of the society, a new Postgraduate Diploma in Population and Development is offered by the department of Sociology. The programme combines an emphasis on basic concepts and theoretical understanding of Demography as well as different approaches of population dynamics and its link with development of a society.

Objectives

The major objectives of the programme are:

- To provide students historical and theoretical understanding of the Discipline through the study of various approaches and theories of population.
- To introduce students to recent and contemporary debates and frameworks for analysis to enable them to understand, evaluate and compare arguments
- To provide students an understanding of the basic development concepts and their link with population dynamics.

Duration

One years/ A minimum of two semesters.

Eligibility to Apply

1. At least/Minimum, second division (45%) Bachelor's Degree.
2. Term/Semester result cards will not be accepted (Without PC'S/Degrees/ Certificates).

1st Semester

S. No.	Course Title	Course Code	Credit Hours
1.	Introduction to Sociology	4681	3
2.	Sociology of Gender Issues	4685	3
3.	Social Change and Social Institutions	4686	3
4.	Population Studies	4684	3
5.	Sociology of Development	4693	3
6.	Social Problems	9602	3

2nd Semester

S. No.	Course Title	Course Code	Credit Hours
1.	Dynamics of Population Change	9610	3
2.	Community Development	9611	3
3.	Population and Development	9612	3
4.	Methods of Social Research	9607	3
5.	Sociology of Health	9613	3
6.	Social Psychology	9609	3

Medium of Instruction for both the PGDs

Medium of instruction is English

Instructional Methodology for PGDs

Assessment

For each course the registered student will be assessed as following:

Assignments

Assignments are those written exercises which student are required to complete while being at homes or places of work after having studied their required material prescribed in the study guide/reader. They are designed in a way to motivate the students in studying the required readings and enabling them to relate their reading with their own objective. For each 3 credit hours course, you will receive two assignments.

After completion, you will send these assignments to your tutors within a time schedule for assessment and necessary guidance. The tutor is supposed to return the same after marking and providing necessary academic guidance.

The successful completion of assignments will make you eligible to take final examination to be held at the end of the semester. To qualify each assignment, you have to obtain minimum 40% marks.

Workshops:

Workshops for the PGD Courses will be held at university main campus, Islamabad only.

Final Examination

Final Examination (a three hours written examination will take place at the end of the semester).

The two components contribute with ratio of 30:70 to the student's final course grade.

The requirements to qualify each component are given below

- * A minimum of 40% in assignments.
- * A minimum of 40% in the final written examination.
- * An aggregate of 40% in both the components i.e. assignments and final examination.

To take final examination the student has to pass assignment component.

Fee Tariff (for PGD)

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: (in each semester)	Rs.100/-
Courier Charges	Rs.35/-
Per 3 Credit Hours course fee Rs.1930/-	1930×6= Rs.11580/-
Total fee for 1st Semester	Rs.12615 /-

Admission Procedure for:

- PGD in Criminology and
- PGD in Population and Development

Candidates are required to send complete admission forms along with attested copies of all educational certificates, marks sheets along with prescribed fee through designated bank to the university before the closing date.

Faculty Members

1. **Mrs. Farhana Khattak**
Incharge/Assistant Professor
Ph: 051-9057806, 051-9250083
2. **Syed Imran Haider**
Assistant Professor/Programme Coordinator
MSc Sociology / PGD Criminology
Ph: 051-9057807
imran.haider@aiou.edu.pk
3. **Ms. Nasim Khan Mahsud**
Lecturer/Programme Coordinator
PGD Population & Development
Ph: 051-9057691
nasim.khan@aiou.edu.pk

DEPARTMENT OF COMMERCE

The Department of Commerce is one of the pioneer academic Departments of AIU. The Department was established in 1975 and started offering, Industrial & Commercial Training Courses. Since 1987 Commerce Department started working with a full-fledged capacity to cater the needs of the wide range of people interested in Commerce field. Since its inception thousands of business graduates have got business education. They are serving the nation in different capacities as part of the country's trained and productive work force. The Department of Commerce since its inception has been offering skill oriented and professional courses to cater the need of industry for professionally trained and productive workforce. As per the vision of University, the Department has always strived to develop courses and programmes in consultation with accreditation bodies and stakeholders. The Department takes pride to offer MCom Programme.

MCom Programme (2-Years)

The MCom programme is offered to the applicants having 14 years of Commerce/Business education.

Objectives:

- i. To provide students with specialized knowledge and skills in Accounting and Finance.
- ii. To develop skills to apply theoretical knowledge in practical life.
- iii. To encourage continuous learning and habitual receptiveness, exploring the new ways of identifying and dealing with opportunities and problems to face future challenges.

Duration

The programme consists of 63 Credit hours and four (4) semesters (2-years).

Admission Criteria

i. Applicants having 14 years of Commerce/Business degree (BCom/BBA/Associate Degree) with minimum 45% marks from any HEC recognized university would be eligible to apply for MCom Programme. Applicants having BA degree with minimum 45% marks are also eligible for MCom if they have any one of following degree/certificate:

- * CA intermediate or equivalent **OR**
- * ICMA– one year Post Graduate Certificate in Accounting (PGA) or equivalent **OR**
- * PIPFA

ii. The qualifying candidates as per criteria mentioned above are required to deposit their fee in any branch of Designated Banks as per prescribed procedure along with the admission form and testimonials.

iii. The prevailing University rules & regulations regarding postgraduate programmes enforced from time to time shall strictly be followed for this programme.

MCOM (New Scheme of Studies)

First Semester:

S. No.	Course Title	Code	Credit Hours
1	Entrepreneurship	8503	03
2	Basics of Technical English	8504	03
3	Management Theory & Practice	8506	03
4	Advanced Financial Accounting	8553	03
5	E-Commerce	8554	03

Second Semester:

S. No.	Course Title	Code	Credit Hours
1	Managerial Accounting	8508	03
2	Production & Operations Management	8509	03
3	Business Research	8510	03
4	Marketing Management	8511	03
5	Business Mathematics and Statistics	8532	03

Third Semester:

S. No.	Course Title	Code	Credit Hours
1	Financial Management	8513	03
2	Business and Labour Laws	8514	03
3	Project Management	8516	03
4	Managerial Economics	8522	03
5	Public Sector Accounting	8555	03

Fourth Semester:

(Any One Specialization)

Elective-I		03	
Elective-II		03	
Elective-III		03	
Elective-IV		03	
Research Project	8566	06	
OR			
Financial Reporting I	8567		
Financial Reporting II	8568		
OR		06	
Financial Reporting I	8567		
Internship	8569		
Total Credit Hours			63

Specializations:

1. Accounting & Finance:

Electives	Courses	Code	Credit Hours
I	Corporate Finance	8524	03
II	Money & Capital Markets	8526	03
III	Taxation Management	8531	03
IV	Advanced Auditing	8533	03

2. Insurance:

Electives	Courses	Code	Credit Hours
I	Insurance & Risk Management	8546	03
II	Insurance Underwriting	8556	03
III	Regulatory Aspects of Insurance	8557	03
IV	Basics of life insurance	8558	03

3. Logistics:

Electives	Courses	Code	Credit Hours
I	Logistics Management		03
II	Distribution Channels		03
III	Transport Management	8559	03
IV	Warehouse management	8560	03

4. International Trade:

Electives	Courses	Code	Credit Hours
I	International Business	8561	03
II	International Finance	8562	03
III	International trade of Pakistan	8563	03
IV	Import – Export Management	8564	03

Award of Degree:

Following are the requirements for the award of degree:

- i. Successful completion of all required courses.
- ii. Internship Report (if chosen):
 - a) A student will be required to complete Internship of three (03) months and submit internship report to the department for evaluation. Guidelines regarding internship report will be provided by the department.
 - b) On successful completion and submission of internship report, viva voce examination will be held in the department.
- iii. Successful completion of research project (if chosen), viva voce examination will be held in the department.

Methods of Instruction:

- i. The programme would be offered through Approved Study Centers (ASCs) of AIOU. However, the academic and other activities of ASCs will be monitored by the Department and DRS jointly.
- ii. Allocation and migration of students will be allowed by the Department with the consultation of DRS.
- iii. The outline of courses along with the required reading material and assignments will be provided to the students. Electronic books/ video conference and online education methods may also be applied in this regard.
- iv. Students are required to attend the classes at the ASCs. The schedule of classes will be chalked out by the ASCs as per guidelines provided by the Department.
- v. At least 70% class attendance of students would be mandatory to qualify them for appearing in exams.

Evaluation Scheme

- a) **Assignments:** The students will submit two compulsory assignments of each course to their teachers as per schedule at Approved Study Centers who will return the same after marking and providing necessary academic guidance.

b) **Presentations:** Students would be required to deliver mandatory face to face presentation of their 2nd assignment at their respective ASCs. No relaxation on any ground will be provided to students in this regard.

c) **Assessment:** Assessment criteria as per rules & regulations of AIOU will be as under:

Assessment Component	Weightage in the aggregate result
Assignment No. 1 /Quizzes	10%
Assignment No. 2/ Term Paper	10%
Presentation	10%
Final Examination	70%

- i. For successful completion of each course, the student will be required to qualify in each component.
- ii. To appear in final examination, the student has to pass in both assignments, and 70% attendance in the classes.
- iii. The conditions to qualify each component are given below:
 - a. *A minimum of 50% pass marks in assignments (aggregate).*
 - b. *A minimum of 50% pass marks in presentation.*
 - c. *A minimum of 50% pass marks in the final written examination.*
- iv. Viva voce examination: On successful completion of Research Project/internship, viva voce examination will be held according to AIOU rules. The Viva voce can be arranged at the Main Campus/ ASCs as per decision of the Competent Authority.

Fee Structure:

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.1000/-
Technology Fee: (in each semester)	Rs.100/-
Courier Charges: (in each semester)	Rs.35/-
Per 3 Credit Hours course fee:	Rs.3890/-
Research Project Fee:	Rs. 8850/-

Semester-wise Fee Structure:

First Semester	Rs.20785/-
Second Semester	Rs.19485/-
Third Semester	Rs.19485/-
Fourth Semester	Rs.24445/-
Project Evaluation Fee	Rs.3890/-
Total Fee	Rs.88090/-

Rules and Regulations

Format and procedure of Research Project has been developed by the Department and students may download it from the official website of AIOU www.aiou.edu.pk

This is in line with the HEC guidelines and AIOU rules & regulations applicable at the Master level.

Faculty Members of Commerce Department

- 1) **Prof. Dr. Samina Awan**
Dean Faculty of Social Sciences & Humanities
Ph: 051- 9250076, 051-9057772
- 2) **Dr. S. M. Amir Shah**
Associate Professor/Chairman
Ph: 051-9250153, 051-9057154
E-mail: dramirshah@aiou.edu.pk
- 3) **Mr. Tanvir Ahmed**
Assistant Professor
Ph: 051-9257441
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- 4) **Mr. Moazzam Ali Tarar**
Assistant Professor
Ph: 051-9057879
E-mail: moazzam.ali@aiou.edu.pk
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Lecturer
Ph: 051-9057162
E-mail: munir.ahmad@aiou.edu.pk
- 7) **Ms. Asia Batool**
Research Associate
Ph: 051-9057879
E-mail: asia.batool@aiou.edu.pk
- 8) **Staff:**
Ph: 051-9057221
E-mail: commerce@aiou.edu.pk

DEPARTMENT OF HISTORY

The Department of History had been part of the Department of Social Sciences and Humanities established in 1981. The Department of History started working as an independent department in 1995. MA History Programme was introduced first time in 1998. In 2009, the Department initiated the revision process to revise the whole Scheme of Studies. The Department is now offering MA History (Revised Scheme of Studies).

MA History Programme:

Aims and Objectives

The aim of the department is to produce sensitized, educated and trained graduates, with a balanced approach and world view who can serve the humanity without any racial, regional or intellectual biases.

Eligibility for Admission

Minimum qualification for admission in MA History Programme is second Division (45%) Bachelor's Degree. An eligible candidate is required to attach attested photocopies of certificates/degrees and marks sheet with the admission form (duly filled in) along with the requisite fee and submit it in the bank as per prescribed procedure.

Medium of Instruction

The medium of instruction and examination is preferably English. The assignments and final examination will be in English. However, the students have option to respond in either English or Urdu.

Scheme of Studies

A student has to fulfill the following requirements to obtain a degree in MA History:

1. MA History is a 60 credit Programme. Each course is of 3 credit hours. Courses of first two semesters are compulsory. In the 3rd and 4th semester, the student has to choose five courses in each semester.
2. For MA History Degree, the student has to complete 60 credits/20 courses.
3. A course workshop of 3-4 days for each course will be organized at regional campuses. It is mandatory for the students to attend this course workshop, where ever it is offered.

First Semester – Compulsory Courses

S. No.	Title	Code	Credit Hours
1.	Research Methods	5671	3
2.	Ancient Cultures and Civilization of India	5672	3
3.	Muslims in India (712–1526)	5673	3
4.	Early Islamic History (570–661)	5674	3
5.	Constitutional Development & Muslim Response in India (1900–47)	5675	3

Second Semester – Compulsory Courses

S. No.	Title	Code	Credit Hours
1.	Historical Research Methods	5676	3
2.	Mughal Rule in India (1526–1707)	5677	3
3.	Decline of the Mughals in India	5678	3
4.	Historiography	5679	3
5.	Rise of the British and Muslim Rule in India (1707–1858)	5680	3

Third Semester – Elective Courses

(Select any five courses)

S. No.	Title	Code	Credit Hours
1.	Pakistan and the World Affairs	5681	3
2.	History of Punjab	5682	3
3.	History of Pakistan–I (1947–71)	5683	3
4.	History of Sindh	5684	3
5.	British Administration and Constitutional Development in India (1858–1947)	5685	3
6.	History of Saudi Arabia	5686	3

Fourth Semester – Elective Courses

(Select any five courses)

S. No.	Title	Code	Credit Hours
1.	History of NWFP (KP)	5687	3
2.	Afghanistan: A Synoptic History (1747–2006)	5688	3
3.	History of Modern India (1947–2006)	5689	3
4.	History of Pakistan-II (1971–2008)	5690	3
5.	History of Baluchistan	5691	3
6.	Muslim Political Thought in India	5692	3

Assessment System

1. The students are required to submit two assignments for each 3 credit hour course to his/her tutor within the specified time according to the assignment schedule. Pass marks in assignment are 40.
2. The students have to appear in the final examination conducted for each course. Pass marks in final examination are 40.
3. The students have to obtain an aggregate of 40 percent (assignment + final examination) in each course to be declared pass in each course.

A Summary of the Assessment System is provided below:

Assessment Component	Total Marks	Passing Marks	Weightage
Assignment-1	100	40	30%
Assignment-2	100	40	
Final Examination	100	40	70%
Aggregate Marks			100
Aggregate Passing Marks			40

Fee Structure:

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: (in each semester)	Rs.100/-
Courier Charge	Rs.35/-
Per 3 Credit Hours course fee: Rs.1930/-	Rs.1930×5= Rs.9650/-
Total fee for 1st Semester	Rs.10685/-

Faculty Members:

For guidance, student may contact the following faculty members of the Department of History, Block 9, Allama Iqbal Open University, Main Campus, Sector, H-8, Islamabad.

1. **Prof. Dr. Samina Awan**
Chairperson/Dean
Faculty of Social Sciences and Humanities
Ph: 051-9250073, 051-905782
2. **Dr. Kishwar Sultana**
Associate Professor
Ph: 051-9057837
3. **Mr. Abdul Basit Mujahid**
Assistant Professor
Ph: 051-9057822
4. **Dr. Kausar Parveen**
Assistant Professor
Ph: 051-9057825
5. **Ms. Fozia Umar**
Lecturer
Ph: 051-9057686
6. **Ms. Sadia Aziz**
Lecturer
Ph: 051-9057686
7. **Office**
Ph: 051-9250073
051-9057821

FACULTY OF EDUCATION

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

DEPARTMENTS OF THE FACULTY

Faculty of Education comprises of the following six departments:

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

Distance, Non Formal Education and Continuing Education

The department was established in 1984 and was renamed as Distance, Non Formal and Continuing Education in 2008.

It offers specialized degree programmes/courses in Distance Non-Formal and Continuing Education, Adult Education and Educational Technology at MA Education, MEd, MPhil and PhD in Education. It also offers courses at BA level.

Educational Planning, Policy Studies and Leadership (EPPSL)

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

Secondary Teacher Education

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

The programmes/courses of this department comprise MA, MEd & BEd as professional degree programmes. The department also offers MPhil and PhD in Education, which are aimed to prepare highly skilled leaderships in the field of teacher education.

Early Childhood Education & Elementary Teacher Education

The Department of Elementary Teacher Education was established in 2003. In April 2008, the name of Elementary Teacher Education Department was changed as Early Childhood Education and Elementary Teacher Education Department.

The Department offers Associate Degree in Education, Postgraduate Diploma in ECE, BEd (1-½ year), BEd (2-½), BEd (4 year), MEd and MPhil programmes. It also offers “Education” as subject at Matric, Intermediate and Graduate level.

The department is planning to launch, MA (Elementary Teacher Education) and PhD Programmes. The department also plans to offer non-credit research courses and postgraduate diploma for teaching in higher education.

Science Education

The Department of Science Education was established in 1988. The programmes and courses of the department are mainly focused on education and training of mathematics and science teachers. Presently the department offers specialized courses in science education at undergraduate and postgraduate level. Specialized courses provide conceptual framework and insight into the teaching of science. The department also offers MEd, MPhil and PhD programmes in science education.

Special Education

The Department was established in 1985. The department imparts education and training to teachers for the special children in four specialization namely visual impairment, hearing impairment, physical disabilities and mental retardation with particular emphasis to facilitate mainstreaming of special children. Parents of the special children are also admitted to these programmes. Present programmes/courses of this department comprise MEd, MA, MPhil and PhD in the field of Special Education.

PROGRAMMES OF FACULTY OF EDUCATION

The Faculty has developed and launched more than 275 courses (up to Spring 2015 Semester) in various disciplines from SSC to PhD level programmes. It is now fully recognized by both the government of Pakistan and International agencies as the prime national provider of professional education and training at all levels.

PhD in Education with following specializations:

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

MPhil Education with following specializations:

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

MEd Education with following specializations:

- MEd Distance and Non Formal Education
- MEd Elementary Teacher Education
- MEd Teacher Education
- MEd Science Education
- MEd Special Education

MA Education with following specializations:

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

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

- BEd (1-½ years, 2-½ years, 4 years)
- PGD Educational Planning and Management
- PGD Early Childhood Education
- Courses of Education at SSC, HSSC and BA level
- Associate Degree in Education (1 year in service, 2 years, 3 years)

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

MA EDUCATION PROGRAMMES

- MA (Distance and Non-Formal Education)
- MA (Educational Planning and Management)
- MA (Education) Teacher Education
- MA (Special Education)

Eligibility:

A graduate with second division is eligible to apply for admission to MA Education (DNFE & STE), MA (Special Education) and MA and PGD in Educational Planning and Management.

MA Distance and Non-Formal Education

Eligibility:

- Applicant having Bachelor degree with minimum 45% marks (second division) from any HEC recognized institution.
- An eligible candidate is required to attach attested photocopies of certificates/degrees with admission form (duly filled) and submit in the designated bank along with requisite fee as per prescribed procedure.

Objectives

Objectives of the programme are:

- To provide insight of education and meet the present and future needs and challenges involved in teaching and learning process.
- To produce educators/ teachers with professional vision and update their knowledge about new developments and trends in the field of Distance and Non-Formal Education.
- To keep the students abreast with latest curricula, teaching techniques, strategies and methodologies.

- To provide knowledge on how to effectively use instructional technology in the classroom.
- To develop attitude and behaviour appropriate for Distance and Non-Formal Education in Pakistan.

Breakup of the Programme

MA Education Specialization in Distance and Non-Formal Education Programme comprises of 60 credit hours with the following details:

1 st Semester		18 Credits Hours	
S. No.	Code	Course Title	Credit Hours
1.	831	Foundations of Education	3
2.	837	Educational Research	3
3.	838	Curriculum Development & Instruction	3
4.	840	Educational Psychology	3
5.	846	Teaching Strategies	3
6.	855	Computer in Education	3

2 nd Semester		18 Credits Hours	
S. No.	Code	Course Title	Credit Hours
1.	833	Student Support Services in Distance Education	3
2.	834	Educational Technology	3
3.	835	Foundations of Adult Education	3
4.	841	Educational Measurement and Evaluation	3
5.	842	Concept and Methods of Distance Education	3
6.	843	Educational Guidance and Counseling	3

3rd Semester**12 Credits Hours**

S. No	Code	Course Title	Credit Hours
1.	844	Non-Formal Education	3
2.	845	Educational Administration and Supervision	3
3.	847	Adult Education in Comparative Perspective	3
4.	851	System of Distance Education	3
		OR	
	857	Thesis	12

4th Semester**12 Credits Hours**

1	832	Planning and Management of Distance Education	3
2	850	Evaluation of Adult Education	3
3*	6550	Teaching Practice I	3
4	6551	Teaching practice II	3
* Student cannot take admission in course 6551 prior to course 6550 as 6550 is pre-requisite to course 6551			

Note: Medium of Instruction is English. However, students can attempt assignments and examination in "Urdu" if they wish to do so.

