

BS Prospectus

Spring 2019

BS / BBA (4 years)

Microbiology
Environmental Sciences
Botany
Chemistry
Mathematics
Statistics
Physics
Accounting & Finance



Allama Iqbal Open University, Islamabad

www.aiou.edu.pk

Help Line: (051) 111-112-468

PROSPECTUS

OF

BS / BBA (4 years) Programmes

For

SEMESTER: SPRING, 2019



Allama Iqbal Open University, Islamabad

Price Rs.500/-

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Merit Based Programmes:

- i. BS Microbiology
- ii. BS Environmental Science
- iii. BS Botany
- iv. BS Chemistry
- v. BS Mathematics
- vi. BS Statistics
- vii. BS Physics

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. BS Accounting and Finance
- ii. BBA (4 years)
- iii. BS Library and Information Sciences

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,

السلام عليكم

Welcome to Allama Iqbal Open University, the first distance education university in South Asia that provides cost effective education to 1.3 million students not only in Pakistan but also in Middle East. This university has the unique privilege of blurring temporal and spatial boundaries by providing education at the thresholds of the students. The university offers a diverse range of educational facilities, starting from basic literacy programs to the PhD level. The courses are regularly revised to bring them at par with international standards. The university offers maximum number of specializations at postgraduate level through four faculties, i.e. Faculty of Arabic and Islamic Studies, Faculty of Education, Faculty of Sciences, and Faculty of Social Sciences and Humanities. The university has a huge network of faculty members, tutors, resource persons, specialists and experts who strive hard to ensure that the programs offered by the university enable the students to become independent learners and critical thinkers. The university takes special measures to establish and strengthen research culture and prepare those individuals who can play an instrumental role in the process of progress and development of the country.



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

Prof. Dr. Zia Ul-Qayyum
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), 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 SCIENCES

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

Realizing the importance of science education and growing needs of the Faculty of Sciences, the University has completed a building, the Research Complex, at a cost of Rs 35 million. The Research Complex now accommodates departments of Agricultural Sciences, Biology, Chemistry, Environmental Sciences, Home & Health Sciences, Mathematics, Statistics and Physics. These departments are running a variety of postgraduate technical, scientific and professional programmes successfully. The Research Complex also has a Computer Lab with Internet and On-line Library Facility for literature survey, Seminar Room, Lecture Hall and Library. In addition, there are many labs for practical work, teaching and research, and instrumentation labs for analysis. The University is

developing these labs through its own resources. The Faculty of Sciences is fortunate to have Prof. Dr. Zia Ul-Qayyum as the University’s Vice-chancellor, who has given personal attention to the development of the Faculty of Sciences by providing generous amount of funds and valuable guidance.

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

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

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

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

DEPARTMENT OF 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, Botany and Environmental Sciences Programmes. The four 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. The Department started MSc Botany and MSc Environmental Science from Spring 2017 and BS Botany programme from Spring 2018. In addition to that, Department is offering some courses from basic to post graduate levels for main pool of AIU'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 are also labs in the Science Block for BS/MSc Environmental Sciences and Botany programmes.

BS in Microbiology (4 Years)

Introduction

The Department of Biology is well aware of the fact that this is the era of scientific revolutions. Microbiology, which is parallel to molecular biology as well as biotechnology, is an emerging scientific field. Lots of work is being done at international level but Pakistan is still behind in this field. The trained manpower well versed with laboratory techniques and disease diagnostic facilities is limited in the country.

Keeping this thing in view, the Department of Biology has launched four years BS Programme in Microbiology from the semester Spring, 2009.

This Programme is designed to:

- Provide skilled laboratory personnel for catering general public needs.
- Provide research atmosphere for the support of laboratory facilities.

Objectives:

After completing this Programme, students will acquire the necessary knowledge based in the area of Bio-medical sciences, which is very important to diagnose the infectious diseases as well as epidemics.

The overall objective of this programme is **to promote education of Applied/Life Sciences in the country.**

The specific objectives are:

1. To provide human resources/skilled Microbiological technologists for catering the needs of medical laboratories in hospitals and research institutes.
2. To provide foundation for higher studies in Microbiological Sciences.
3. To create awareness about the importance of this science for general public health.