**For any information, please contact:
Chairman**

Distance, Non Formal & Continuing Education Department
AIOU, Sector H-8, Islamabad,
Ph: 051-9057707

An eligible candidate of MA Education [except (MA EPM) and PGD (EPM) Programme] is required to attach attested photocopies of his/her certificates/degrees with the admission form alongwith the requisite fee of Rs.12,040/- and submit it as per prescribed procedure laid down in the prospectus.

MA Educational Planning and Management**Eligibility:**

- i. A graduate with second division is eligible to apply for admission to MA and PGD in Educational Planning and Management.
- ii. **MA (EPM), PGD (EPM) candidates may not submit the fee.** They should submit only the admission form with all the relevant attested documents including experience certificates to the concerned departments chairman AIOU, Islamabad. After determination of the merit, selected candidates will be offered to submit their fee within stipulated period.

Objectives of the Programme is:

to produce a cadre of professionals for educational institutions and other organizations of the country for all levels of managerial and administrative jobs by equipping them with the knowledge and skills of educational planning and management.

Breakup of Programme

MA Educational Planning and Management Programme comprises of 20 half credits course work (60 credit hours) with the following details:

Core Courses (Compulsory)**24 Credit Hours**

S. No.	Code	Course Title	Credit hours
1.	6557	Basic Concepts of Educational Planning-I	3
2.	6558	Basic Concepts of Educational Planning-II	3
3.	6559	Processes of Educational Planning -I	3
4.	6560	Processes of Educational Planning-II	3
5.	6561	Plan Implementation and Management-I	3
6.	6562	Plan Implementation and Management-II	3
7.	6563	Curriculum Planning and Evaluation-I	3
8.	6564	Curriculum Planning and Evaluation-II	3

Elective Courses

(Any 36 Credit Hours from following breakup option A & B)

S. No.	Code	Course Title	Credit Hours
1.	6565	Economics and Financing of Education-I	3
2.	6566	Economics and Financing of Education-II	3
3.	6567	Development Education-I	3
4.	6568	Development Education-II	3
5.	6569	Educational Research and Statistics I	3
6.	6570	Educational Research and Statistics II	3
7.	6571	Project Implementation, Monitoring and Evaluation-I	3
8.	6572	Project Implementation, Monitoring and Evaluation-II	3
9.	6573	Planning for Population Education - I	3
10.	6574	Planning for Population Education -II	3
11.	510	Research Thesis	12

Option “A”

Collateral area courses as offered by the department

A student can obtain MA EPM degree after completing course work equivalent to 60 credit hours. The student may take 48 credit hours from EPM programme and 12 credit hours from other master level courses offered by Faculty of Education or he/she may take 54 credit hours from EPM and six credit hours from other master level programmes of Faculty of Education. (Details about the courses are given on next page).

Option “B”

(Research Thesis)

A student can complete the requirements for MA EPM degree by completing 48 credits course work and EPM 510 Research Thesis (12 credit hours).

Note: Master degree in EPM can be awarded only when the students have completed 60 credit hours.

Breakup of Postgraduate Diploma (PGD) EPM

A Diploma in Educational Planning and Management is awarded on completion of thirty credit hours course work.

Core Courses (Compulsory)

24 Credit Hours

S. No.	Code	Course Title	Credit Hours
1.	6557	Basic Concepts of Educational Planning-I	3
2.	6568	Basic Concepts of Educational Planning-II	3
3.	6559	Processes of Educational Planning –I	3
4.	6560	Processes of Educational Planning-II	3
5.	6561	Plan Implementation and Management-I	
6.	6562	Plan Implementation and Management-II	3
7.	6563	Curriculum Planning and Evaluation-I	3
8.	6564	Curriculum Planning and Evaluation-II	3

Elective Courses

(Any 6 credit hours of same title from the following courses)

S. No.	Code	Course Title	Credit Hours
1.	6567	Development Education-I	3
2.	6568	Development Education-II	3
3.	6571	Project Implementation, Monitoring and Evaluation-I	3
4.	6572	Project Implementation, Monitoring and Evaluation-II	3
5.	6573	Planning for Population Education - I	3
6.	6574	Planning for Population Education -II	3

**Semester Wise Breakup of Courses Offering for MA/PGD
EPM**

Spring Semester

S. No.	Code	Course Title	Credit Hours
1.	6557	Basic Concepts of Educational Planning-I	3
	6558	Basic Concepts of Educational Planning-II	3
	6561	Plan Implementation and Management-I	3
	6562	Plan Implementation and Management-II	3
	6565	Economics and Financing of Education-I	3
	6566	Economics and Financing of Education-II	3
	6569	Educational Research and Statistics-I	3
	6570	Educational Research and Statistics-II	3
	510	Research Thesis	12

Autumn Semester

2.	6559	Process of Educational Planning-I	3
	6560	Process of Educational Planning-II	3
	6563	Curriculum Planning and Evaluation I	3
	6564	Curriculum Planning and Evaluation II	3
	6567	Development Education-I	3
	6568	Development Education-II	3
	6571	Project Implementation, Monitoring & Evaluation-I	3
	6572	Project Implementation, Monitoring & Evaluation-II	3
	6573	Planning for Population Education – I	3
	6574	Planning for Population Education –II	3
	510	Research Thesis (only for MA EPM student)	12
	Collateral Area Courses * offered by EPPSL Deptt.		

NB. * Collateral Area courses (Only for continuing students):

Spring Semester Course Codes: 831, 837, 838, 840

Autumn Semester Course Codes: 826, 827, 828, 829

Note:

1. Fresh students are offered only 4 courses (EPM–6557, 6558, 6561 and 6562) in the first semester i.e. Spring Semester.
2. Students can take course work equivalent to 18 credit hours including collateral area courses twice during the programme.
3. A student must complete EPM (6569, 6570) courses before enrolling in EPM Research Thesis-510.
4. A student can apply for award of Diploma in EPM after completing 30 credit hours courses work required for PGD EPM.
5. Medium of instructions for MA (EPM) and PGD (EPM) is English.
6. **A weeklong workshop for each course will be held at the end of each semester only at AIOU Main Campus Islamabad. Participation in the workshop is mandatory and is pre requisite for examination.**
7. A student must opt courses in pair (I & II) (e.g. Process of Educational Planning-I also take Process of Educational Planning-II)

Note: Admission Form with all credentials and experience certificates must be sent to the following address:

Chairperson

Educational Planning, Policy Studies & Leadership Department

Faculty of Education

AIOU, Sector H – 8, Islamabad,

Ph: 051-9057714, 9057717, 9250059

MA (Education) Teacher Education

Eligibility

- i. Applicant having Bachelors degree with minimum 45% marks (2nd division) from any HEC recognized institution.
- ii. An eligible candidate is required to attach attested photocopies of certificates/degrees with admission form (duly filled) and submit in the designated bank along with requisite fee as per prescribed procedure.

Objectives

The programme intends to achieve the following specific objectives:

1. To produce highly skilled, proficient and competent professionals who can positively influence and motivate the vast majority of classroom teachers at all levels.
2. To inculcate research skills to initiate research at grass root level.
3. To enable educators with professional vision through the intensive study of new developments, trends and directions in the field of education in the light of modern scientific and technical advancement.
4. To produce teachers who can make positive contribution to the wholesome growth and development of the individual by enabling him/her to understand how to learn, how to live together and how to work cooperatively as members of the group in team spirit.
5. To produce teachers who can play the role of effective organizers of teaching and learning activities.

Breakup of Programme

MA Education (Specialization in Teacher Education) Programme comprises of 20 courses (60 credit hours) with the following details:

1st Semester 18 Credits Hours

S. No.	Code	Course Title	Credit Hours
1.	6500	Foundations of Education	3
2.	837	Educational Research	3
3.	6501	Educational Psychology & Guidance	3
4.	6503	Curriculum and Instruction	3
5.	6505	Islamic System of Education	3
6.	6507	Educational Measurement and Evaluation	3

2nd Semester 18 Credits Hours

1.	6508	Teaching of English	3
2.	827	Secondary Education	3
3.	828	Higher Education	3
4.	829	Teacher Education in Pakistan	3

AND

Please select any one cluster from the following two clusters.

1.	6509	Teaching of Urdu	3
2.	6511	Teaching of Pakistan Studies	3

OR

1.	6515	Teaching of Mathematics	3
2.	6516	Teaching of Physics	3

3rd Semester 12 Credits Hours

1.	6502	Educational Management and Supervision	3
2.	6506	Education in Pakistan	3
3.	6554	Workshop and Teaching Practice-I	3
4.	6555	Workshop and Teaching Practice-II	3

Student cannot take the course 6555 before 6554. Enrollment in 6554 is prerequisite for course 6555.

4th Semester 12 Credits Hours

S. No.	Code	Course Title	Credit Hours
	6542	Thesis	12
		OR	
1.	6552	Textbook Development-I	3
2.	6553	Textbook Development-II	3
3.	6573	Planning for Population Education-I	3
4.	6574	Planning for Population Education-II	3

Note:

1. The department will provide detail of workshops later on.
2. Courses offering in the pedagogical/ collaterals specialization and alternate courses of thesis will depend upon availability. The students will be informed about it in the continuing student form/letter at the beginning of each semester.
3. The department may change the course or their sequence.
4. A student can obtain MA Education specialization in Teacher Education after completing course work equivalent to 60 credits.
5. Medium of Instruction is English. However students can attempt assignments and examination in "Urdu" if they wish to do so.

Chairperson

Department of Secondary Teacher Education
Allama Iqbal Open University,
Sector H – 8, Islamabad
Ph: 051-9057890

MA Special Education

Objectives

Objectives of the MA Special Education programmes are as:

1. To acquaint the teachers of special children with latest curricula, teaching techniques and methodologies.
2. To meet country's increasing demand of trained specialized manpower in Special Education at all levels.
3. To develop attitude and behaviour appropriate for special educational personnel enabling them to meet individual students and group needs.

Eligibility:

- i) Applicant having Bachelors degree with minimum 45% marks (second division) from any HEC recognized institution.
- ii) An eligible candidate is required to attach attested photo copies of certificates/degrees with admission form (duly filled) and submit in the designated bank along with requisite fee as per prescribed procedures.

Breakup of Programme

MA Special Education Programme comprises 60 credit hours with the following details.

1st Semester (Spring) 18 Credits Hours

S. No.	Code	Course Title	Credit Hours
1.	671	Educational Psychology	3
2.	672	Perspectives of Special Education	3
3.	673	Handicapped Person in the Community	3
4.	831	Foundations of Education	3
5.	837	Educational Research	3
6.	838	Curriculum Development & Instruction	3

2nd Semester (Autumn)

(Students can take any specialization area of 12 credit hours)

a. VISUAL IMPAIRMENT			
S. No.	Code	Course Title	Credit Hours
i	3601	Braille Practical Course—Urdu	3
ii	3602	Braille Practical Course—English	3
iii	677	Independence Training for the Visually Handicapped.	3
iv	678	Special Education for the Visually Handicapped	3
Note: Students enrolled in courses 3601 and 3602 will arrange Slate/Braille Frame and Braille papers by themselves.			
b. HEARING IMPAIRMENT			
i	680	General Introduction to the Hearing impairment	3
ii	681	Psychology of Deafness and Child Development	3
iii	682	Speech and Hearing	3
iv	683	Audiology and Audiometry	3
c. MENTAL RETARDATION			
i	3603	Introduction and Assessment of Mentally Retarded Children-I	3
ii	3604	Introduction and Assessment of Mentally Retarded Children-II	3
iii	3605	Education of Mentally Retarded Children-I	3
iv	3606	Education of Mentally Retarded Children-II	3

d. PHYSICAL DISABILITY			
S. No.	Code	Course Title	Credit Hours
i	3607	Physical Handicaps-I	3
ii	3608	Physical Handicaps-II	3
iii	3609	Educational Adaptations for Children with Physical Disabilities-I	3
iv	3610	Educational Adaptations for Children with Physical Disabilities-II	3

3rd Semester **18 Credit hours**

S. No.	Code	Course Title	Credit Hours
1.	3611	Organization and Management of Special Schools-I	3
2.	3612	Organization and Management of Special Schools-II	3
3.	3613	Community Based Rehabilitation of People with Disabilities-I	3
4.	3614	Community Based Rehabilitation of People with Disabilities-II	3
5.	3600	Face to Face Component	3
6.	846	Teaching Lesson Strategies	3

Note:-

Course code 3600 comprises three components:

- i) 6 days workshop,
- ii) teaching practice of 40 lessons and
- iii) Final lessons.

Student who fails in any one component will be considered fail in the course and has to take fresh admission in this course.

4 th Semester		12 Credit Hours	
1.	694	Thesis OR Any 12 credit hours master level courses from the courses offered by Faculty of Education and not attempted previously by the student.	12

Note: Medium of instruction is English. However, students can attempt assignments & examination in “Urdu” if they wish to do so.

Chairperson

Department of Special Education
AIOU, Sector H – 8, Islamabad
Ph: 051-9057853

Fee Tariff of MA Education

Registration Fee: Rs.200/-
(at the time of 1st admission in University)

Admission Fee: Rs.700/-
(at the time of 1st admission in Program)

Technology Fee Rs.100/- (per semester)

Per 3 Credit Hours Fee: Rs.1930/- Rs.(1930×6)=11580

Total fee of 1st Semester **Rs. 12615/-**

Thesis (12 credit hours) Rs.7870/-(only for students opting for thesis)

Thesis evaluation fee: Rs.1640/-(only for students opting for thesis)
to be paid at the time of submission of thesis
final evaluation.

Total Fee of 1st Semester: For MA Education is **Rs.12615/-**

Specialization in

1. DNFE
2. EPM
3. Teacher Education
4. Special Education

Programme Coordinators (MA/PGD Education)

Specialization in:

1. Distance and Non-Formal Education

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2. Educational Planning and Management

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3. Secondary Teacher Education

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4. Special Education

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MEd Programme

The emerging needs and shortage of human development resources mixed with higher qualities of leadership in the field of education at national level demand personnel who have sound professional and academic background in the relevant field. The MEd programme provides such academic opportunities to teachers. These educational opportunities are aimed at providing education and training facilities in the country to the persons such as working teachers, tutors, administrators, extension workers, and interested education graduates.

Specializations

Students may choose any one of four specializations i.e.:

1. Distance and Non-Formal Education
2. Elementary Teacher Education
3. Secondary Teacher Education
4. Science Education
5. Special Education

Objectives

Objectives of MEd programme are as under:

1. To provide insight into the field of education and to meet the present and future needs and challenges of teaching and learning.
2. To acquaint the teachers with latest curricula, teaching techniques and methodologies.
3. To enable the student teachers to effectively use instructional technology in the classroom.
4. To meet country's increasing demand for trained personnel including Special Education.

The elective component aimed at providing knowledge and enhancing professional competence in the specific area.

Note: The organization of workshops in regions for all the courses except 831, 837, 838 and 846 depends upon the number of students, availability of special institutions, (according to area of specialization) and relevant resource persons. The workshops will be organized according to guidelines of the Department.

Breakup of Programme

To earn MEd degree, a student has to complete 36 credit hour courses in the four specializations in different semesters of MEd programme. The details are given below.

MEd Programme

Specialization in (Distance & Non-Formal Education)

Eligibility

- i. Applicant having Bachelors degree and BEd/BSEd with minimum 45% marks (2nd division) in both degrees from any HEC recognized institution.
- ii. An eligible candidate is required to attach attested photocopies of certificates/degrees with admission form (duly filled) and submit in the designated bank along with requisite fee as per prescribed procedure.

Scheme of Studies

1st Semester: 18 Credit Hours

S. No.	Code	Course Title	Credit Hours
1	831	Foundations of Education	3
2	837	Educational Research	3
3	838	Curriculum Development and Instruction	3
4	840	Educational Psychology	3
5	851	The System of Distance Education	3
6	855	Computers in Education	3

2nd Semester: 18 Credit Hours

S. No.	Code	Course Title	Credit Hours
1	852	Broadcast Media in DNFE	3
2	853	Non –Broadcast Media in DNFE	3
3	854	Developing Material for DNFE	3
4	834	Educational Technology	3
5	841	Educational Measurement and Evaluation	3
6	846	Teaching Strategies	3
OR			
1	852	Broadcast Media in DNFE	3
2	854	Developing Material for DNFE	3
3	839	Thesis	12

**For any information, please contact:
Chairman**

**Distance, Non-Formal & Continuing Education Department
AIOU, Sector H-8, Islamabad
Ph: 9057706**

MEd Programme**Specialization in (Elementary Teacher Education)****Eligibility**

- i. Applicant having Bachelors degree and BEd/BSEd with minimum 45% marks (2nd division) in both degrees from any HEC recognized institution.
- ii. An eligible candidate is required to attach attested photocopies of certificates/degrees with admission form (duly filled) and submit in the designated bank along with requisite fee as per prescribed procedure.

1st Semester: 18 Credit Hours

S. No.	Code	Course	Credit Hours
1	840	Educational Psychology	3
2	826	Elementary Education	3
3	838	Curriculum development and Instruction	3
4	1627	Classroom Assessment	3
5	837	Educational Research	3
6	622	Elementary school management	3

2nd Semester: 18 Credit Hours

S. No.	Code	Course Title	Credit Hours
1	625	Perspective of Elementary Education	3
2	627	ICT in Education	3
3	831	Foundations of Education	3
4	623	Teaching strategies at elementary level	3
5	629	Guidance & Counselling in Elementary School	3
6	626	Elementary Teacher Education	3
OR			
1	625	Perspective of Elementary Education	3
2	627	ICT in Education	3
3	699	Thesis	12

Note:

Course offering will depend on its availability. The department may change the sequence of courses' offering. For each 3 credit course there will be a workshop for two days. There will be one week workshop for thesis. The workshop will be organized according to the guidelines of the department. Instead of thesis, the student may take courses of 12 credit hours.

For any information, please contact:

Chairman
Early Childhood Education & Elementary Teacher Education
Department,
Allama Iqbal Open University, Islamabad,
Ph: 051-9057718, 051-9057719

MEd Programme

Specialization in (Teacher Education)

Eligibility

- i. Applicant having Bachelors degree and BEd/BSEd with minimum 45% marks (2nd division) in both degrees from any HEC recognized institution.
- ii. An eligible candidate is required to attach attested photocopies of certificates/degrees with admission form (duly filled) and submit in the designated bank along with requisite fee as per prescribed procedure.

Scheme of Studies

1st Semester: 18 Credit Hours

S. No.	Code	Course Title	Credit Hours
1	831	Foundations of Education	3
2	837	Educational Research	3
3	838	Curriculum Development and instruction	3
4	840	Educational Psychology	3
5	6507	Educational Measurement & Evaluation	3
6	6505	Islamic System of Education	3
		OR	
	849	Thesis	6

2nd Semester: 18 Credit Hours

S. No.	Code	Course	Credit Hours
1	826	Elementary Education	3
2	827	Secondary Education	3
3	828	Higher Education	3
4	829	Teacher Education in Pakistan	3
5	6552	Textbook Development-I	3
	6553	Textbook Development-II	3
		OR	
	849	Thesis (Continued)	6

For any information, Please contact:

Chairperson
Department of Secondary Teacher Education
Allama Iqbal Open University, H-8, Islamabad,
Ph: 051-9057890

MEd Programme

Specialization in (Science Education)

Eligibility

- i. BSc with BEd (at least 2nd division) or B.S.ED (2nd Division) or BSCS with BEd, BS Engineering / Medical / all science related areas with BEd (Science).
- ii. An eligible candidate is required to attach attested photocopies of certificates/degrees with admission form (duly filled) and submit in the designated bank along with requisite fee as per prescribed procedure.

Scheme of Studies

1st Semester: 18 Credit Hours

S. No.	Code	Course Title	Credit Hours
1	831	Foundations of Education	3
2	837	Educational Research	3
3	838	Curriculum Development & Instruction	3
4	840	Educational Psychology	3
5	695	Foundations of Science Education	3
6	696	Teaching Strategies in Science Education	3

2nd Semester 18 Credit Hours

S. No.	Code	Course Title	Credit Hours
1	697	Assessment in Science Education	3
2	698	Laboratory Organization, Management And Safety Methods	3
3	848	Thesis	12
		OR in lieu of Thesis	
4	846	Teaching Strategies	3
5	855	Computers in Education	3
6	6506	Education in Pakistan	3
7	6507	Educational Measurement & Evaluation	3

**For any information, Please contact:
Incharge/ Head of Department
Department of Science Education
AIOU, Islamabad, Ph: 051-9057851**

MEd Programme

Specialization in (Special Education)

Eligibility

- i. Applicant having Bachelors Degree 2nd Division and BEd/BS.Ed with minimum (2nd division) from any HEC recognized institution.
- ii. An eligible candidate is required to attach attested photocopies of certificates/degrees with admission form (duly filled) and submit in the designated bank along with requisite fee as per prescribed procedure.

Semester 1

18 Credit Hours

Core Courses

S. No.	Code	Course Title	Credit Hours
1.	671	Educational Psychology	3
2.	672	Perspectives of Special Education	3
3.	673	Handicapped Person in the Community	3
4.	831	Foundations of Education	3
5.	837	Educational Research	3
6.	838	Curriculum Development and Instruction	3

Semester 2
18 Credit Hours

Specialization Courses:

S. No.	Code	Course Title	Credit Hours
1.	846	Teaching Strategies	3
2.	3600	Face to Face Component i. (Workshop, ii. Teaching Practice & iii. Final Lessons)	3
Note: <i>Student fail or absent in any one of the 3 components will be declared fail in course. He/she will be get enrolled as fresh student in the course. No re-appear chance.</i>			
3.	Specialization Areas (Any one of the following four specialization)		
a. VISUAL IMPAIRMENT			
S. No.	Code	Course Title	Credit Hours
i.	3601	Braille Practical Course-Urdu	3
ii.	3602	Braille Practical Course-English	3
iii.	677	Independence Training for the Visually Handicapped.	3
iv.	678	Special Education for the Visually Handicapped	3
Note: <i>Students enrolled in course 3601 & 3602 will arrange Slate/ Braille Frame and Braille paper themselves.</i>			

b. HEARING IMPAIRMENT			
i.	680	General Introduction to the Hearing Impairment	3
ii.	681	Psychology of Deafness and Child Development	3
iii.	682	Speech and Hearing	3
iv.	683	Audiology and Audiometry	3
c. MENTAL RETARDATION			
i.	3603	Introduction and Assessment of Mentally Retarded Children-I	3
ii.	3604	Introduction and Assessment of Mentally Retarded Children-II	3
iii.	3605	Education of Mentally Retarded Children-I	3
iv.	3606	Education of Mentally Retarded Children-II	3
d. PHYSICAL HANDICAPS			
i.	3607	Physical Handicaps-I	3
ii.	3608	Physical Handicaps-II	3
iii.	3609	Educational Adaptations for Children with Physical Disabilities-I	3
iv.	3610	Educational Adaptations for Children with Physical Disabilities-II	3

Chairperson

Department of Special Education
Allama Iqbal Open University,
Sector H – 8, Islamabad
Ph: 051-9057859, 051-9250078

Fee Tariff:

Items	Rate
Registration Fee: (once at the time of 1 st admission)	Rs.200/-
Admission Fee: (once at the time of 1 st semester)	Rs.700/-
Technology Fee: (in each semester)	Rs.100/-
Courier Charge: (in each semester)	Rs.35/-
Per 3 Credit Hours course fee Rs.1930/- 18 Credit Hours course fee: Rs.1930×6	Rs.11580/-
Total fee for 1st Semester	Rs.12615/-

Thesis (12 Credit hours) Fee: Rs.7880/-

Thesis Evaluation fee: Rs.1640/-

At the time of submission of thesis evaluation and viva voce

Fee Depositing Procedure:

The eligible candidates are required to deposit the requisite fee along with admission forms (duly filled in all respect) in any branch of the following designated banks:

1. National Bank of Pakistan
2. First Women Bank Limited
3. Bank Al-Falah Limited
4. Allied Bank Ltd.
5. MCB Bank

Instructions

- The fee along with admission form is to be deposited in any of the nominated branch by filling the bank Challan (which is part of admission form).
- The concerned bank branch will receive the Challan and admission forms and return copy No.4 of the Challan form duly stamped, to the applicant for his/her record.
- It is the responsibility of the applicant to attach required attested documents with the admission form.

Programme Coordinators

Please contact to concern coordinators, if need, any help

Specialization in:

1. **Distance and Non-Formal Education**

Dr. Amtul Hafeez

Ph: 051-9057706

Email: amtulhafeezch@yahoo.com

2. **Science Education**

Ms. Farkhunda Rasheed Chaudhry

051-9057797

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3. **Secondary Teacher Education**

Dr. Muhammad Tanveer Afzal

Ph: 051-9057711

Email: tanveer.afzal@aiou.edu.pk

4. **Special Education**

Dr. Zahid Majeed

Ph: 051-9057294, 051-9250078

Email: zahid_majeed@aiou.edu.pk

5. **Early Childhood Education & Elementary Teacher**

Dr. Muhammad Athar Hussain

Ph: 051-9057268

Email: muhammad.athar@aiou.edu.pk

Scheme of Studies

Method of Instruction

In distance learning system, the courses are taught through self-instructional materials, media component (where applicable), tutorial meetings and workshops.

i) Self Instructional Material

The study materials includes study guides, allied materials and media support (if any)

ii) Tutorials (if applicable)

Tutorials provide useful guidance in the form of lectures, discussions, questions answer sessions and general clarification of any course related issues if required.

iii) Workshops (Compulsory)

At the end of each semester there will be a compulsory workshop for each three credit course. These may be organized at the main campus or where-ever the university deems feasible. The workshops are compulsory component of each course.

Evaluation Procedure

Procedure to prepare the result of a course is given as under:

- a) Weightage for course assignments and final examination is 30:70 respectively.
- b) Minimum required marks to pass the assignments and final examination are 40%

Aggregate of components should be	40%	
Weightage (30%) of the marks secured in course assignments (40%)	$\frac{40 \times 30}{100}$	= 12%
Weightage (70%) of the marks secured in final examination (40%)	$\frac{70 \times 40}{100}$	= 28%
Total		= 40%

Grading System

Fail	Below 40 %
Grade D	40% to 49%
Grade C	50 % to 59%
Grade B	60 % to 69 %
Grade A	70% to 79 %
Grade A + (Distinction)	80 % or more

Specific Information

1. The student shall be allowed to pursue only one programme at a time at AIOU and shall not be allowed to enroll or appear in a programme of some other recognized institution during that period.
2. The copyright of the thesis will rest with the university. However, the student who completed the thesis will be allowed to publish it after written permission from the Vice Chancellor.
3. Fee structure of any course/thesis/seminars programme may be changed without prior information. Student has to deposit the required fee as intimated by the Admission Department.
4. At the end of each semester there will be compulsory workshops. Each and every session of the workshop is compulsory. Students who earn at least 40% marks in assignment component will be eligible for workshop. Only those students who qualify the assignments components and workshop will be eligible to take final examination.

Attainment of Certificate/Degree

On successful completion of the programme the student will have to apply to the Controller of Examinations for the issuance of diploma/degree. The student may apply for a single course certificate in case he/she wants to discontinue the studies.

FACULTY MEMBERS

Chairpersons of Departments

1. **Dean /Professor Dr. Nasir Mahmood**
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2. **Dr. Tanzila Nabeel**
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Associate Professor

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Lecturers

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12. **Ms. Mubeshera Tufail**
Early Childhood Education and Elementary Education
Ph: 051-9057719, 051-9057718
Email: mubasheratufail@yahoo.com

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 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 Chairperson, 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.	Course Title	Code	Credit Hours
1.	Range Land Management in Pakistan	2501	3
2.	Tree Management	2502	3
3.	Principles of Rural Sociology-I	2500	3
4.	Principles of Rural Sociology-II	2512	3

2nd Semester

1.	Soil Conservation & Water Shed Management	2511	3
2.	Research Methods	2504	3
3.	Statistics	794	3
4.	Environment and Forestry	2516	3

3rd Semester

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

4th Semester

1.	Economics of Forestry	2508	3
2.	Participatory Forestry	2503	3
3.	Social and Community Forestry	2509	3
4.	Mass Communication	2506	3

5th Semester

1.	Thesis	798	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.3200/-
Per 6 Credit Hours course fee:	Rs.6400/-
Workshop/Field Visit Fee:	Rs.2460/-
Dissertation fee:	Rs.12740/-
Dissertation Evaluation fee:	Rs.1640/-

f) 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. Naghmana Rashid**
Chairperson
Ph: 051-9057187
2. **Dr. Shafique Qadir Memon**
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3. **Dr. Farhat Ullah Khan**
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7. **Dr. Sabir Hussain Shah**
Assistant Professor
Ph: 051-9057752
8. **Ms. Mahwish Siraj**
Lecturer
Ph: 051-9057749
9. **Mr. Shahid Javaid**
Assistant Professor
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Email: Shahid_Javaid@hotmail.com

DEPARTMENT OF BIOLOGY AND ENVIRONMENTAL SCIENCES

The Department of Biology was established in 1998 with a mission to serve those who could not continue their formal education in various disciplines of Biological Sciences due to economic or job constraints and the production of well-trained manpower to serve various sectors of the country like education and research for the attainment of the goal of self-sufficiency.

According to its vision the Department of Biology and Environmental Sciences is striving hard to uplift the teaching standards and provide a congenial environment for research in the field of Biology and Environment. The Department always seeks to introduce more disciplines at graduate and postgraduate levels as per demand of the society, so as to keep its graduates well informed with the recent advances in Biological Sciences. This will help to produce well-trained manpower meant to serve science both at national and international levels.

Currently the Department is offering MSc and BS Microbiology and Environmental Sciences Programmes. The 4 years BS Programme in Microbiology has been launched from the semester Spring 2009 and from Spring 2015 the Department is also offering MSc Programme in Microbiology. From Spring 2016 the department is also offering BS Environmental Sciences programme. In addition to that, Department is offering some courses from basic to postgraduate levels for main pool of AIOU's general programmes.

The Department of Biology and Environmental Sciences has collaboration with members of other Universities of Pakistan and Post Graduate institutions for its Biological Science courses/programmes. One multidisciplinary laboratory in block No. 4 for FSc students was established in 1999 and two labs in Science

Block were established for students of BS Microbiology during 2008 to cater for their Practical/Research needs. There is also a lab in the Science Block for BS Environmental Sciences programme.

The Department of Biology and Environmental Sciences is planning to launch MSc programme in Botany in the near future. Keeping in view of the intended programme expansion, the upgradation of the Departmental Labs is also underway to cater for practical and research needs of the above mentioned programmes.

1. MSc Microbiology (2 years)

Introduction

Presently there is a revolution in the scientific knowledge and this can be called as "Scientific Revolution". Among the scientific disciplines of biological sciences, Microbiology is one of the most important fields, particularly in Pakistan where it is contributing in a wide spectrum of areas including Medicine, Dairy, Poultry, Agriculture and Industry.

Although, the subject of Microbiology has been introduced since long, but the demand from on-job personnel has never been fulfilled in the past. Due to rapid increase in the country's population and based on a great demand from the in-service employees working in public and private institutions, a BS programme in the subject of Microbiology has already been introduced. Now, to cater the need of graduates in relevant disciplines, an MSc programme is being proposed. This programme is designed with an aim to

- Fulfill the gap of trained manpower in the discipline of Microbiology.
- Strengthen the on-going research projects being run in the country in microbiology-related disciplines.

- Create awareness among the students regarding new research techniques and modern approaches applicable in the field of Microbiology to address the challenges in the fields of Medicine, Dairy, Poultry, Agriculture and Industry.

Objectives

The curriculum designed for the MSc Microbiology will produce the graduates to:

- Cope up with the issues for wide spectrum of areas including Medicine, Dairy, Poultry, Agriculture and Industry.
- Play a vital role in the economic growth and to bring qualitative changes in the above mentioned areas in the country.
- Create awareness about public health and safety and facilitate the establishment of liaison between Microbiologist and industry.

Launching Scheme

Face to face classes will be scheduled only at main campus of Allama Iqbal Open University, H-8, Islamabad.

Admission Procedure:

1. Admission to new students will be given once a year in Spring semester only.
2. Application for admission will be invited through national press.
3. Applications on prescribed forms will be submitted to:

The Chairperson

**Department of Biology and Environmental Sciences,
Allama Iqbal Open University, Sector H-8, Islamabad**

4. Selection of candidates will be made strictly on merit and as per policy of the AIOU.
5. Only selected candidates will be required to pay their fee/dues by the prescribed dates.

6. The deposited fee will not be refundable or adjustable for future admission.
7. The document showing fee deposit must be provided in the office of Chairperson, Department of Biology, AIOU on or before the last date for the fee submission.
8. In case of non-compliance, it would be assumed that fee has not been deposited and the student is not anymore interested in getting admission. The department may invite a candidate in waiting list for admission against the vacant seat.

Eligibility and Selection Criteria

BSc Degree with 2nd Division with Botany and Zoology as major; BSc Veterinary Sciences, MBBS, BSc Medical Lab. Technology, B Pharmacy, BSc Microbiology with at least Second Division are eligible to apply. The admission will be strictly on merit, which will be determined by the departmental admission committee.

TEACHING METHODS AND MEDIUM OF INSTRUCTION:

The following teaching methodology will be adopted for this programme:

1. Medium of Instruction:

The medium of instruction will be English.

2. Study Material:

The study material will consist of print material and CDs if available. Lecture handouts will be provided to the students by the concerned Resource Person. However, the students are also advised to consult other reference books available in the University Library.

3. Teaching Support

- a) The university will provide face-to-face teaching to all students registered in this programme.
- b) The schedule of classes and dates of submission of assignments will be conveyed to the students well in time.

4. Assessment and Evaluation:

For each course, the registered students will be assessed and evaluated on the basis of the followings:

- a) Performance in the face to face teaching component.
- b) Continuous assessment through written assignments, midterm examination, or workshops or practical activities in the laboratory.
- c) For final assessment a three hours written examination will be conducted for each course (both in theory and practical) in which face to face classes were held.
- d) A student has to achieve 50% marks to pass the course in every individual component i.e. continuous assessment, Practical Examination and the Final Examination.
- e) Project assessment will be carried out as per prevailing practice in AIOU. The thesis will be evaluated by the committee formulated by the Chairman/Chairperson department.

Note: - The continuous assessment and final examination will contribute 30% and 70% to the student's final course grade, respectively. For successful completion of each course, the student will be required to qualify each of the two above components separately.

Class Work

In this programme theory courses will be taught by face-to-face teaching. A teaching class of one hour duration per week for each credit theory course will be held. As per AIOU rules, a minimum attendance of 70% is required for class work to appear in the final examination.

Laboratory Work

For each laboratory course in a semester a workshop of 7 to 10 days duration depending upon the number of practicals will be arranged during the semester at AIOU campus, Islamabad. The practicals will be conducted in the Microbiology laboratory.

Degree Requirement

In order to become eligible for the award of degree in MSc Microbiology the students must earn a total of 70 credit hours including six credit hours for research project or as specified by the department.

Duration and Structure

The minimum duration of MSc Microbiology will be two years comprising four semesters. Failing which, a student can be given an extension of 2 years in maximum after the completion of the initial period.

SEMESTER WISE BREAKUP OF COURSES

Semester-1

Sr. No.	Course	Credit Hours	Course Code
1	Fundamentals of Microbiology**	4(3+1)	4403
2	Introductory Biochemistry	4(3+1)	4481
3	Biostatistics	3(3+0)	4482
4	Microbial Genetics	4(3+1)	4407
5	Virology	4(3+1)	4408
	Total credits	19	

Semester-2

Sr. No.	Course	Credit Hours	Course Code
1	Environmental Microbiology	4(3+1))	4445
2	Molecular Biology	4(3+1)	4419
3	Research Methods**	4(3+1)	1578
4	Food and Dairy Microbiology	4(3+1)	4411
5	Microbial Anatomy and Physiology	4(3+1)	4405
Total credits		20	

Semester-3

Sr. No.	Course	Credit Hours	Course Code
1	Immunology	4(3+1)	4415
2	Medical Microbiology	4(3+1)	4413
3	Industrial Microbiology	4(3+1)	4420
4	Soil Microbiology	4(3+1)	4410
Total credits		16	

Semester-4

Sr. No.	Course	Credit Hours	Course Code
1	Epidemiology	4(3+1)	4417
2	Research Project	6	4418
3	Genetic Engineering	4(3+1)	4414
4	Seminar	1	4400
Total credits		15	

Total credits =19+20+16+15=70

** To be enrolled with BS Programme 1st, 2nd and 4th respectively semesters as deficiency courses

Fee Tariff:

Fee Semester-1 19 Credit Hours

Registration fee	Rs.200/-
Admission fee	Rs.700/-
Technology fee + Courier Charges	Rs.135/-
Per 4 credit hours course fee: Rs.6130	6130x4 = Rs.24520/-
Per 3 credit hours course fee: Rs.3080	Rs.3080/-
Total	Rs.28635/-

Fee Semester-2 20 Credit Hours

Per 4 credit hours course fee: Rs.6130	6130x4 = Rs.24520/-
Research Methods	Rs.3330/-
Technology fee	Rs.100/-
Courier Charges	Rs.35/-
Total	Rs.27985/-

Fee Semester-3 16 Credit Hours

Per 4 credit hours course fee: Rs.6130	6130x4 = Rs.24520/-
Technology fee	Rs.100/-
Courier Charges	Rs.35/-
Total	Rs.24655/-

Fee Semester-4 15 Credit Hours

Per 4 credit hours course fee: Rs.6130	6130x2 = Rs.12260/-
Research Project	Rs.21870/-
Technology fee	Rs.100/-
Courier Charges	Rs.35/-
Seminar	Rs.1025/-
Total	Rs.35290/-

2. MSc Environmental Science (2 years)

Introduction

Environmental conservation, alleviation of poverty and sustainable development are high on the agenda of global concerns (UN conferences: Stockholm 1972, Rio de Janeiro, 1992, New York, 1997 and Johannesburg, 2002). In the context of Pakistan, sustainable development demands justice in the use of resources by the present generation keeping in view the needs of the future generations. Unsustainable management of natural resources hampers the development of mankind and contributes to the unequal distribution of economic welfare. Pollution, depletion of resources and disintegration of ecological functions are of global, regional and local concerns. To prevent continued environmental degradation and the decline of human society, interactions between the mankind and the environment have to be harmonized. This is achievable through an integrated, collective approach encompassing natural science, socio-economic and political factors with technological, economic and social interventions. Environmental science is systematic study of the world around us and our proper place in it. This emerging science is interdisciplinary in nature, integrating natural sciences, social sciences and humanities in a holistic study of the world around us. In contrast to more theoretical disciplines, environmental science is mission oriented. It seeks new, valid and contextual knowledge, skills and attitudes and their impartial, fair and balanced application to the contemporary world.

In pursuit of the best national interest and to align with the international needs and standards, the Government of Pakistan developed the National Conservation Strategy (NCS) in 1992 for environmental education. It is worth mentioning that while developing the NCS the GoP has emphasized the significant role

of AIOU in disseminating environmental awareness and education in Pakistan. Considering the enormous demand in the teaching institutions as well as the governmental and non-governmental sectors, the experts produced in the field of environment are extremely low. The minimum requirement is of about 13,000 environmental experts to fill the void in the county, whereas, the public and private institutions are presently producing annually 300 experts only, keeping in view the dearth of qualified environmental experts and to produce quality graduates for emerging need in Pakistan in Environmental Science.

Scope of the Programme

This programme will enable the students to address the challenges of maintaining environmental integrity for sustainable development in relation to human development. It aims at producing dynamic young graduates in the field of Environmental Science by developing strong skill, academic foundation, communication abilities and professionalism enabling them to compete in both the governmental and non-governmental sectors.

Aim

The programme aims at developing human resources for sustainable development through appropriate education and training.

Objectives

On accomplishing the course, the students will be able to:

1. Demonstrate comprehensive understanding of Environmental Science as an interdisciplinary and multidisciplinary subject
2. Achieve awareness about the past, current and expected future situation of environmental considerations in pursuit of sustainable development.

3. Understand the relationship between economic growth and environment and its ramifications.
4. Encourage and develop critical thinking among students in dealing with the real world environmental challenges preferably of local origin.
5. Acquire skills, knowledge and competencies to mitigate environmental problems and make pathways to sustainable development.

Eligibility for Admission

Candidates with the following qualification may apply for admission in Master Programme in Environmental Science:

- i. Candidates having BSc Degree with at least second division with any of the two majors (Botany, Zoology, Microbiology, Chemistry, Geography, Geology, Environment, Physics etc.), except for double math and math-stat combinations.
- ii. Candidates having BSc (Hons) with at least second division in Agriculture, Forestry, Wildlife & Range Management, Horticulture, Geology.

Admission Procedure

1. Admission to new students will be given once a year.
2. Application for admission will be invited through national press.
3. Applications on prescribed forms will be submitted to:

**The Chairperson
Department of Environmental Science,
Research Complex
AIOU, Sector H-8, Islamabad, Pakistan**
4. Selection of candidates will be made strictly on the basis of merit and as per policy of the AIOU.

5. Only selected candidates will be required to pay their fee/dues by the prescribed dates.
6. The deposited fee will not be refundable or adjustable for future admission.
7. The document showing fee deposit must be provided in the office of In charge, Department of Biology, AIOU, H-8, Islamabad on or before the last date for the fee deposition
8. In case of non-compliance, it would be assumed that fee has not been deposited and the student is not anymore interested in getting admission. The department may invite a candidate in waiting list for admission against the vacant seat.

Registration for Courses

The selected candidates must register for the courses offered in a semester by the prescribed date.

Degree Requirement

In order to become eligible for the award of degree in MSc (Environmental Science) the students must earn a total of 66 credit hours (including six credit hours for research project) or as specified by the department.

Duration and Structure

The minimum duration of Master Programme in Environmental Science will be two years comprising four semesters. Failing which, a student can be given an extension of 2 years in maximum after the completion of the initial period. .

Medium of Instruction

The medium of course material, assignments, workshops as well as presentation would be English for all the courses of this programme.

The Study System

Mode of instruction for programme will be face to face teaching, incorporating regular classes, continuous assessment (assignments, tests, quizzes, presentations), practical / lab work and the final assessment (final examination).

Study Material

As per AIOU policy, specifically designed / compiled / adopted course material for students will be provided.

Class / Lectures

As per credit hour System, 48 hours teaching will be conducted during the semester. For a four credit hour Course 48 Hours of additional Lab / practical work will be conducted. Tutors will be preferably appointed from the AIOU Faculty however visiting faculty will be involved where necessary.

Lab Work / Practical work

To fulfill the one credit hour requirement 48 hours lab / field work will be conducted per course during the semester. Practical work can be either spread over the entire semester or can be adjusted into 4- 5 day workshop for each course towards the end of the semester. For convenience of students all workshops will be consecutive and will be completed within 15 working days.

Offering Areas on a Pilot Basis

In the pilot phase, this programme will be offered at AIOU main campus, Islamabad. Face to face classes will be scheduled only at main campus. After that, this programme will be launched at regional campuses depending upon the availability of well equipped laboratories and other essential facilities required for launching of such programme.

The Assessment System

For each course the student's progress will be assessed as follows:

a) *Continuous Assessment*

- During the semester, the performance of students will be assessed through two assignments (200 marks) for each three credit hour course.
- During the semester, the performance of students will be assessed through two assignments (200 marks) and practical work (100 marks) for each four credit hour course.

b) *Final Examination*

A three-hour written examination for each course will take place at the end of the semester.

c) *Project / Thesis*

Student will choose topics for research after consultation with the faculty members of the department. Evaluation of the project will be based on the presentation of the project (30%) and project report (70%). Project report will be evaluated at department level.

The Grading System

a) *Evaluation*

For working out the final course grade the marks of Assignments and Final Examination will be calculated in the ratio of 30:70 for these programmes as per AIOU policy. Students have to secure at least 50% marks in assignments and at least 50% marks in Final Examination individually as well as 50% marks in aggregate to pass the course as approved for other equivalent programmes.

b) **Grading**

The grades will be awarded as per AIOU system, which is as follows:

- A⁺ 80% and above
- A 70% - 79%
- B 60% - 69%
- C 50% - 59%
- Fail Below 50

**SEMESTER WISE DISTRIBUTION OF COURSES
(Total Credit Hours 66)**

All the courses have been designed in accordance with HEC Curriculum of Environmental Science for Bachelors and Masters Programme. Recent advances will be incorporated in the existing courses in subsequent years.

First Semester

S. No.	Course Name	Credit Hours	Code
1	Introduction to Environmental Science	4 (3+1)	4441
2	Physics of the Environment	4 (3+1)	4467
3	Environmental Chemistry	4 (3+1)	4443
4	Bio Statistics	3 (3+0)	4482
5	Environmental Policies & Regulations	4 (3+1)	4458
Total Credit		18	

Second Semester

S. No.	Course Name	Credit Hours	Code
1	Environmental Microbiology	4 (3+1)	4445
2	Environmental Pollution	4 (3+1)	4442
3	Research Methods	4 (3+1)	1578
4	Natural Resource Management	3 (3+0)	4438
5	Introduction to Environmental Economics	3 (3+0)	4444
Total Credit		18	

Third Semester

S. No.	Course Name	Credit Hours	Code
1	Biodiversity and Conservation	4 (3+1)	4452
2	Health, Safety & Environmental Management Systems	4 (3+1)	4455
3	Environmental Impact Assessment	4 (3+1)	4450
4	Sustainable Development	3 (3+0)	4453
5	Energy and Environment	3 (3+0)	4448
Total Credit		18	

Fourth Semester

S. No.	Course Name	Credit Hours	Code
1	Research Project	6	4418
2	Project Management	3(3+0)	4460
3	Population Dynamics & Environment	3(3+0)	4461
Total Credit		12	

Total Credit = 18+18+18+12 = 66

FEE TARIFF FOR 1ST SEMESTER:

Item	Rates
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/-
4(3+1) Credit Hours course fee Rs.6130/- $6130 \times 4 =$	Rs.24520/-
(3+0) Credit Hours course Rs.3080/-	Rs.3080/-
Fee for 1st Semester	Rs.28635/-

All students are required to pay full fee in advance as prescribed at the beginning of each semester. The university reserves the right to revise the fee structure or add any fee considered appropriate at any time during the study period. All such changes will be applicable to all students.

Submit your application on the prescribed admission form to:

The Chairperson
Department of
Biology & Environmental Science
Allama Iqbal Open University,
Sector H-8, Islamabad

3. MSc Botany (2 years)

Introduction

Historically, all living things were classified as either animals or plants and botany covered the study of all organisms not considered to be animals.

The study of plants is vital because they underpin almost all animal life on Earth by generating a large proportion of the oxygen and food that allow humans and other organisms to exist. Plants are one of the major groups of organisms that carry out photosynthesis, a process that absorbs carbon dioxide, a greenhouse gas that is a small but important variable that influences global climate. As a by-product of photosynthesis, they release oxygen into the atmosphere, a gas that is required by nearly all living things to carry out cellular respiration. Additionally, they are influential in the global carbon and water cycles and plant roots bind and stabilize soils, preventing soil erosion. Plants are crucial to the future of human society as they provide food, oxygen, medicine, and products for people, as well as creating and preserving soil.

Scope of the Programme

This programme has an interdisciplinary and multidisciplinary scope enabling students to understand the significance and concepts of Botany. It aims at producing dynamic young graduates in the field of Botany by developing strong skill, academic foundation, and professionalism enabling them to compete in governmental and non-governmental sectors.

Botany covers a wide range of scientific disciplines including the study of plant structure, growth, reproduction, metabolism, development, diseases, chemical properties, evolutionary relationships and plant taxonomy

Graduates MSc in Botany can progress to a wide range of careers. They can work in national and international organization in either public or private sectors as Teachers, Biodiversity Researchers, Environmental Scientists, Nature Reserve Managers, Research Scientists, Wildlife Management Advisors, Project Officers, Ecological Consultants and Conservation Officers, Quality Control Officers, Salesperson etc.

Aim

The programme aims at developing human resources in the field Botany through appropriate education and research.

Objectives

On accomplishing the course, the students will be able to:

1. Demonstrate comprehensive understanding of Botany as an interdisciplinary and multidisciplinary subject
2. Achieve awareness about the evolutionary trends, plant systematic and environmental considerations in pursuit of nature conservation.
3. Understand the relationship between economic growth and importance of indigenous plant resources.
4. Acquire skills, knowledge and competencies to take up research projects for nature conservation and exploration.

Criteria for Admission

- a) Criteria for admission in MSc Botany Programme:
 - i. BSc (majors in Botany with at least 2nd division) from the formal education system
 - ii. Candidates having BS in Agriculture (with at least 2nd division)
- b) Foreign degree holders will need to produce equivalence certificate from HEC for admission in MSc

Admission Procedure

1. Admission to new students will be given once a year.
2. Application for admission will be invited through national press.
3. Applications on prescribed forms will be submitted to:

The Chairperson

**Department of Biology and Environmental Science,
Research Complex
AIOU, Sector H-8, Islamabad**

4. Selection of candidates will be made strictly on the basis of merit and as per policy of the AIOU.
5. Only selected candidates will be required to pay their fee/dues by the prescribed dates.
6. The deposited fee will not be refundable or adjustable for future admission.
7. The document showing fee deposit must be provided in the office of In charge, Department of Biology, AIOU, H-8, Islamabad on or before the last date for the fee deposition
8. In case of non-compliance, it will be assumed that fee has not been deposited and the student is not anymore interested in getting admission. The department may invite a candidate in waiting list for admission against the vacant seat.

Registration for Courses

The selected candidates must register for the courses offered in a semester by the prescribed date.

Degree Requirement

In order to become eligible for the award of degree in MSc. (Botany) the students must earn a total of 64 credit hours (including six credit hours for research project) or as specified by the department.

Duration And Structure

The minimum duration of Master Programme in Botany will be two years comprising four semesters. Failing which, a student can be given an extension of 2 years in maximum after the completion of the initial period. .

Medium of Instruction

The medium of course material, assignments, workshops as well as presentation would be English for all the courses of this programme.

The Study System

Mode of instruction for programme will be face to face teaching, incorporating regular classes, continuous assessment (assignments, tests, quizzes, presentations), practical / lab work and the final assessment (final examination).

Class / Lectures

As per credit hour System, 48 hours teaching will be conducted during the semester. For a four credit hour Course 48 Hours of additional Lab / practical work will be conducted. Tutors will be preferably appointed from the AIOU Faculty however visiting faculty will be involved where necessary.

Lab Work / Practical work

To fulfill the one credit hour requirement 48 hours lab / field work will be conducted per course during the semester. Practical work can be either spread over the entire semester or can be adjusted into 4- 5 day workshop for each course towards the end of the semester. For convenience of students all workshops will be consecutive and will be completed within 15 working days.

Offering Areas on a Pilot Basis

In the pilot phase, this programme will be offered at AIOU main campus, Islamabad. Face to face classes will be scheduled only at main campus.

The Assessment System

For each course the student's progress will be assessed as follows:

a) *Continuous Assessment*

- During the semester, the performance of students will be assessed through two assignments (200 marks) for Non-Practical Courses.
- During the semester, the performance of students will be assessed through two assignments (200 marks) and practical work (100 marks) **for courses with Lab Work.**

b) *Final Examination*

A three-hour written examination for each course will take place at the end of the semester.

c) *Project / Thesis*

Student will choose topics for research after consultation with the faculty members of the department. Evaluation of the project will be based on the presentation of the project (30%) and project report (70%). Project report will be evaluated at department level.

The Grading System

a. Evaluation

For working out the final course grade the marks of Assignments and Final Examination will be calculated in the ratio of 30:70 for these programmes as per AIOU policy. Students have to secure at least 50% marks in assignments and at least 50% marks in Final Examination individually as well as 50% marks in aggregate to pass the course as approved for other equivalent programmes.

b. Grading

The grades will be awarded as per AIOU system, which is as follows:

A ⁺	80% and above
A	70% - 79%
B	60% - 69%
C	50% - 59%
Fail	Below 50%

SEMESTER WISE DISTRIBUTION OF COURSES (Total Credit Hours 67)

Semester 1

S. No.	Course	Credit Hours	Course Code
1	Diversity of Vascular Plants	3(2+1)	7401
2	Plant Anatomy	3(2+1)	7402
3	Bacteriology and Virology	3(2+1)	7404
4	Introductory Biochemistry	4(3+1)	4481
5	Phycology and Bryology	3	7403
Total Credit		16	

Semester 2

S. No.	Course	Credit Hours	Course Code
1	Plant Ecology -I	3 (2+1)	7405
2	Plant Physiology - I	3 (2+1)	7406
3	Mycology and Plant Pathology	3 (2+1)	7408
4	Molecular Biology	4(3+1)	4419
5	Plant Biochemistry	3	7407
Total Credit		16	

Semester 3

S. No.	Course	Credit Hours	Course Code
1	Plant Ecology -II	3 (2+1)	7409
2	Plant Systematic	3 (2+1)	7410
3	Plant Physiology - II	3 (2+1)	7411
4	Genetics - I	3	4412
5	Scientific Research	3	7413
6	Biostatistics	3	4482
Total Credit		18	

Semester 4

S. No.	Course	Credit Hours	Course Code
1	Research Project	6	4418
2	Genetics - II	3	7414
3	Biotechnology	4 (3+1)	4412
4	Environmental Biology	4 (3+1)	4461
Total Credit		17	

FEE TARIFF FOR 1st SEMESTER

Item	Rate
Registration fee	Rs. 200/-
Admission fee	Rs. 700/-
Technology fee + Courier Charges	Rs. 135/-
Per 3 (2+1) credit hours course fee: Rs.5110/- 5110×3=	Rs. 15330/-
Per 4 (3+1) credit hours course fee: Rs.6130/-	Rs. 6130/-
Per 3 (3+0) credit hours course fee: Rs.3080/-	Rs. 3080/-
Total	Rs.25575/-

All students are required to pay full fee in advance as prescribed at the beginning of each semester. The university reserves the right to revise the fee structure or add any fee considered appropriate at any time during the study period. All such changes will be applicable to all students.

FACULTY MEMBERS

1. **Dr. Hina Fatimah**
In Charge
Department of Biology and Environmental Science,
Research Complex
AIOU, Sector H-8, Islamabad
Ph. 051-9057279
2. **Dr. Muhammad Waseem**
Assistant Professor
Department of Biology
AIOU, Sector H-8, Islamabad
Ph. 051-9057267

3. **Dr. Zahid Ullah**
Assistant Professor
Department of Environmental Science
AIOU, Islamabad
Ph. 051-9057735
4. **Dr. Rizwana Kausar**
Assistant Professor
Department of Biology
AIOU, Islamabad
Ph. 051-9057267
5. **Ms. Saba Farooq**
Lecturer
(on study leave)
Department of Biology
AIOU, Islamabad
Ph. 051-9057267
6. **Ms. Samar Naseer**
Lecturer
Department of Biology
AIOU, Islamabad
Ph. 051-9057730

Submit your application on the prescribed admission form to:

**The Chairperson
Department of Biology and Environmental Science
Allama Iqbal Open University,
Sector H-8, Islamabad**

DEPARTMENT OF CHEMISTRY

Introduction:

Department of Chemistry is a major department of the Faculty of Science. It was established in 1998 to offer postgraduate programmes in Chemistry. In the beginning only MSc programme was started, which was later extended to include MPhil and PhD programmes. These programmes have attracted teachers, employees of research organizations, industry and fresh graduates who found an opportunity to improve their qualifications. The faculty of the department comprises of one Professor, two Associate Professors, three Assistant Professors and three Lecturers. In addition the department also uses services of experienced professors as visiting faculty.

The department is situated in Research Complex on the main campus where it occupies the ground floor and a portion of the lower floor. With the expansion of lab facilities, the department has extended its academic activities by launching the BS programme from Spring, 2009. BS programme is visualized in the new scheme of higher education as a fundamental step in improving the standard of graduate and postgraduate studies.

The study programmes in chemistry have been developed by the Faculty according to the guidelines provided by the Higher Education Commission (HEC). Necessary changes have been effected to suit our students, but without deviating fundamentally from the principles set by the HEC. The Committee of Courses of

the department comprising distinguished professors and scientists of the country thoroughly screened the proposed syllabi.

Chemistry is an experimental science. Students learn basic techniques in the labs. Therefore, it is essential to provide best lab facilities to students of various levels. The chemistry department takes pride in offering the most modern lab facilities in the country to its students in all branches of chemistry. Its research labs are equipped with CHNS Analyzer, Thermal Analyzer, UV-Visible, Fluorescence and FTIR Spectrophotometer, GC-MS, Flash Column Chromatography and HPLC units, Atomic Absorption Spectrometer, and Electrochemical System. Teaching labs are well equipped with routine apparatus and basic instruments. These lab facilities make us one of the leading teaching and research departments of the country.

The department believes in the “Opportunity of Education to All”. Therefore, it has modeled its academic programmes to suit in-service teachers, employees of research organizations, industry and students who could not afford formal education for some reason. The department firmly believes in the promotion of chemistry as a science and in maintaining the highest standards.

Objectives:

- To promote chemistry as a science and to provide opportunity to those who could not educate themselves in formal system of education for one reason or another.
- To provide opportunities of professional growth to all those chemistry graduates who are working as technical staff in research organizations.
- To update the knowledge of in-service chemistry teachers.

MSc Chemistry

a) Introduction:

The MSc programme in chemistry was launched in spring 2003 by the department. It was an outcome of the realization that there are many groups of students who wish to improve their qualifications, but facilities are not available to them in the country. Among them are in-service teachers, industrial workers, employees of research organizations and many of those fresh graduates who could not get admission in national universities or who took up jobs to serve their families. Thus it is an important human resource development programme of national importance, which contributes to development of job skill.

The duration of the MSc programme is two years. An academic year consists of two semesters termed as spring and autumn semesters. Admissions are offered in the spring semester. Each year the department admits 25 students through a process based on previous academic record, test and interview. Classes are held in the evening and lab courses are covered in workshops. The department follows chemistry curricula as recommended by the HEC.

To date thirteen batches of MSc students have passed out. Successful students are serving in research organizations, colleges and industry. Some students have also been selected by the HEC for scholarship to pursue higher studies leading to PhD.

b) Objectives:

The MSc programme in chemistry is designed for those who cannot benefit from formal education. It fulfils and meets several objectives:

- i. To provide advance training to those who are working in national institutions (schools, colleges, research organizations, industry).
- ii. To contribute to national effort in human resource development through its unique programme.
- iii. To provide postgraduate training facilities in chemistry to graduates who were deprived from admission in other national universities.

c) Eligibility:

A person holding BSc or BS Ed degree (at least 2nd division with 45% marks) with Chemistry as one of the major subject is eligible to apply for admission, however merit will be determined by conducting written test and interview (The students who will pass the test will be called for interview).

d) Scheme of Studies:

At present this programme is being offered in Islamabad region only. Later on it will be opened for the entire country wherever the appropriate tutorial support and laboratories will be available.

The MSc programme is of two years duration, split into four semesters. In the first two semesters the core courses will be taught. The specialized courses will be dealt in the third and fourth semesters. Now, the Department is offering specialization in Organic, Inorganic/Analytical and Physical Chemistry.

SEMESTER WISE COURSE OFFERING

The programme consists of 64 credits which can be completed within a minimum period of two years.

1 st Semester	Code	Cr.Hr.
Analytical Chemistry-I	2573	3 (3+0)
Physical Chemistry-I	2575	3 (3+0)
Organic Chemistry-I	2576	3 (3+0)
Inorganic Chemistry-I	2577	3 (3+0)
Mathematics for Chemists	2594	2 (2+0)
Chemistry Lab-I	2595	4 (0+4)

2 nd Semester	Code	Cr.Hr.
Analytical Chemistry-II	2574	3 (3+0)
Physical Chemistry-II	2580	3 (3+0)
Organic Chemistry-II	2581	3 (3+0)
Inorganic Chemistry-II	2582	3 (3+0)
Chemistry Lab-II	2596	4 (0+4)

SPECIALIZATION IN ORGANIC CHEMISTRY

3 rd Semester	Code	Cr.Hr.
Heterocyclic Chemistry	2585	3 (3+0)
Stereochemistry of Organic Compounds	2586	3 (3+0)
Spectroscopic Methods in Organic Chemistry	2589	3 (3+0)
Advanced Organic Chemistry Lab-I	2597	3 (0+3)
Advanced Organic Chemistry Lab-II	2598	3 (0+3)

4 th Semester	Code	Cr.Hr.
Chemistry of Natural Products	2587	3 (3+0)
Special Organic Reactions	2590	3 (3+0)
Organic Synthesis	2591	3 (3+0)
Advance Organic Chemistry Lab-III	2537	3 (0+3)
Advance Organic Chemistry Lab-IV	2538	3 (0+3)

SPECIALIAZATION IN INORGANIC/ANALYTICAL CHEMISTRY

3 rd Semester	Code	Cr.Hr.
Coordination Chemistry	2539	3(3+0)
Non-Spectroscopic Instrumental Methods of Analysis	2540	3(3+0)
Basic Instrumental Methods of Analysis	2541	3(3+0)
Advance Inorganic Chemistry Lab-1	2542	3(0+3)
Advance Inorganic Chemistry Lab-II	2543	3(0+3)

4 th Semester	Code	Cr.Hr.
Organometallic Chemistry	2544	3(3+0)
Group Theory for Chemist & its Applications	2545	3(3+0)
Advanced Environmental Chemistry	2547	3(3+0)
Advance Inorganic Chemistry Lab- III	3561	3(0+3)
Advance Inorganic Chemistry Lab-IV	3562	3(0+3)

SPECIALIAZATION IN PHYSICAL CHEMISTRY

3 rd Semester	Code	Cr. Hr.
Chemical Kinetics	2548	3 (3+0)
Quantum Chemistry	2549	3 (3+0)
Electrochemistry	2550	3 (3+0)
Advance Physical Chemistry Lab-1	2568	3 (0+3)
Advance Physical Chemistry Lab-II	2569	3 (0+3)

4 th Semester	Code	Cr. Hr.
Molecular Spectroscopy	2570	3 (3+0)
Chemical Thermodynamics	2571	3 (3+0)
Surface Chemistry	2599	3 (3+0)
Advanced Physical Chemistry Lab-III	3563	3 (0+3)
Advanced Physical Chemistry Lab-IV	3564	3 (0+3)

Note: Only selected candidates will be informed to deposit the prescribed fee. (Please do not send any fee with the application form)

Only the prescribed printed admission forms will be entertained. Admission forms (duly filled in) along with the required documents/testimonials/**BSc marks sheet(s)** are to be sent to:

The Chairperson
Department of Chemistry
University Research Complex, AIOU, H-8, Islamabad.

In case your university issues marks sheet on yearly or semester basis, please attach attested copies of all the mark sheets. You will be required to **bring original degree/detailed marks certificate(s)** for verification at the time of interview. If you fail to do so, your application for admission will be rejected. **(Please do not send any fee with the application form)**

e) Fee Tariff:

Item	Rates
Registration fee	Rs.200/- (once at the time of 1 st admission in University)
Admission fee	Rs.700/- (once at the time of 1 st admission in Programme)
Technology fee	Rs.100/- per semester
Courier Charges	Rs.35/- per semester
Course fee	Rs.3780/- (for each 3 credit hour theory course) Rs.3465/- (for each 2 credit theory course)
Practical fee	Rs.9940/- (for each 3 credit laboratory course) Rs.13260/- (for each 4 credit laboratory course)

Semester-wise Payment to be made by the student on the basis of above-mentioned Fee Tariff

1st Semester	
Registration fee	Rs.200/-
Admission fee	Rs.700/-
Fee for five theory courses	Rs.18900/-
Fee for laboratory course	Rs.13260/-
Technology Fee + Courier Charges	<u>Rs.135/-</u>
Total:	Rs.33195/-

2nd Semester	
Fee for four theory courses	Rs.15120/-
Fee for laboratory courses	Rs.13260/-
Technology fee + Continue Form + Courier Charges:	<u>Rs.150/-</u>
Total:	Rs.28530/-

3rd Semester	
Fee for three half credit theory courses	Rs.11340/-
Fee for two laboratory courses 9940 x 2 =	Rs.19880/-
Technology fee + Continue Form + Courier Charges:	<u>Rs.150/-</u>
Total:	Rs.31370/-

4th Semester	
Fee for three theory courses 3780 x 3 =	Rs.11340/-
Fee for two laboratory courses 9940 x 2 =	Rs.19880/-
Technology fee + Continue Form + Courier Charges:	<u>Rs.150/-</u>
Total:	Rs.31370/-

f) Instructional Methodology:

Study Material:

Reprinted or compiled course books will be provided by the University. However, the students are advised to consult other books from the list of recommended books for further reading.

Mode of Teaching:

In this programme theory courses will be taught by face-to-face teaching. For each laboratory course, workshops will be conducted during each semester.

A tutorial of three hours duration per week for each 3 credit theory course will be offered. Tutorial sessions would be compulsory and to appear in the final examination minimum attendance of 70% is required as per AIOU rules.

For each laboratory course in semester I & II, a workshop of 20 working days and for laboratory course in semester-III and IV, a workshop of 30 working days will be arranged during the semester at AIOU campus, Islamabad.

Assessment System

Method of Assessment for Theory Courses

Continuous assessment:

Continuous assessment will be based on assignment(s) and class tests. The pass percentage in assignment/test will be 50%. The weight-age of assignment/test in the final result will be 30%.

Final examination:

Final examination of 100 marks for theory course will be conducted at the end of the semester. The pass percentage in final examination will be 50% and its weight-age in the final result will be 70%.

Method of Assessment for Laboratory Courses:

Assessment for all laboratory courses will be totally based on continuous assessment. As already mentioned, the laboratory courses will be offered in the form of workshops. A specific number of experiments will be conducted in each workshop. Each experiment will be assessed separately, and attendance in these workshops will be compulsory for every student. Minimum required marks to pass each laboratory course will be 50%.

Degree Requirements:

In order to become eligible for the award of degree of MSc Chemistry, student will have to successfully complete all the courses as per AIOU description, within a minimum period of two years (four semesters). Maximum duration for completion of MSc degree is five years (10 semesters).

FACULTY MEMBERS

1. **Prof. Dr. Naghmana Rashid**
Chairperson / Dean Sciences
Tel: 051-9250081, 051-9057818, 051-9057754
2. **Dr. Uzma Yunus**
Associate Professor
Tel: 051-9057755
3. **Dr. Moazzam H. Bhatti**
Associate Professor
Tel: 051-9057262
4. **Dr. Muhammad Sher**
Assistant Professor
Tel: 051-9057198
5. **Dr. Nasima Arshad**
Assistant Professor
Tel: 051-9057756
6. **Dr. Muhammad Zaman Ashraf**
Assistant Professor
Tel: 051-9057182
7. **Ms. Mehwash Zia**
Lecturer
Tel: 051-9057252
8. **Dr. Farzana Shaheen**
Lecturer
Ph: 051-9057198
9. **Dr. Iqbal Ahmed**
Lecturer
Ph: 051-9057874

DEPARTMENT OF COMPUTER SCIENCE

Introduction:

The Department of Computer Science was established in the year 2000. The Department has received recognition nation-wide due to its quality education. The department had developed curricula of the academic programmes at various levels to meet the national and international standards as defined by Higher Education Commission. The curricula include PhD (computer Science), MS (Computer Science), BS (Computer Science) and Postgraduate Diploma (PGD) in Computer Science.

The department is equipped with latest computers and services including a digital classroom and multimedia courseware development lab. The department has its own library in addition to central library of the university. The department practices the multi-method teaching methodology i.e. face-to-face regular classes for BS (Computer Science) and MS (Computer Science). *The online methodology is practiced for PGD (Computer Science) and Foreign Language (French). The facilities of Video/Teleconferencing are also in use for lectures/consultations in research oriented degree of MS/PhD (Computer Science).* In addition, the department also has a flavor of distance teaching in selected courses of BS (Computer Science) programme like English, Pakistan Studies, and Islamic Studies etc.

Besides graduate and undergraduate teaching, the department is actively involved in research and development. For this purpose Multimedia Centre and Open Learning Institute of Virtual Education (OLIVE) have been established. The Multimedia center is equipped with latest technology related to Audio/Video

production. It has successfully developed multimedia courseware for more than 20 courses, whereas OLIVE provided a framework for electronic delivery of these courses in online mode. In addition to research activities in the area of software engineering communication, networking, and multimedia, the department focuses on the e-learning research in instruction design, communication, course management, e-assessment, and other related areas of e-learning.

Post Graduate Diploma (Computer Science)

Introduction:

PGD (CS) is a unique e-learning programme offered by AIOU in a mix of online & face to face mode of teaching. PGD (CS) programme is especially designed for professionals who would like to support their career into Computer Science field. This programme is suitable for all disciplines. It provides sufficient conceptual/theoretical knowledge, and essential practical skills in IT. The programme has been developed in consultation with national and international experts from IT industry and academic institutions. The programme can be completed in one year. This diploma is useful for already employed persons, who have additional responsibility in IT related activities.

Objectives:

The objectives of this programme are to:

- i. Provide quality online education in CS/IT discipline.
- ii. Develop basic know-how and skills of CS/IT among students.
- iii. Develop skills in ICT/Internet based education.

Salient Features:

- i. Ease of learning from office or home
- ii. Interactive online teaching
- iii. Quality learning Materials
 - a. Books
 - b. Multimedia course CDs
 - c. Access to online materials
- iv. Flexible learning timings
- v. Face-to-face workshops for tutorials and labs.

Duration:

The PGD (CS) is 39 credit hours diploma programme and may be completed in one year (Two Semesters). The maximum time limit to complete this programme is 3 years from the date of first registration in this programme.

Eligibility:

Candidates having Bachelor degree with minimum 2nd division in any discipline from recognized institutions are eligible for admission in this programme. Admission will be granted to all candidates satisfying the eligibility requirements. All eligible candidates are offered admission in PGD (CS) programme, subject to formation of viable group of students. All eligible candidates are required to deposit fee of the programme as per laid down procedure.

Attendance Rules/Guidelines:

- i. Attendance is compulsory for all students in one day orientation workshop before the start of semester.
- ii. 70% attendance is compulsory in online session held according to timetable that is communicated before the start of semester. Timetable is also made available on DCS website.
- iii. 100% attendance is compulsory in Programme Workshop conducted at AIOU, main campus, Islamabad.

- iv. Midterm examination is held during programme workshop. It is compulsory for all students for all subjects.
- v. In case of less attendance in online sessions and absence in workshop/midterm, student will have to re-admit in the concerned courses by paying full fee as per AIOU rules.
- vi. Failure in Assignments and Mid Term examination results into re-admission in the course by paying full fee for that course as per AIOU rules.

Scheme of Studies:**Semester-1**

Code	Title	Credit Hours	Course Fee
3575	Software Engineering	4(4+0)	3290/-
3576	Introduction to Information and Communication Technology	4(3+1)	3290/-
3577	Programming in C/C++ Language	4(3+1)	3290/-
3578	Professional Communication	3(3+0)	3290/-
3579	Database Applications	4(3+1)	3290/-

Semester-2

Code	Title	Credit Hours	Course Fee
3435	Visual Basic & Database Interface	4(3+1)	3290/-
3581	Data Structure and Applications	4(4+0)	3290/-
3582	Internet Programming Language	4(3+1)	3290/-
3583	Operating Systems Concepts	4(4+0)	3290/-
3584	Data Communication and Networks	4(4+0)	3290/-

Total: 39 Credit Hours

Note: The Department of Computer Science reserves the right to offer or not to offer any of the listed courses.

Fee Tariff:**PGD (CS) Online Programme**

Description	Fee Rs.	Remarks
Registration (if not registered)	200/-	once at the time of first admission in the university
Admission fee	700/-	Payable in advance at the time of first admission
Technology fee	100/-	Per semester per student
Courier Charges	35/-	
Each Course fee	Rs.3290/- per course	See Scheme of studies for each course
Course fee	Rs.3290 × 5 = 16450	
Total Fee:	Rs.17485/-	

All the eligible candidates are required to deposit first semester fee in authorized bank branches only. Please also attach attested copy of certificate/degree and admission form.

Note: Only 5 courses can be taken generally. Please calculate fee for each semester accordingly using the above example. The University reserves the right to revise the fee structure as deemed or to add any fee considered appropriate any time during the study period. All such changes will be applicable to all students.

Instructional Methodology:

This programme is offered in a mix of online & face-to-face mode of teaching. It comprises online tutorial support, online submission of assignments and other online activities. A programme workshop is conducted for practical courses with lab component at AIOU main campus, Islamabad. Detailed Academic Guidelines are given here.

i. Orientation Workshop:

Before the start of semester, an orientation workshop will be held at AIOU, main campus H-8, Islamabad. The students will be given an orientation to the online education delivery mechanism of AIOU. They will be introduced to Learning Management System (LMS) website. Therefore all admitted students are advised to attend it. Students are informed about orientation workshop before the start of online activities. Students can contact programme coordinator at university phone numbers or e-mail address: dcs@aiou.edu.pk for further help & guidance.

ii. Course Calendar:

Course calendar will contain the time table for classes & guidelines for whole semester for PGD (CS) programme. The course calendar will be available on LMS website. Activities like online sessions, workshops, mid-term will be held according to the schedule given in this course calendar. Additional announcements will be made at the LMS website. **Students should carefully observe and follow instructions made in important announcements at the website.**

iii. Online Tutorial Sessions:

Online tutorial sessions are conducted according to the time table available at website. **70% attendance is compulsory in online sessions.** Using this module the instructors and students can interact with each others. Online sessions are supplemented by the discussion forums and face-to-face programme workshop to resolve student problems and provide lab facility.

iv. Assignments:

Students are given two assignments for each course. The assignments in each course have a weightage of 10%. Following procedure of assignment submission & marking should be followed by the students

- i) Assignments are mailed to students along with books before the start of semester.

- ii) Assignments are also available on website.
- iii) Students can download the assignment questions.
- iv) Students prepare the solution and uploads the solution (in Microsoft Word format) before due date.

Instructor marks the assignments and announces the result on the website.

The result is handed over to the examination department through Department of Computer Science.

v. Programme Workshops:

A one week Programme Workshop is conducted at **AIOU, Main Campus, H-8, Islamabad**. Lectures & lab sessions are arranged in the programme workshop. Mid Term Examination is held during programme workshop. **100 % attendance in programme workshops & mid-term exam is compulsory.** For hostel reservation students can contact in person with Manager hostel after the receipt of workshop letter from the Department.

vi. Mid-term Examination:

Mid-term has a weightage of 20% for each course. The course Instructor will conduct the mid-term as per schedule during programme workshop. **Failing in Mid-term will result in re-admission of the course with full fee as per AIOU rules.**

vii. Final Examination:

Final examination has a weightage of 70% for the whole course. Final examination is conducted by the Examination Department of the university at examination centers according to the schedule given by examination department. Roll No slips are posted to students at their mailing address and exams are conducted at major cities. Students can also download Roll Number from aiou.edu.pk.

viii. Books and Reading Materials:

The university provides books and multimedia course CD's for each course. In some cases recommended reading materials may be provided or uploaded on the website.

ix. Announcements:

Announcements are made from time to time on the website. Students are advised to carefully observe these announcements and updates. Tutors can make announcements at the LMS website. Students can view the announcements and may get further information from the concerned tutor.

x. News & Discussion Forums:

Using the forums students can share the knowledge with each other and can have discussion on different topics of the course. This forum is available in each course.

xi. Contacts:

For all matters contact the following.

Contact numbers are available on website.

1. **Academic matters:**
Programme Coordinator/Computer Science Department
 2. **Administrative matter:**
Computer Science Department/ Regional Office
 3. **Examination**
(Roll No Slip not received, Conflict in date sheet etc)
Controller of Examination
 4. **Financial Support**
Student Advisory Cell/Regional Office
 5. **Admissions, Books/CDs not received**
Director Admission & Mailing
 6. **Any other matter:** Computer Science Department
- For further information, you may contact the department by email naseershaukat@gmail.com by telephone 051-9057402

xii. Assessment: (PGD (CS))

Assessment Type	Face to Face		Online	
	Qty	Wt (%)	Qty	Wt (%)
Continuous Assessment				
Assignments			02	10
Workshop				
Mid Term Test/Quiz	1	20		
Final Examination				
*Written Paper	1	70		
Viva (Project)				
Total Marks	100			

* Conducted at major cities, by the examination department.

xiii. Reappear:

A student is required to reappear in a course, if he/she fails in the final examination and pass the continuous assessments along with 70% attendance. The student can avail three such chances as per AIOU rules; however they are advised to clear their courses as soon as possible.

xiv. Fail:

A student, who fails in continuous assessment (30%) or has availed three chances in final examination, has to re-admit himself/herself in that course by paying requisite fee, as per AIOU rules.

2. FACULTY MEMBERS: Contact Addresses (Academics):

1. **Prof. Dr. Naghmana Rashid**
Dean
Faculty of Sciences
2. **Prof. Dr. Nazir Ahmed Sangi**
Chairman,
DCS, AIOU
dcs@aiou.edu.pk
Contact#:051-9057809
3. **Dr. Moiz Uddin Ahmed**
Assistant Professor,
DCS, AIOU
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Contact#:051-9057259
4. **Mr. Mohammad Qasim Khan**
Assistant Professor,
DCS, AIOU
qasim@aiou.net.pk
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5. **Dr. Mohammad Arshad Awan**
Assistant Professor
DCS, AIOU
m99arshad@gmail.com
Contact#:051-9057790
6. **Ch. Muhammad Shahbaz Anjum**
Lecturer,
DCS, AIOU
Contact# 051-9057780
7. **Ms Sana Nasim Karam**
Lecturer / Programme Coordinator (PGD)
DCS, AIOU

DEPARTMENT OF MATHEMATICS

Introduction:

The Department of Mathematics has been established in June 2014. In June 2014, the Department of Mathematics & Statistics has been bifurcated as two independent departments. The newly established Department of Mathematics has been shifted from Research Complex, Science Block to Block No.7 and has started functioning over there. Presently the Department is offering courses of Mathematics at Secondary School Certificate (SSC), Higher Secondary School Certificate (HSSC) and Bachelor levels. The Department is running the following programmes:

- MSc Mathematics
- MPhil Mathematics
- BS Mathematics

In future the Department intends to start PhD Mathematics Programme. ("MSc Mathematics") Programme has been designed for the students who can continue their jobs along with their studies in a non formal system. It will strengthen the mathematical concepts of the candidates and will enhance their logical thinking. This programme caters the needs of information Technology and other sciences disciplines.

MSc Mathematics Programme

a) Introduction:

MSc Mathematics programme has been designed after consulting syllabus of National and International Universities. This programme is mainly designed to encourage professionals and fresh graduates to enhance their mathematical background and skills.

b) Objectives:

The objectives of the MSc Mathematics programme are:

1. To enhance the qualification of those who could not continue their education after BSc through formal universities.
2. To provide opportunity to in-service persons to improve their qualification.
3. To get quality teachers of Mathematics at all levels.

c) Eligibility:

Candidates having BA/BSc degree with at least second division and a minimum of 45% marks in major Mathematics.

Merit Criteria:

The preference order is given as follows:

- (i) Candidates having BSc degree with at least second division from any HEC recognized institute with Maths A and Maths B with at least 45% marks in Mathematics A or B.
- (ii) Candidates having BSc/BA degree with second division from any HEC recognized institute with General Maths with at least 45% marks.
- (iii) Candidates having professional degrees who have studied Mathematics Courses.

All the admissions will be on merit basis.

Degree Requirements:

For the award of MSc Mathematics degree, the student will have to complete/qualify the 20 courses equivalent to 60 credit hours within a minimum period of four semesters.

Payment of fee:

Only selected candidates should deposit the fee after receiving the admission letter from the Admission Section, AIOU, Islamabad.

Hostel Facility:

The hostel facility is available for both, male and female students of AIOU. Separate fee has to be paid for attaining the hostel facility and this facility is subject to availability.

d) Scheme of Studies: (Semester-wise Course Offering):

The MSc Mathematics programme is of two-years duration. It comprises of four semesters; 60 credit hours. These courses are as follows: In the last semester, the Department will offer 3 optional courses from the given list as per availability of experts.

1st Semester

Sr. No.	Title of the Course	Credit Hours	Course Code
1	Computer & Scientific Applications C++	3(3+0)	1520
2	Topology	3(3+0)	1521
3	Linear Algebra	3(3+0)	1522
4	Real Analysis-I	3(3+0)	1523
5	Ordinary Differential Equations	3(3+0)	1525

2nd Semester

Sr. No.	Title of the Course	Credit Hours	Course Code
1	Differential Geometry	3(3+0)	1524
2	Complex Analysis	3(3+0)	1527
3	Group Theory	3(3+0)	1528
4	Analytical Mechanics	3(3+0)	1529
5	Real Analysis-II	3(3+0)	1530

3rd Semester

Sr. No.	Title of the Course	Credit Hours	Course Code
1	Numerical Methods (Matlab & Mathematica)	3(3+0)	1531
2	Partial Differential Equations	3(3+0)	1532
3	Functional Analysis	3(3+0)	1533
4	Theory of Rings	3(3+0)	1534
5	Mathematical Statistics-I	3(3+0)	1538

4th Semester

Sr. No.	Title of the Course	Credit Hours	Course Code
1	Operations Research	3(3+0)	1537
2	Combinatorics	3(3+0)	1539
3	Optional-I	3(3+0)	
4	Optional-II	3(3+0)	
5	Optional-III	3(3+0)	

Total Credit Hours of full programme = 60

Optional Courses

Sr. No.	Title of the Course	Credit Hours	Course Code
1	Mathematical Finance-I	3(3+0)	4478
2	Theory of Racks and Quandles	3(3+0)	4479
3	Research Project	3(0+3)	4480
4	Fluid Mechanics	3(3+0)	1535
5	Applied Number Theory	3(3+0)	1540
6	Mathematical Statistics-II	3(3+0)	1542
7	Optimization	3(3+0)	1544
8	Analytical Dynamics	3(3+0)	1545
9	Mathematical Modeling	3(3+0)	1546
10	Graph Theory	3(3+0)	1547
11	Research Report	3(3+0)	1550

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 admission in Programme)	Rs.700/-
Technology Fee + Courier Charges (in each semester)	Rs.135/-
Per 3 Credit Hours course fee	Rs.5190/-

Semester Wise Fee Tariff (Rupees)				
1 st	2 nd	3 rd	4 th	Grand Total
26,985/-	26,100/-	26,100/-	26,100/-	1,05,285/-

Note: *Fee cannot be refunded or adjusted after dispatch of study material.*

APPLYING FOR ADMISSION

Procedure:

Please send prescribed printed admission forms (duly filled in) along with the attested copies of testimonials/marks sheet before or on the closing date to:

**The Chairman,
Department of Mathematics,
Block No.7, AIOU, Sector H-8, Islamabad
Phone: 051-9250056,051-9057734,
051-9057197051-9057191**

f) Instructional Methodology:

Study material:

Books will be provided to the students (hard/soft copy) along with the list of recommended books for further readings. Two assignments for each course will be given.

Mode of Teaching:

For each course, 45 hours face to face teaching at Main Campus Islamabad will be required. The classes will be arranged by the Department at AIOU main campus, Islamabad on weekend basis (Friday, Saturday, Sunday) from 3:00 pm onward including about 10-15 days workshop at the beginning and about 10-15 days at the end of each semester if required. The final schedule of the lectures will be distributed to the students at the start of the classes/workshop during each semester at AIOU, Islamabad. **At least 70% attendance in face to face teaching would be compulsory.**

Assignments/Test: (continuous assessment):

Two assignments for each course will be given in a semester for practice only, having no weightage. 30% weightage of the aggregate marks will be given to the sessional tests.

Final Examination:

Final examination will be held at Main Campus, AIOU, Islamabad at the end of each semester, 70% weightage of the aggregate marks will be given to the final exam.

Minimum Passing Marks:

Assignments/Class test (s)	40%
Final Examination	40%
Aggregate	40%

Note: The student has to qualify each component of a course separately.

Faculty Members

1. **Prof. Dr. M. Naeem Qureshi**
Professor / Registrar
Ph: 051-9057102
2. **Dr. Nasir Rehman**
Assistant Professor / Incharge
Ph: 051-9057191, 9250056
3. **Dr. Naqeeb-ur-Rehman**
Assistant Professor
Ph: 051-9057339
4. **Mr. M. Faisal Iqbal**
Lecturer
Ph: 051-9057380, 9057734
5. **Mr. Muhammad Aatif**
Lecturer
Ph: 051-9057197, 9057734
6. **Dr. Irfan Mustafa**
Lecturer,
Ph: 051-9057734
7. **Ms. Fouzia Rehman**
Research Associate
Ph: 051-9057734
8. **Staff:**
Department of Mathematics
Ph: 051-9057734

Visiting Faculty Members:

The Department also takes the services of well known Mathematicians from the different Universities of Pakistan.

DEPARTMENT OF PHYSICS

Introduction

Excellence in Research Undergraduate, Postgraduate Education and Training

The department of Physics was established in March 1998. We are proud to be one of the largest and most prestigious physics departments in the Pakistan with an outstanding reputation for excellence in research, undergraduate and post graduate education. The department offers undergraduate degree programmes, Master level programmes and Doctoral programmes. We have a vibrant research programmes that a broad-based coverage of fundamental and applied Physics. The department of Physics is offering these programmes in collaborations with other institutions actively foster development of new research fields. We have recently established the training programmes for engineers, researchers, scientists and faculty members of public and private universities of industrial partners. We are committed to providing a positive environment that encourages everyone to explore this potential.

Due to the flexibility and advantage of the distance learning system, AIOU has retained the best of the professionals already teaching at post graduate level in different teaching institutions in the country. There is a minimum of 45 hours of face-to-face teaching for each three credit hour course. The students spend 70 to 75 hours in the laboratories for each two credit hour laboratory course.

The courses are designed and developed by well-known experts in the field of physics. The latest available teaching material is written/ compiled in the form of textbooks/ CDs to facilitate the students. Every effort has been made to make these programmes skill oriented and thus job oriented. The degree awarded by AIOU in this discipline is accredited and at par with the other universities.

Aims and Objectives:

1. To promote Physics and to provide opportunity to those who could not educate themselves in formal system of education for one reason or another.
2. To meet the acute shortage of highly qualified manpower in the field of physics by producing skilled teachers and research scientists.
3. To introduce new research areas in Physics.

MSc Physics

a) Introduction:

After the establishment of the department, the first programme launched by this department, in spring 1999 semester, was MSc Physics. This is a two years programme comprising four semesters. The programme was launched keeping in view the fact that many science graduates are forced to start a job after doing BSc due to financial constraints. In fact not a single university in Pakistan offers MSc in Physics in the evening. For such graduates this programme provides a second opportunity to study. It is for those who could not continue education in formal system along with their jobs. At present the M. Sc programme is being offered at the AIOU main campus Islamabad. The teaching faculty is highly qualified and experienced. Laboratories are an essential component for teaching of Physics. For this purpose, two well equipped laboratories for General Physics and digital and Computer Hardware Electronics with latest equipment have been set up.

b) Objectives:

The aim of this programme is to provide highly competent scientists and academicians with critical approach, up-to-date knowledge, and skills to carry out research, capable of imparting knowledge and research skills to the next generation.

MSc Physics programme has been particularly designed for the following.

1. Science graduates who are unable to pursue their students in Physics in the conventional system of education.
2. Graduate teachers who want to improve their qualification.
3. Science graduates working in different laboratories, decisions of improving their qualification.

c) i) Eligibility (for BSc /BSEd Students only):

A candidate possessing 2nd division B.Sc./B.S.Ed degree with Physics & Mathematics combination is eligible to apply for admission. Admissions will be made strictly on merit.

ii) Eligibility (for B.Tech Students only)

Candidates holding B.Tech / equivalent with at least second division are eligible to apply for admission in zero semester. The admission will be made strictly on merit. Qualifying the **Departmental Test & Interviews** is mandatory for admission.

d) Scheme of Studies (for B.Sc/ BSEd students only):

Semester-wise Course Offering:

The MSc programme is of two-year duration. It comprises four semesters of 60 credit hours.

1st Semester

Sr. No.	Title of the Course	Course Code	Credit Hours
1	Mathematical Methods in Physics-I	751	3
2	Classical Mechanics and Relativity	752	3
3	Electronics	2564	3
4	Atomic & Molecular Physics	2551	3
5	Laboratory for General Physics	766	2

2nd Semester

Sr. No.	Title of the Course	Course Code	Credit Hours
1	Mathematical Methods in Physics-II	755	3
2	Quantum Mechanics-I	756	3
3	Electromagnetic Theory-I	765	3
4	Computational Physics	769	3
5	Laboratory for Electronics	762	2

3rd Semester

Sr. No.	Title of the Course	Course Code	Credit Hours
1	Electromagnetic Magnetic Theory-I	2565	3
2	Quantum Mechanics-II	759	3
3	Nuclear Physics	760	3
4	Digital & Computer Hardware Electronics	2553	3
5	Laboratory for Digital & Computer Hardware Electronics	2556	3

4th Semester

Sr. No.	Title of the Course	Course Code	Credit Hours
1	Electronic Communication System	2559	3
2	Lasers & Optics	758	3
3	Solid State Physics	761	3
4	Thermal & Statistical Physics	2566	3
5	Advanced Digital & Computer Hardware Electronics	2560	3
6	Laboratory for Advanced Digital & Computer Hardware Electronics	2561	4

e) Scheme of Studies (for B Tech students only):

Zero Semester For Admission in MSc Physics Programme

The department has developed a special offering of Zero Semester for getting admission in MSc Physics programme for the students of B Technical Education (B Tech).

The purpose of this semester will be to accommodate those graduates who did not study Mathematics and Physics at Graduation / BSc level and are not eligible to get admission in MSc Physics. Further they do not get any good opportunities in getting postgraduate studies. After qualifying the zero semester (completing deficiency courses), these graduates will be eligible for admission in MSc Physics and capable to comprehend MSc Physics level courses at AIOU. The pass students will be admitted in MSc Physics programme.

There would be three theory courses (03 credit hours) and two laboratory course (02 credit hours) in the Zero Semester. After qualifying the zero semester, a separate certificate of pass courses will be issued to the students with the signature of controller examination.

The **Zero Semester** courses along with course codes & fee are as under:

Course offering:

Sr.#	Course Title	Course Code	Fee (Rs.)	Credit Hours
1.	Mathematics for B-Tech	1685	4000/-	03
2.	Physics- I for B-Tech	1686	4000/-	03
3.	Physics-II for B-Tech	1687	4000/-	03
4.	Laboratory-I for Physics	1688	2666/-	02
5.	Laboratory-II for Physics	1689	2666/-	02
6.	Technology Fee + Courier Charges		135/-	
7.	Admission Fee		700/-	
8.	Registration Fee		200/-	
	Total Fee		18,370/-	

Final Examination/ Continuous Assessment:

At the end of zero semester, the University will arrange final three hours written examination in each course .It is imperative to obtain 40% marks in the final examination to pass in each course. The roll number slips and other relevant information related to examination centre will be provided to the students before the examination.

Assessment:

The distribution of continuous assessment and final examination will be as follows:

Assignments (20% test/ quiz/Assignment +10% Attendance)	30 %
Final Examination	70%
Aggregate	40%

Semester-wise Course Offering for B-Tech Students:**1st Semester**

Sr. No.	Title of the Course	Course Code	Credit Hours
1	Mathematical Methods in Physics-I	751	3
2	Classical Mechanics and Relativity	752	3
3	Electronics	2564	3
4	Atomic & Molecular Physics	2551	3
5	Laboratory for General Physics	766	2

2nd Semester

Sr. No.	Title of the Course	Course Code	Credit Hours
1	Mathematical Methods in Physics-II	755	3
2	Quantum Mechanics-I	756	3
3	Electromagnetic Theory-I	765	3
4	Computational Physics	769	3
5	Laboratory for Electronics	762	2

3rd Semester

Sr. No.	Title of the Course	Course Code	Credit Hours
1	Electromagnetic Magnetic Theory-I	2565	3
2	Quantum Mechanics-II	759	3
3	Nuclear Physics	760	3
4	Digital & Computer Hardware Electronics	2553	3
5	Laboratory for Digital & Computer Hardware Electronics	2556	3

4th Semester

1	Electronic Communication System	2559	3
2	Lasers & Optics	758	3
3	Solid State Physics	761	3
4	Thermal & Statistical Physics	2566	3
5	Advanced Digital & Computer Hardware Electronics	2560	3
6	Laboratory for Advanced Digital & Computer Hardware Electronics	2561	4

Degree Requirement:

For the award of M.Sc. (Physics) degree, the students will have to complete the courses offered equivalent to 60 credit hours (21 courses) within a minimum period of four semesters.

e) Fee Tariff:

Item	Rates
Registration fee (at the time of 1 st admission in University)	Rs.200
Admission fee (at the time of 1 st admission in programme)	Rs.700
Technology fee + Courier Charges (in each semester)	Rs.135/-
Course fee: (Per 3 credit hours course)	Rs.4000/-
Lab course: per each 2 credit hours course	Rs.2670/-

Note: Only selected candidates will be informed individually to deposit the prescribed fee in the AIOU main campus branches on same date of admission.

f) Instructional Methodology:

Allama Iqbal Open University employs media mix as methodology of instruction in which printed material, CDs, face-to-face tutorial support are mixed in accordance with the requirement of the discipline and the level of course. In view of special requirements of post-graduate studies in physics the following methodology of instruction will be followed:

Study Material:

The University will provide reprinted and compiled course books/CDs.

Tutorial Support and Workshops:

Tutorial support for this programme will be in the form of lectures by resource persons in the workshops. A minimum, 45 hours of face to face teaching/guidance for each three credit hour course, will be provided in these tutorials/workshops. Attendance in these sessions is compulsory. Students failing to attain 70% attendance will not be eligible to appear in the final examination. Each laboratory course comprises a minimum of 75 hours of laboratory courses. Practical work will be supervised and assessed by the practical supervisors/tutor. 80% attendance is compulsory for all the students in the laboratory course. AIOU will not bear any cost regarding TA/DA or boarding/lodging facilities during these workshops.

Assessment:

Student performance is evaluated / assessed as under:

Assignment Weightage (Quiz / Test / Presentations / Assignments)	20%
Course Workshop with 70% compulsory attendance	10%
Final Paper	70%
Aggregate	40%

At the end of each semester, the university will arrange final examination. The Roll number slips and other relevant information related to examination centers will be provided to the students before the examination. The students who fail in the final examination will be allowed two more chances to reappear in immediate subsequent semester examinations on payment of examination fee.

Admission Procedure:

Only the prescribed admission forms will be entertained. Admission forms (duly filled in) along with the required documents/ testimonials/ marks sheets should be sent to:

Programme Coordinator
M.Sc. Physics Programme,
Department of Physics
Research Complex (Science Block)-1st floor,
Sector H-8, Allama Iqbal Open University, Islamabad.

Note: Admissions will be finalized after the test and interview.

Faculty Members

1. **Prof. Dr. Syed Zafar Ilyas**
Chairman
Department of Physics
Phone # 051-9057830, 051-9250066
2. **Mr. Ather Hassan**
Assistant Professor
Phone # 051-9057214
3. **Dr. M. Waqar Ahmed**
Assistant Professor
Phone # 051-9057728
4. **Ms. Surayya Mukhtar**
Lecturer
Phone # 051-9057184
5. **Ms. Hareem Mufti**
Lecturer
Phone # 051-9057727
6. **Mr. Abdul Jalil**
Lecturer
Phone # 051-9057214
7. **Ms. Uzma Nosheen**
Lecturer
Phone # 051-9057727
8. **Mr. Hussain Ahmed**
Research Associate
Phone # 051-9057214
9. **Mr. Tahir Nawaz**
Laboratory Assistant
Phone # 051-9057728
10. **Ms. Zeba Sultana**
Staff Member
Phone # 051-9057728

DEPARTMENT OF STATISTICS

Introduction:

The Department of Statistics was established in 1988 in the faculty of Sciences, Allama Iqbal Open University. Since then, the faculty and students have shared a common goal of maturing the Department with sheer hard work and constant struggle. Statistical sciences have significant impact on our lives and are a key to discoveries and innovation. Over the time, with concerted efforts, the Department has grown to its full potential and is vigorously involved in participating towards global efforts of driving a new era of growth, development and productivity. Since, our world is becoming more quantitative and data-focused, job opportunities in statistics are plentiful and projected to increase worldwide. Therefore, the alumni of the department of statistics have been working in various government departments and private sector.

The vision of Department is to impart quality education that focuses on collaborative learning through innovative teaching and research methodologies. It aims to create an environment that enables students to effectively engage in making lasting contributions in diverse fields according to rapidly changing demands of not only the home country but the entire globe. The Department is determined to further develop a state of the art model of learning and research, which will benefit the masses across the board.

Academic Programmes

Department of Statistics offers the following degree programmes. All these programmes are approved by Higher Education Commission, Islamabad.

- PhD Statistics
- MPhil Statistics
- MSc Statistics
- BS (4 years) Statistics

All the courses and programmes are designed to meet the challenging statistical needs in life sciences, information technology, social sciences and other allied disciplines. The course outlines of all level courses have been designed and updated recently after consulting syllabi of national and international universities. It helps to strengthen the statistical concepts and logical thinking among our students. Presently, these degree programmes are offered at main campus only. However, in near future, the Department also intends to offer degree programmes at regional headquarters.

MSc Statistics Programme

Introduction

MSc Statistics programme has been designed and updated after consulting syllabus of National and International Universities. This programme is particularly designed for the persons on job as well as for fresh graduates. Our aim is to provide them an opportunity to enhance their statistical thinking which may help in their respective professions or for new jobs seekers.

Aims and Objectives:

The main objectives of MSc Statistics programme are:

1. To enhance the qualification of those who could not continue their education after BA/BSc due to formal system of education.
2. To provide an opportunity to in service persons to improve their qualification and get promotion in their respective departments/institutions.
3. To produce quality teachers of Statistics from school level to university levels.

Eligibility:

Candidates having BA/BSc degree with at least 2nd division or 45% marks from any HEC recognized institute/university along with statistics as a major subject. However, the student having graduate degree without statistics may apply for bridging semester. After qualifying Bridging Semester, the candidate will be eligible for admission in MSc Statistics programme, detail given on page 91.

Merit Criteria:

After scrutinize the eligible candidates, the department will call the eligible applicants for interview. The Departmental Admission Committee will recommend the suitable candidates on merit basis.

Degree Requirements:

For the award of MSc Statistics degree, the student will have to qualify the 20 courses within a minimum period of four semesters.

Payment of fee:

Only the selected candidates will be asked to deposit the required fee after receiving the offer letter of admission issued by Admission Department, AIOU, Islamabad.

Hostel and Cafeteria Facility:

The said facilities are available for the students of AIOU only. Separate fee has to be paid subject to the availability of food and space in Hostel.

Library and Internet Facilities:

The Library and internet facilities are also available at main Campus, AIOU. The Central Library is enriched with latest text & recommended books, e-books, free internet facilities and accessibility centre for blind students. The Department of Statistics also has its own computer laboratory equipped with latest software's of Statistics & internet facilities.

Scheme of Studies

The full programme of MSc Statistics comprises four semesters. The all courses are compulsory to qualify for the award of MSc Statistics degree. The semester wise course offering is as under.

Semester Wise Course offering

1st Semester

Sr.#	Course Title	Code	Credit Hours
1.	Non-Parametric Statistics	1513	3(3+0)
2.	Statistical Methods	1551	3(3+0)
3.	Advanced Calculus	1555	3(3+0)
4.	Total Quality Management	1563	3(3+0)
5.	Computer Programming (C & C++)	1564	3(3+0)
Sub Total			15

2nd Semester

Sr.#	Course Title	Code	Credit Hours
1.	Sampling Techniques-I	1552	3(3+0)
2.	Design & Analysis of Experiments-I	1553	3(3+0)
3.	Probability & Probability Distributions-I	1554	3(3+0)
4.	Regression Analysis	1557	3(3+0)
5.	Elective-I		3(3+0)
Sub Total			15

3rd Semester

Sr.#	Course Title	Code	Credit Hours
1.	Mathematical Methods for Statistics	1514	3(3+0)
2.	Probability & Probability Distributions-II	1556	3(3+0)
3.	Sampling Techniques-II	1558	3(3+0)
4.	Design & Analysis of Experiments-II	1559	3(3+0)
5.	Statistical Inference-Estimation	1561	3(3+0)
Sub Total			15

4th Semester

Sr.#	Course Title	Code	Credit Hours
1.	Econometrics	1562	3(3+0)
2.	Statistics Inference-Testing of Hypotheses	1566	3(3+0)
3.	Applied Multivariate Analysis	1567	3(3+0)
4.	Data Analysis and Statistical Packages	1569	3(3+0)
5.	Elective - II		3(3+0)
Sub Total			15

Total MSc Statistics Programme Credit Hours = 60

Following is the list of elective courses for MSc Statistics programme

Sr.#	Course Title	Code	Credit Hours
1.	Reliability Analysis	1571	3(3+0)
2.	Data Mining	1572	3(3+0)
3.	Bayesian Statistics	1573	3(0+3)
4.	Biostatistics	1574	3(3+0)
5.	Operations Research	1568	3(3+0)
6.	Research Report	1570	3(3+0)

Note: Elective courses will be offered by the Department as per availability of resource persons.

Fee Tariff				
Tuition Fee	Rs.5190/- (For 3 Credits Hrs)			Rs.25,950/- (15 Cr.Hrs)
Registration fee	Rs.200/- (payable at the time of 1 st admission)			Rs.200/-
Technology fee	Rs.100/- (per student per semester)			Rs.100/-
Admission fee	Rs.700/- (payable at the time of 1 st admission)			Rs.700/-
Courier Charges				Rs.35/-
1st Semester Fee				Rs. 26,985/-
Semester Wise Fee Tariff (Rupees)				
1st	2nd	3rd	4th	Grand Total
Rs.26985/-	Rs.26,100/-	Rs.26,100/-	Rs.26100/-	Rs.1,05285/-

Note:

1. Fee cannot be refunded or adjusted after dispatch of Study material.
2. Do not deposit the semester fee nor hand over to any person along with Admission Form.

g) Instructional Methodology:

Study Material:

A book for each course will be provided to the students by the university. A list of recommended books will also be given for further readings.

Face to Face teaching (Tutorials):

For each course, 45 hours face to face teaching support will be provided to the students. The detailed schedule of the lectures will be provided to the students in consultation with the teachers/resource persons. The classes will be supplemented by the

computers where required. 70% attendance in face to face teaching would be compulsory.

Weekend Classes/Workshops:

The classes will be arranged on weekends at Main Campus, AIOU, Islamabad only. The introductory workshop and end semester workshop may be arranged at the beginning and at the end of each semester (if necessary).

Continuous Assessment:

- Two home-assignments for each course will be given to the students.
- Two sessional exams for each course will be conducted and 40% marks in sessional exam is mandatory to appear in final examination.
- A student having less than 40% marks in continuous assessment component would not be eligible to appear in final exam. However, he/she can enroll in the same course at the next offering of this as per AIOU rule.
- 30% weightage will be given to the assignments/sessional tests.

Final Examination:

Final Examination will be held at the end of each semester. 70% weightage will be given to the final examination.

Passing percentage:

Assignments/Sessional tests	40%
Final Examination	40%
Aggregate	40%

Note: The student will have to pass each component separately to pass a course. However, sessional tests must pass before to appear in the final examination.

Special offering of Bridging Semester for getting admission in MSc Statistics programme

The Department of Statistics is also offering a bridging semester. It will cater a platform to those **graduates** who did not study the statistics course at any level and do not eligible to get admission in MSc Statistics due to their insufficient background in statistics. After qualifying the bridging semester, these graduates will be eligible for admission in MSc Statistics and capable to comprehend MSc Statistics level courses at AIOU. There would be six courses in bridging semester and each course will be of 3 credit hours. After qualifying the bridging semester, a separate certificate of pass courses will be issued to the students with the signature of controller examination.

The bridging semester courses along with course codes & fee are as under:

Sr.#	Course Title	Code	Fee (Rs.)
1.	Business Communication (ODL)	457	460/-
2.	Statistics-I	1417	5,450/-
3.	Statistics-II	1418	5,450/-
4.	Statistics-III	1419	5,450/-
5.	General Mathematics	1420	5,450/-
6.	Basics of Information & Communication Technology (ODL)	1431	880/-
7.	Technology Fee + Courier Charges		135/-
8.	Admission Fee:		700/-
9.	Registration Fee: (if already not registered)		200/-
	Total Bridging semester Fee		24,175/-

The 45 hours teaching of each course at serial # 2, 3, 4, and 5 will be held in the department of statistics, Main Campus AIOU, Islamabad on weekend basis. However, the workshop of 10-15

days may be arranged to facilitate the students. The courses at serial # 1, 6 will be offered on open distance learning (ODL) mode as per AIOU rule.

Applying Procedure for Admission in MSc Statistics/Bridging Semester

Please send the filled prescribed printed admission form along with testimonials from Matriculation to BA/BSc levels, CNIC and domicile etc. Particularly the BA/BSc Detailed Marks Certificates (DMC) separately on the following address:

***Chairman
Department of Statistics,
Ground Floor, Block No.7, Sector H-8, AIOU, Islamabad
Email: statistics@aiou.edu.pk***

FACULTY MEMBERS

- Prof. Dr. Irshad Ahmad Arshad**
Chairman
Ph: 051-9057163, 9250062
Email: irshad.ahmad@aiou.edu.pk
- Dr. Muhammad Zakria**
Associate Professor
Ph: 051-9057372,
Email: zakria@aiou.edu.pk
- Dr. Tauqir Ahmed Mughal**
Assistant Professor
Ph: 051-9057209
Email: tauqirahmed1@outlook.com
- Mr. Muhammad Mushtaq**
Research Associate
Ph: 051-9057287
Email: muhammad.mushtaq@aiou.edu.pk
- Staff Phone:**
Ph: 051-9057266

DEPARTMENT OF HOME AND HEALTH 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 35 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:

- i. MS Environmental Design (for Built Environment Professionals)
- ii. MSc Sustainable Environmental Design
- iii. PGD Environmental Design (**for continuing students**)
- iv. MPhil Food & Nutrition and PhD Food & Nutrition (**for continuing students**)

- v. MS Community Health & Nutrition
- vi. MSc Public Nutrition
- vii. PGD Dietetics/Nutrition(**for continuing students**)
- viii. HSSC Clusters in Home Economics
- ix. SSC Cluster in Health/Home Economics
- x. Functional Courses (First Aid, Garment Making, Health & Sanitation)

1. Sustainable Environmental Design

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, now department has planned to accommodate the wider community and broader interest in theory and research at three levels M.Sc., MS and PhD.

Department has planned to offer Masters Degree with course work under Professional Track in the form of MSc Sustainable Environmental Design.

Objective:

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, Lahore) have participated in curriculum designing. The programme is designed to address local environment issues for better design and construction practices.

c) Eligibility:

At least fourteen years of education at least with second class in the following disciplines eligible for admission in this programme:

- Architects/Interior Designers
- BS Urban Planners
- BS Home Economics
- BS Geology
- BS/BSc Environmental Sciences
- BS Town Planner
- BS Environmental Planning and Management
- B Tech (hons)

Duration of the programme

Course work duration will be as per AIOU rules.

Course Work Evaluation

The distribution of the marks of each 3 credit hours course work of M.Sc shall be as follows:

- | | |
|---------------------------------|---------------------------|
| a) Continuous Assessment | 30% |
| b) Final Examination | <u>70%</u> |
| | Total: <u>100%</u> |

(Pass percentage in each component will be 40%)

d) Applying for Admission

Fresh Candidates:

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 Spring Semester.

- i. A student will be generally allowed to register for a maximum of 18 credit hour courses to be offered in each semester. (See semester wise course offering for MSc Sustainable Environmental Design.
- ii. Students will have to submit their admission form either online or through registered post to the parent department at the given address.
- iii. Admission forms prescribed for the programme are entertained only.
- iv. 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.
- v. Candidates are required to send complete admission forms along with attested copies of all academic certificates, testimonials at the following address before closing date mentioned in the advertisement.

Dr. Nomana Anjum
Professor in Environmental Design
Chairperson/Programme Coordinator
Department of Home and Health Sciences
Block-6, AIOU, Sector H-8, Islamabad
051-9057742, 051-9250063
Email: anjums41@hotmail.com

- vi. Only those candidates who qualify admission criteria will be informed about their selection.
- vii. On receipt of admission offer a candidate is allowed to pay dues (as detailed in fee section) within due date as per procedure mentioned in the intimation letter.
- viii. The study material inclusive of textbooks, assignments, tutorial schedule and reference material is mailed to the students.
- ix. For clarification about academic matters please contact on the following address:

Dr. Nomana Anjum
Professor in Environmental Design
Chairperson/Programme Coordinator
Department of Home and Health Sciences
Block-6, AIOU, Sector H-8, Islamabad
051-9057742, 051-9250063
Email: anjums41@hotmail.com

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.

e) 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.	Course Title	Credit Hours	Code
1.	Environmental Planning & Practice	4(3+1)	3671
2.	Climate Responsive Design	4(3+1)	3672
3.	Ecological Building Design & Materials	4(3+1)	3673
4.	Environmental Aesthetics	4(3+1)	3674

2nd Semester

1.	Sustainable Communities	4(3+1)	3675
2.	Environmental Pollution (air, water, noise, visual)	4(3+1)	3676
3.	Water Conservation & Management	4(3+1)	3677
4.	Ethics in Built Environment or Sustainable Energy Management	4(3+1)	3678 or 3679

3rd Semester

1.	Ecology & Ethics in Design & Architecture	4(3+1)	3680
2.	Environmental Control Systems (heating, cooling & lighting)	4(3+1)	3681
3.	Waste Management	4(3+1)	3682
4.	Culture & Building Design	4(3+1)	3683

4th Semester

1.	Research Methods	3(2+1)	3684
2.	Basic Statistics	3(3+0)	3685
3.	Project	6	3686
Total Credits		60 Cr. Hrs	

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/blue button technology etc.).

Course Books: The University provides especially written/compiled/reprinted course books.

(Lecture Sessions/ Course Workshops)

Twenty seven hours interactive lecture sessions for each 03-04 credit hour course are arranged in the afternoon at local teaching institutions.

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. 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.

i) Fee Tariff

1st Semester

Item	Rate
Registration Fee:	Rs.200/-
Admission Fee:	Rs.700/-
Technology Fee + Courier Charges	Rs.135/-
Per Credit Hours Theory Fee: Rs. 1067/- Fee for 12 credit $Rs. 1067 \times 12 =$	Rs.12800/-
Per Credit Practical Fee: Rs. 2460/- Fee For two Credit: $2460 \times 2 =$	Rs.4920/-
Field visit	2460
Total Fee for 1st Semester: :	Rs.21215/-

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:

Dr. Nomana Anjum

Chairperson
Professor (Environmental Design)
Ph. # 051-9250063, 051-9057742
E-mail: anjums41@hotmail.com

Dr. Hajra Ahmad

Assistant Professor
(Community Health & Nutrition)
Ph. # 051-9057743
E-mail: haira5@hotmail.com

Dr. Zaheer Ahmad

Assistant Professor
(Food Bio Technology)
Ph. # 051-9057265
E-mail: zaheer_863@yahoo.com

Dr. Mahpara Safdar

Assistant Professor
(Human Nutrition)
Ph. # 051-9057748
E-mail: mahpara.jadoon@gmail.com

Ms Rabeea Zafar

Lecturer Environmental Design
Ph. # 051-9057746
E-mail: rabeea.zafar@aiou.edu.pk

Ar. Nazia Iftakhar

Lecturer, Environmental Design
(Architecture/Urban Planning)
Ph. # 051-9057744
E-mail: nazia.iftakhar@aiou.edu.pk

Syed Shahzad Shah

Lecturer (Food Technology)

Ph. #051-9057748

E-mail: shahzad-68@hotmail.com,

Ms. Asma Afreen

Lecturer (Food & Nutrition)

Ph # 051-9057741

E-mail: asma.ibd@hotmail.com

Adjunct Faculty Members:**Dr. Tabasum Zahidi**

Associate Professor (Urban Design)

F/7/2 College, Islamabad

Engr. Hafiz Ehsan-ul-Haq Qazi

Director, CDA (Urban Planning)

Engr. Muhammad Abid

(The World Bank)(Civil Engineering)

Dr. Riffat Haq

Dept. of Women Studies, AIOU (Gender & Environment)

Engr. Muhammad Sohail

PD. Pir Mehr Ali Shah

Arid Agricultural University, Rawalpindi (Environmental Design)

Ms. Ghazala Naheed

IMCG F-7/2, Islamabad (Environmental Psychology)

Dr. Naeem Ejaz

Associate Professor

UET Taxila (Civil & Environmental Engineering)

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. **Admission to courses for both the Spring and Autumn semesters are generally offered in the months of February and August, respectively, whereas, examinations commenced in November and May respectively. The continuing students are sent computerized admission forms. However, if for any reason, the student could not get the said form, he/she may purchase admission from any Regional Office of the university or download from AIOU website and send it to the University within due date.**
- vii. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme
- viii. On payment of the registration fee, each student will be issued a registration number. This number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.

- ix. Study material shall be mailed to the students at their given addresses.
- x. After receipt of the study package, students are usually intimated about the part time tutors for each course for tutorial guidance within fifteen days. If you do not get information about tutors, you are required to send your assignment by registered post to the concerned Regional Director, Assistant Regional Director without delay; you are also required to retain a photocopy of all your assignments.
- xi. Rules and regulations framed, enhanced and changed from time to time by the authorities, bodies of the university will be effective as deemed necessary. The student will have to abide by all such rules and regulations from the date of their implementation.
- xii. A student who fails in continuous assessment component is not eligible to reappear but will be allowed to re-register for the same course at its next offering semester by the university.
- xiii. It is the responsibility of the student to remain in touch with the department regarding the selected programme.
- xiv. A student already admitted to a programme or a specialization of a programme shall not be allowed to transfer or to get admission to another programme unless he/she formally postpones it till the completion of the new programme or withdraws from the previous programme.
- xv. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.
- xvi. The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.
- xvii. The student must inform the Admission Department in writing within the period of 15 days after receipt of study material parcel, *if found any wrong/short of material/*

- books which is not according to the admission form/ check list or mistake in name and address. No request for any change will be entertained after the stipulated period.*
- xviii. Check the books and tally with the course codes mentioned on the address label pasted on the registered packet. If there is any discrepancy, write immediately to Admission Deptt for correction/ supply of requisite books.
 - xix. Admission forms incomplete in any respect will not be entertained and will be returned after close of semester to the students indicating the deficiency in clear terms with advise to request for refund of fee.
 - xx. Admission form received without prescribed fee less fee or fee deposited after due date will not be considered.
 - xxi. In case of discrepancies in the name of student/ Father's name of the student or difference in name mentioned in his/her other educational certificates, the name on the Matric certificate of the student will be considered as correct name. The Examination Department shall also issue certificate/ degree on the said name.
 - xxii. In case provision of forged documents for admission, not only the admission will be refused to the applicant but the fee deposited by him/her will also be forfeited. The university may proceed further in the matter.

PROCEDURE FOR DEPOSITING FEE

- Eligible candidates for (OPEN MERIT PROGRAMMES) are required to deposit fee 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

ADDRESS OF PART-TIME REGIONAL COORDINATORS

PUNJAB

1.	Mr. Javaid Iqbal Afridi, Regional Coordinator, Allama Iqbal Open University, Govt. Boys High School No.1, Jand. 0301-8002790	2.	Mr. Muhammad Miskeen, Regional Coordinator, Allama Iqbal Open University, Sr. Headmaster, Govt. Boys High School No.2, Fateh Jang. 0300-5273227	3.	Mr. Safdar Khan, Regional Coordinator, Allama Iqbal Open University, Lecturer, Govt. Boys Degree College Hazro. 0300-5609260
4.	Mr. Abid Hussain, Regional Coordinator, Allama Iqbal Open University, Dy. Headmaster, Govt. M.C. Boys High School Okara. 0300-8049005	5.	Mr. Abdul Ghafoor Zahid, Regional Coordinator, Allama Iqbal Open University, Senior Headmaster (Retired), House No.111, Madina Colony, Pir Shah, Kamalia. 0321-6550499	6.	Mr. Muhammad Siddique Regional Coordinator, Allama Iqbal Open University, Assistant Professor (Rtd.) Chak No. 298 JB, Tehsil, Gojra. 0301-7055350
7.	Mr. Abdul Razzaq, Regional Coordinator, Allama Iqbal Open University, Dy. Headmaster, Govt. High School No. 1, Pir Mahal. 0312-6560889, 0331-8675175	8.	Ch. Muhammad Ashraf, Regional Coordinator, Allama Iqbal Open University, Street No. 10, Mohallah Mission Compound, Mehmada Raod, Gujrat. 0332-7144828,0341-6302010	9.	Mr. Arshad Mahmood Shahid, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Boys Degree College, Sara-e-Alamghir. 0333-5841544
10.	Mrs. Nasreen Faheem, Regional Coordinator, Allama Iqbal Open University, Headmistress, Govt. Girls High School, Kotli Satian. 0321-8532633	11.	Mr. Saqib Imam Rizvi Regional Coordinator, Allama Iqbal Open University, Head Teacher, Govt. Elementary School Bhai Khan, Gujar Khan. 0300-5199749	12.	Mr. Muhammad Raza Vaince, Regional Coordinator, Allama Iqbal Open University, Senior Headmaster, Govt. High School Phalina, Tehsil Kallar Syedan, Distt. Rawalpindi.
13.	Syed Zamir Hussain Shah, Regional Coordinator, Allama Iqbal Open University, SSS, Govt. Higher Secondary School, Nara, Kahuta. 0301-5151911	14.	Mr. Sabeer Ahmad Abbasi, Regional Coordinator, Allama Iqbal Open University, Lecturer, Govt. College, Jhika Gali Murree. 0300-5585228	15.	Dr. Muhammad Anwar, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. Boys School, Bhabra, Wah Cantt. 0300-5363883

16.	Mr. Muhammad Rafiqe, Regional Coordinator, Allama Iqbal Open University, Senior Headmaster, Govt. Model High School, Mailsi , 0302-7324215	17.	Hafiz Muhammad Shafiq, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. High School Pakpattan Sharif . 0322-7858622	18.	Mr. Zafar Mahmood Khakwani, Regional Coordinator, Allama Iqbal Open University, Dy.Headmaster(Rtd)Al.Mahmood Medical Store, Kachahry Road, Ahmad Pur East . 0300-6807969
19.	Mr. Muhammad Aslam, Regional Coordinator, Allama Iqbal Open University, SST, House No. 552, Khadim Abad Colony, Bahawalnagar . 0300-7923295	20.	Mr. Muhammad Arshad, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Higher Secondary School, 207/Murad, Chishtian . 0300-7546099	21.	Mr. Muhammad Naeem Qaisar, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. High School, Gagan Hatta, Lodhran .
22.	Ch. Muhammad Sarwar, Regional Coordinator, Allama Iqbal Open University, Principal, (Rtd) Rizwan Surgical Hospital, Bahawalpur Road, Hasil Pur . 0300-2934131	23.	Mr. Najaf Abbas, Regional Coordinator, Allama Iqbal Open University, SS, Govt. Higher Secondary School, Bhowana . 0300-7507282	24.	Prof. Dr. Tariq Majeed, Regional Coordinator, Allama Iqbal Open University, Lecturer, Govt. Islamia College, Chiniot . 0333-6715262
25.	Mr. Zafar Ali Khan, Regional Coordinator, Allama Iqbal Open University, Principal (Rtd) Zaib Model Girls School, Lawa . 0332-5912101	26.	Ms. Abida Parveen Maqbool, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Girls Higher Secondary School, Wasu Astana, 18-Hazari . 0344-7956763	27.	Mr. Rab Nawaz Khan, Regional Coordinator, Allama Iqbal Open University, SSS, Govt Higher Secondary School, Choa Saidan Shah . 0321-5476795
28.	Mr. Muhammad Sharif, Regional Coordinator, Allama Iqbal Open University, SST (R), Ward No.16, Street No.4, Nowan Sher, Shorkot City . 0301-7205704	29.	Mr. Amir Muhammad Joya, Regional Coordinator, Allama Iqbal Open University, Sr. Headmaster, Govt. High School, Kaloor Kot, Bhakkar . 0346-7579677	30.	Syed Mukhtar Hussain Bukhari, Regional Coordinator, Allama Iqbal Open University, Assistant Professor, Govt. College, Bhakkar . 0333-8909805
31.	Mr. Muhammad Suleman, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. Elementary School, Kot Chandna, Tehsil Essa Khel . 0332-7655490	32.	Mr. Muhammad Imran, Regional Coordinator, Allama Iqbal Open University, Lecturer, Govt. Degree College, Liaqat Abad, Tehsil Piplan . 0300-9708809	33.	Mr. Faiz-ul-Hassan Khan, Regional Coordinator, Allama Iqbal Open University, SST (R), Near Jamia Masjid Firdaus, Darya Khan , District Bhakkar . 0301-4938528

34.	Mr. Akhtar Hussain, Regional Coordinator, Allama Iqbal Open University, SS. Govt. Higher Secondary School, Haiderabad, Mankera, District Bhakkar. 0336-2549797	35.	Mr. Tariq Javed, Regional Coordinator, Allama Iqbal Open University, Assistant Prof. Govt. Post Graduate, College Talagang. 0301-5776268	36.	Mr. Muhammad Iqbal, Regional Coordinator, Allama Iqbal Open University, SS. (Retd.), 157/C, Housing Scheme, Renala Khurd. 0308-7523947, 0345-7523947
37.	Mr. Muhammad Riaz Qadeer, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. MC High School Arifwala. 0300-7926846	38.	Rana Abid Ali Khan, Regional Coordinator, Allama Iqbal Open University, Dy. Headmaster, Govt. MC Model High School Chichawatni. 0301-6925775	39.	Mr. Muhammad, Regional Coordinator, Allama Iqbal Open University, Lecturer, Govt. College Depalpur. 0301-6390414
40.	Mr. Baqir Hussain, Regional Coordinator, Allama Iqbal Open University, SS, Govt. Higher Secondary School, Kallar Kahar. 0335-1107203				

SINDH

1.	Mr. Riaz Roshan Paul, Regional Coordinator, Allama Iqbal Open University, HST, Govt. HM Khoja High School No. 1, Nawabshah City. 0300-3227785	2.	Mr. Dildar Hussain Rahu, Regional Coordinator, Allama Iqbal Open University, Headmaster (R) Principal, Allied Public School Sakrand, District Nawabshah. 0306-8292318	3.	Mr. Ghulam Qadir Jamali, Regional Coordinator, Allama Iqbal Open University, HST, Govt. Boys High School, Khair Pur Nathan Shah. 0300-3256369
4.	Mr. Pir Muhammad Rind, Regional Coordinator, Allama Iqbal Open University, HST, Govt. Boys High School, Sehwan Sharif District Jamshoro. 0300-5457029	5.	Mr. Anwar-ud-Din Pirzada, Regional Coordinator, Allama Iqbal Open University, HST, Govt. Boys High School, Kandiario, District Nausheroferoz 0301-2127574	6.	Mr. Imam Bux Soomro, Regional Coordinator, Allama Iqbal Open University, HST, Govt. Boys Higher Secondary School, Kashmore 0333-7367874

7.	Mr. Muhammad Suleman Chahwan, Regional Coordinator, Allama Iqbal Open University, SPE, Office of the Assistant District Education Officer (Male) Moro, District Nausheroferoz. 0300-3229979	8.	Pir Ghulam Mohiuddin Shah, Regional Coordinator, Allama Iqbal Open University, Deputy Director Education, Elementary, Secondary & Higher Secondary, Mirpurkhas Division Mirpurkhas. 0333-7033047	9.	Mr. Khalid Nadeem, Regional Coordinator, Allama Iqbal Open University, HST, Govt. High School Sanghar. 0333-2911690
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KHYBER PAKHTOON KHWA

1.	Mr. Wali Dad, Regional Coordinator, Allama Iqbal Open University, ADEO, School & Literacy Dassu, Kohistan. 0315-4377788	2.	Mr. Sajjad Aziz, Regional Coordinator, Allama Iqbal Open University, Instructor, Regional Institute of Teacher Education, Haripur. 0301-5520529	3.	Mr. Muhammad Ayaz Khan, Regional Coordinator, Allama Iqbal Open University, Lecturer, Govt. Degree College, Puran, District Shangla. 0345-8530350
4.	Mr. Noor Habib, Regional Coordinator, Allama Iqbal Open University, ADEO (Rtd.), C/o Gulab Stationery, Near Allied Bank, Main Bazar, District Battagram. 0321-7511614	5.	Mr. Muhammad Pervaiz Regional Coordinator, Allama Iqbal Open University, Subject Specialist, C/o Govt. High School, Balakot. 0345-9628699	6.	Mr. Zafar Ali Khan, Regional Coordinator, Allama Iqbal Open University, SST, Govt. High School Kolika, Tehsil Oghi, District Mansehra. 0334-5586962
7.	Mr. Muhammad Arif, Regional Coordinator, Allama Iqbal Open University, SET, Govt. Middle High School, Daggay, Tehsil Kabal Swat. 0345-9528291	8.	Mr. Hayatullah, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Centennial Model High School, Turangzai, Charsadda. 0313-9173884	9.	Mr. Inam Ullah, Regional Coordinator, Allama Iqbal Open University, Asstt. Prof., Govt. Degree College, Ekka Ghund, Mohmand Agency. 0301-8890889
10.	Mr. Gohar Khan, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. High School No.2, Jamrud, Khyber Agency. 0333-9330321	11.	Mr. Johar Ali, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. High School, Labor Colony, Aman Garh, Nowshera. Mob: 0346-5648635	12.	Mr. Nasrullah Zeb, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Higher Secondary School Gadezi, Deggar, District Bunir. 0333-9703438

13.	Mr. Ali Haider, Regional Coordinator, Allama Iqbal Open University, ADO, Office of EDO Education Dir Lower at Timergara. 0346-9399596	14.	Mr. Ghulam Wahid, Regional Coordinator, Allama Iqbal Open University, SST (G), GMS Unkar, P/o Bibiawar, Dir Upper. 0302-8335588	15.	Mr. Faiz Ali Khan, Regional Coordinator, Allama Iqbal Open University, SS, Govt. High School Sigband, Tehsil Matta, District Swat. 0346-9416144
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BALUCHISTAN

1.	Mr. Mohammad Akram Langove, Regional Coordinator, Allama Iqbal Open University, DDO Office, Khaliqabad, Mangochar. 0331-5957909	2.	Ms. Robina Karim, Regional Coordinator, Allama Iqbal Open University, SST, Govt. High School, Khuzdar. 0334-7303809	3.	Mr. Shahzad Haider, Regional Coordinator, Allama Iqbal Open University, SST, (G) Govt. Model High School, Uthal Lasbela. 0343-3976505
4.	Mr. Mohammad Jan, Regional Coordinator, Allama Iqbal Open University, SST, Govt. High School Killa, Kharan. 0334-2364835	5.	Mr. Mohammad Ayaz, Regional Coordinator, Allama Iqbal Open University, SST, Pak General Store, Surab.	6.	Mr. Rasool Bakhsh, Regional Coordinator, Allama Iqbal Open University, SAT, Govt. Boys High School Bara Bagh, Bela. 0332-8202275
7.	Mr. Amar Lal, Regional Coordinator, Allama Iqbal Open University, Govt. Pailat Secondary School, Mastung. 0321-8110969				

GILGIT BALTISTAN

1.	Mr. Ghulam Murtaza, Regional Coordinator, Allama Iqbal Open University, TGT, F. G. Boys High School Nagar-I. 0355-5550013	2.	Mr. Manzoor Hussain Shah, Regional Coordinator, Allama Iqbal Open University, (Nagar-II) Headmaster, F.G. Girls Higher Secondary School, Gulmit, Distract Hunza Nagar Gilgit. 0355-5209606	3.	Syed Shamas ud Din, Regional Coordinator, (Danyore) Allama Iqbal Open University, TGT, Govt. Boys High School, Danyore, Gilgit. 0355-5355573
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4.	Mr. Murad Baig, Regional Coordinator, (Gupis/Phandar) Allama Iqbal Open University, TGT, Govt. Boys High School, Jandarote Gupis, Ghizer, Gilgit. 0355-4112984	5.	Mr. Meher Jan, Regional Coordinator, (Punial) Allama Iqbal Open University, Head Master, Govt High School, Singul Punial Ghizer, Gilgit. 0355-5358915	6.	Mr. Adina Baig, Regional Coordinator, Allama Iqbal Open University, Govt. Boys High School Yasin District Ghizar. 0312-9712256
7.	Mr. Akhtar Jan, Regional Coordinator, Allama Iqbal Open University, SST, Boys High School, Damote Sai. 0355-5101875	8.	Mr. Ghulam Nabi, Regional Coordinator, Allama Iqbal Open University, TGT, F. G. High School Khaplu. 0355-5657393,0320-9565633	9.	Mr. Inayat Hussain, Regional Coordinator, Allama Iqbal Open University, TGT, F. G. High School Daghoni. 0346-5066334
10.	Mr. Ahmad Raza, Regional Coordinator, Allama Iqbal Open University, TGT, F.G. Boys High School, Chalt Nagar-II. 0346-9239995	11.	Mr. Nabi Ali, Regional Coordinator, Allama Iqbal Open University, TGT, Govt. Boys High School Gulmit Gojal, District Hunza Nagar. 0343-5041335	12.	Mr. Mehfooz Ullah, Regional Coordinator, Allama Iqbal Open University, SST, Govt. High School Darel. 0355-5355009
13.	Mr. Piyar Ali, Regional Coordinator, Allama Iqbal Open University, Govt. Boys High School Aliabad, District Hunza. 0355-5231988	14.	Mr. Mehboob Ali Abbas, Regional Coordinator, Allama Iqbal Open University, TGT, F. G. High School Shiger. 0321-5400098,0340-5700098	15.	Mr. Hassan Khan, Regional Coordinator, Allama Iqbal Open University, Headmaster, F. G. High School Tolti, Kharmang. 0342-5037976
16.	Mr. Shamshad Hussain, Regional Coordinator, Allama Iqbal Open University, F. G. High School Thowar, Tehsil Rundu. 0355-5195222	17.	Mr. Muhammad Ali Kaleem, Regional Coordinator, Allama Iqbal Open University, TGT, F. G. High School Ghowari. 0344-3152011	18.	Mr. Ghulam Nabi, Regional Coordinator, Allama Iqbal Open University, TGT, F. G. High School Thaghas, Mashabrum.

AZAD KASHMIR

1.	Nil				
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ALLAMA IQBAL OPEN UNIVERSITY
Department of Library & Information Sciences

MLIS INTERNSHIP APPLICATION FORM

Name _____

CNIC No. _____

Roll Number _____

Registration Number _____

No. of MLIS courses passed _____

Email Address _____ Mobile No. _____

Complete Name and address of the institution/organization/library where you intend to do internship (please see guidelines above):

Name of library with institution/organization name: _____

Name of head of library and his/her designation _____

Email and phone number of head of library _____

Intended start date of internship: 1st or 2nd or 3rd or 4th week of the month _____ year _____

Note:

- Attach a copy of your CNIC with this application form
- For further information please contact 051-9057235, 9057819
- Email this filled form at: mlisinternship@gmail.com

Complete Postal Address of the Student:

Dated: _____

Signature of Student

ALLAMA IQBAL OPEN UNIVERSITY
Department of Library & Information Sciences

MLIS VIVA VOCE FORM

Name of student _____

Roll No. _____ Registration No. _____

Present Postal Address _____

Landline Telephone No. with area code: _____

Mobile: _____ E-mail address _____

Name of Internship Institution/Organization/Library: _____

Did you seek permission/reference letter from the LIS Dept for internship? Yes / No

Detail of Pass Courses of MLIS

Sr. No	Code	Semester	Marks	Sr. No.	Code	Semester	Marks	Sr. No.	Code	Semester	Marks
1	5500			8	5642			15	5649		
2	5501			9	5643			16	5650		
3	5502			10	5644			17	5651		
4	5503			11	5645			18	5652		
5	5504			12	5646			19	5653		
6	5505			13	5647			20	5654		
7	5641			14	5648			21	5520		

Total Marks: _____ Marks Obtained: _____ Percentage: _____

Number of appearance(s) at viva voce First Second Third

Enclosures/Tasks performed (write Yes or No in the last column):

Sr	Enclosures/Tasks (Attach this form in the beginning of file)	Yes/No
1	Attested copy of CNIC (bring original at the viva voce)	
2	All pass result cards of MLIS (copies or web-based)	
3	Internship Certificate (Original, stamped, and signed)	
4	Internship Report	
5	All above paper documents in a spiral bound file	

Dated: _____

Signature: _____
 Student



علامہ اقبال اوپن یونیورسٹی، اسلام آباد (شعبہ امتحانات، ریکارڈ سیکشن)

For Office Use D.T.S #	URGENT	
Dt.	NORMAL	

درخواست برائے حصول پرویزٹل (PRC)/اسنڈ/ڈپلومہ/سرٹیفکیٹ/ڈگری کے لیے مکمل کاغذات کے ساتھ فارم جمع کرانا ضروری ہے
(نوٹ) فیس جمع کرنے کے بعد بینک چالان (AIOU ڈیپازٹس کا پی) بمعہ فارم بینک میں جمع نہ کروائیں بلکہ بنام کنٹرولر امتحانات AIOU کے پتے پر ارسال کریں
پروگرام کا نام _____

رول نمبر _____ رجسٹریشن نمبر _____ گروپ کا نام (بیک، ایف، اے، جے، ڈی، ایچ) _____
نام طالب علم (اردو میں) _____ ولدیت (اردو میں) _____

Name _____ نام انگریزی حروف میں _____

S/o, D/o _____ ولدیت انگریزی حروف میں _____

ڈاک کا مکمل پتہ (انگریزی حروف میں) _____

ای میل: _____ موبائل فون نمبر (لازی) _____

سرٹیفکیٹ/ڈگری اور دوبارہ امتحانی فیس مبلغ _____ بذریعہ بینک چالان نمبر _____ مورخہ _____ برانچ کا نام _____ ادا کردی گئی ہے۔
تاریخ پیدائش (صرف بینک کی پرویزٹل رزلٹ کارڈ PRC حاصل کرنے کے لیے) _____ قومی شناختی کارڈ کا نمبر (شناختی کارڈ کی فوٹو کا پی لف کریں) _____

پاس شدہ کورسز / مضامین کی تفصیل کا اندراج کریں

نمبر شمار	کورس کوڈ	سمسٹر	حاصل کردہ نمبر
-29			
-30			
-31			
-32			
-33			
-34			
-35			
-36			
-37			
-38			
-39			
-40			
-41			
-42			

نمبر شمار	کورس کوڈ	سمسٹر	حاصل کردہ نمبر
-15			
-16			
-17			
-18			
-19			
-20			
-21			
-22			
-23			
-24			
-25			
-26			
-27			
-28			

نمبر شمار	کورس کوڈ	سمسٹر	حاصل کردہ نمبر
-1			
-2			
-3			
-4			
-5			
-6			
-7			
-8			
-9			
-10			
-11			
-12			
-13			
-14			

(رزلٹ کارڈ سمسٹر وارڈ انٹرف کریں)

ایم بی اے/ایم اے/ایم ای آئی ایس/ایم فل پی ایچ ڈی کے طلبہ Viva Voce پاس کرنے کی تاریخ درج کریں۔

بیان حلفی: میں حلفاً بیان کرتا ہوں/کرتی ہوں کہ ادھر جو معلومات درج کی گئی ہیں وہ درست ہیں اور ان میں کسی قسم کی غلط بیانی نہیں کی گئی ہے۔ جو تصدیق شدہ اسناد/سرٹیفکیٹ/ڈگری اور رزلٹ کارڈز کی کاپیاں درخواست کے ساتھ منسلک کی ہیں وہ میرے اپنے ہیں۔ اگر کوئی قسم یا تبدیلی پائی گئی تو یونیورسٹی میرے خلاف ضابطہ قانونی کارروائی کرنے کی مجاز ہوگی۔

دستخط طالب علم

پتہ برائے ترسیل (طالب علم خود پر کریں)

پتہ برائے ترسیل (طالب علم خود پر کریں)

سرٹیفکیٹ / ڈگری
نام (طالب علم):
ولدیت:
ڈاک کا مکمل پتہ:
تحصیل
فون/موبائل نمبر (لازی)

سرٹیفکیٹ / ڈگری
نام (طالب علم):
ولدیت:
ڈاک کا مکمل پتہ:
تحصیل
فون/موبائل نمبر (لازی)

سرٹیفکیٹ / ڈگری / ڈپلومہ کے حصول کا طریق کار اور شرائط

اسناد سرکاری گزٹڈ آفیسر سے تصدیق شدہ ہوں

سرٹیفکیٹ / ڈپلومہ / ڈگری میٹرک کی سند کے مطابق جاری کی جائے گی یونیورسٹی کے جاری کردہ پروپوزل سرٹیفکیٹ (PRC) میں نام / ولدیت / رول نمبر / رجسٹریشن نمبر اور تاریخ پیدائش کا فرق ہے تو پہلے شعبہ داخلہ سے درست کروائیں۔ اگر آپ نے ڈگری / سرٹیفکیٹ فیس داخلہ کے وقت جمع کروائی ہے تو دوبارہ فیس جمع نہ کروائیں۔

نمبر شمار	کورسز / پروگرام کا نام	ضروری دستاویزات اور تفصیل	ارجنٹ فیس (روپے)
1-	ابتدائی عربی / اوپن بک / انان کریڈٹ 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 لفٹ کرنا ضروری ہے)۔	600/-
2-	کورس سرٹیفکیٹ	میٹرک ایف اے / ڈگری کی اصل اسناد کی تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں لفٹ کرنا ضروری ہے۔	200/-
3-	(I) سینڈری سکول سرٹیفکیٹ (میٹرک) (II) سینڈری سکول سرٹیفکیٹ (دوسری نصابی)	(I) مڈل اصل سرٹیفکیٹ کی تصدیق شدہ فوٹو کاپی اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں لفٹ کرنا ضروری ہے۔ (II) ب فارم کی تصدیق شدہ فوٹو کاپی ساتھ منسلک کریں۔ اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں لفٹ کرنا ضروری ہے۔	600/-
4-	ہائر سینڈری سکول / ڈپلومہ ایجوکیشن	میٹرک اصل سرٹیفکیٹ کی تصدیق شدہ فوٹو کاپی اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں لفٹ کرنا ضروری ہے۔	600/-
5-	اے ٹی سی سرٹیفکیٹ	میٹرک اور ایف اے / ایف اے / ایف اے اور شہادۃ العالمیہ کی اصل سرٹیفکیٹ کی تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں لفٹ کرنا ضروری ہے۔	600/-
6-	پی ٹی سی سرٹیفکیٹ	میٹرک اصل سرٹیفکیٹ کی تصدیق شدہ فوٹو کاپی اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں لفٹ کرنا ضروری ہے۔	600/-
7-	سی ٹی سرٹیفکیٹ	میٹرک ایف اے اصل سرٹیفکیٹ کی تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں لفٹ کرنا ضروری ہے۔	600/-
8-	بیچلرز ڈگری / بی سی	میٹرک ایف اے اصل سرٹیفکیٹ کی تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں لفٹ کرنا ضروری ہے۔	1000/-
9-	سرٹیفکیٹ ان لائبریری	میٹرک ایف اے اصل سرٹیفکیٹ کی تصدیق شدہ فوٹو کاپیاں اور اوپن یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں لفٹ کرنا ضروری ہے۔	600/-
10-	ڈپلومہ این ماسٹر / گرامر / فزچ آن لائن	میٹرک ایف اے اصل سرٹیفکیٹ کی تصدیق شدہ فوٹو کاپیاں اور یونیورسٹی کے پاس شدہ رزلٹ کارڈ کی فوٹو کاپیاں لفٹ کرنا ضروری ہے۔	1000/-
11-	بی ایڈ ڈگری / بی بی	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 لفٹ کریں۔	1200/-
12-	ایم ایڈ / ڈگری / بی بی	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 لفٹ کرنا ضروری ہے۔	1400/-
13-	ایم اے ایم بی اے ایم ایس سی / ڈگری / بی بی سی	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 لفٹ کرنا ضروری ہے۔	1400/-
14-	پوسٹ گریجویٹ ڈپلومہ	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 لفٹ کریں۔	1200/-
15-	ایم فل / ایم ایس سی آنرز ڈگری	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 لفٹ کرنا ضروری ہے۔	2000/-
16-	بی ایچ ڈی ڈگری	میٹرک ایف اے اور بی اے ایم اے (ڈگری) کی اصل اسناد کی تصدیق شدہ فوٹو کاپیاں لفٹ کریں۔	4000/-

- 17- فیس صرف ABL بینک چالان کی صورت میں (نامزد برانچ) میں قابل قبول ہوگی اور اصل بینک چالان (Original Bank Challan) بمعہ درخواست و کاغذات (مجوزہ ریٹ کے مطابق) جمع کرائیں۔ بینک ڈرافٹ یا پی آرڈر (Bank Draft/Pay Order) کی شکل میں نہیں قابل قبول نہیں ہے۔ یونیورسٹی ہاؤس کے سرٹیفکیٹ ڈگری طالب علم کی میٹرک کی سند میں درج شدہ نام کے مطابق جاری کی جاتی ہے۔
- 18- آپ نے دوبارہ امتحانی فیس (REAPPEAR/AGAIN REAPPEAR) اگر جمع نہیں کروائی تو سرٹیفکیٹ / ڈگری فیس کے ساتھ مجوزہ فیس شیڈول کے مطابق جمع کروائیں۔ مندرجہ بالا پروگرام کے حصول کے لیے اصل سرٹیفکیٹ / ڈگری کی تصدیق شدہ فوٹو کاپیاں (تصدیق شدہ نام اور جملہ ظاہر ہوا اور گزٹڈ آفیسر کی تصدیق قابل قبول ہوگی) لفٹ کرنا ضروری ہیں۔ کسی بھی پورڈ یونیورسٹی کے جاری کردہ رزلٹ کارڈز / عارضی سرٹیفکیٹ پر یونیورسٹی ہاؤس ڈگری / سرٹیفکیٹ جاری نہیں کرے گی۔
- 19- بی کام، بی ای ٹی، بی بی اے گروپ کے طلبہ / طالبات اصل امتحان شیپ سرٹیفکیٹ ساتھ منسلک کریں۔ بصورت دیگر سرٹیفکیٹ / PRC جاری نہیں کیا جائے گا جبکہ ایم ایس سی ماس کیونٹینیشن کے طلبہ اپنی انٹرنل رپورٹ متعلقہ ڈیپارٹمنٹ میں جمع کروائیں۔ Viva-Voce میں شمولیت سے پہلے مطلوبہ کورس ورک کا مکمل ہونا اور بمعہ تعلیمی اسناد متعلقہ اسٹنٹ / ڈپٹی کنٹرولر سے تصدیق کروانا ضروری ہے۔ Viva-Voce پاس کرنے کی تاریخ کا اندراج ضرور کریں۔
- 20- طلبہ / 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 باسیریل نمبر آنے پر جاری کی جاتی ہے۔ پروپوزل سرٹیفکیٹ PRC جاری ہونے کے بعد طالب علم ارجنٹ ڈگری / سرٹیفکیٹ / ڈپلومہ لینا چاہے تو مجوزہ ریٹ کے مطابق ارجنٹ فیس جمع تمام مطلوبہ کاغذات جمع کروانے ہوں گے۔
- 21- نام کی درستی یا کسی قسم کی سرٹیفکیٹ / ڈگری کی تصحیح کے لیے مکمل کوائف بمعہ درخواست کے ساتھ دو گنا فیس ادا کرنا ہوگی۔
- 22- ڈگری / سرٹیفکیٹ، پروپوزل سرٹیفکیٹ بذریعہ رجسٹرڈ ڈاک یا TCS طالب علم کے پتے پر ارسال کیا جائے گا۔
- 23- طالب علم دوران پروگرام اگر رزلٹ کا کوئی مسئلہ نہ ہو تو اسے خود بخود Completer جاری کر دیا جاتا ہے۔ Completer منظر کی صورت میں طالب علم پروپوزل سرٹیفکیٹ / ڈگری حاصل کرنے کے لیے مندرجہ بالا شرائط سیریل 16 تا 1 کے مطابق درخواست دے اس کے بعد پروپوزل سرٹیفکیٹ جاری کیا جائے گا اور مکمل کاغذات پر کوئی عمل نہیں ہوگا۔ پروپوزل سرٹیفکیٹ / ڈگری / سرٹیفکیٹ کے متعلق اگر کسی قسم کی شکایت ہو تو سرٹیفکیٹ / پروپوزل سرٹیفکیٹ / ڈگری جاری ہونے کے 60 دن کے اندر مطلع کریں۔ اس کے بعد یونیورسٹی کو کوئی ذمہ داری نہ ہوگی اور اس پر کسی قسم کی کوئی کارروائی کی جائے گی۔

طلباء و طالبات ڈگری / پروپوزل سرٹیفکیٹ کے لئے کیس جمع کروانے کے بعد کیس کی نوعیت یونیورسٹی کی ویب سائٹ dts.aiou.edu.pk پر بذریعہ رول نمبر چیک کر سکتے ہیں۔ اگر کسی صورت مطلوبہ ویب سائٹ پر معلومات حاصل نہ ہو سکے تو مزید اس نمبر 051-111-112-468 پر کال کر کے معلومات حاصل کر سکتے ہیں۔

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