Target groups

FSc (Pre-Medical) OR Equivalent A level qualification with biology as major subject.

Launching scheme

In the pilot phase this programme is being offered in Islamabad/Rawalpindi regions only. Face to face classes will be scheduled at the main campus. After that this programme may be launched at other regional campuses depending on the availability of laboratory facilities.

Admission procedure

1. Admission to fresh students will be offered once a year, in Spring Semester only.
2. Applications for admission will be invited through National press.
3. Applications on prescribed admission form will be submitted to:-

**The Chairperson
Department of Biology & Environmental Sciences
AIOU, Sector H-8, Islamabad**

4. Selection of candidates will be made strictly on the basis of merit.

5. Only selected candidates will be informed about their admission.
6. The selected candidates will be required to pay the dues.

Note:

Only selected candidates will be asked to deposit the prescribed fee. The fee should not be submitted before the confirmation of the admission. The deposited fee will not be refundable or adjustable for future admission. The document showing fee deposit must be provided in the office of

**Chairperson,
Department of Biology,
Allama Iqbal Open University,
H-8 Sector, Islamabad.**

In case of noncompliance, 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/selection criterion

FSc (Pre-Medical) OR Equivalent A level qualification with biology as major subject.

Medium of Instruction

The medium of instruction shall be English

Study Material

Class lectures and handouts will be provided by respective teachers. However, the students are advised to consult other reference books recommended by the department.

Mode of Teaching

- University will provide face to face teaching to the students.
- The schedule of classes and dates of submission of assignments will be handed over along with study material.

Assessment and Evaluation

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

- a) Continuous assessment through written assignments/tests or Workshop or practical activities.
 - i) For each discipline specific face to face course the marks obtained by each student in the two written assignments will constitute 2/3 part of the continuous assessment. A student has to obtain a minimum of 50% marks in the two assignments collectively in order to pass this component.
 - ii) For each discipline specific face to face course the marks obtained by each student in the practical workshop will constitute 1/3 part of the continuous assessment. A student has to obtain a minimum of 50% marks in the practical workshop individually in order to pass this component.
- b) Final examinations: three hours written examination for each course with 50% passing marks.

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.

Assignments/Tests

Handwritten Assignments to be submitted by the students shall be of literature and activity based nature. The students will submit the assignments to their teacher who will return the same after assessment with necessary academic guidance.

Degree requirement:

In order to become eligible for the award of Degree in BS Microbiology, the students will have to earn a total of **130** credit hours including six credit hours for research project. Minimum duration of the programme is 4 years, extendable maximum up to 7 years.

d) Scheme of Studies:

Semester Wise Breakup of Courses BS in Microbiology

Semester-1

Sr. No.	Course	Credit Hours	Course Code
1.	Fundamentals of Microbiology	4(3+1)	4403
2.	Cell Biology, Genetics and Evolution	4(3+1)	4401
3.	Inorganic chemistry	4(3+1)	4421
4.	Pre-Calculus	3	4431
5.	English-I (ODL)	3	9407
Total credits		18	

Semester-2

1	Environmental Microbiology	4(3+1)	4445
2.	Diversity of Plants	4(3+1)	4402
3	Organic Chemistry	4(3+1)	4422
4	Calculus-I	3	4432
5	English-II (ODL)	3	9408
Total credits		18	

Semester-3

1	Diversity of Animals	4(3+1)	4469
2	Introduction to Environmental Sci.	4(3+1)	4441
3	Pakistan Studies (ODL)	3	9402
4	English-III (ODL)	3	9409
Total credits		14	

Semester-4

Sr. No.	Course	Credit Hours	Course Code
1	Biotechnology	4(3+1)	4412
2	Public Relations	3	9404
3	Islamic Studies / Ethics	3	9401
4	Fundamentals of Computer	4(3+1)	3400
5	Research Methods	4	1578
Total credits		18	

Semester-5

1	Introductory Biochemistry	4(3+1)	4481
2	Biostatistics	3	4482
3	Microbial Genetics	4(3+1)	4407
4	Virology	4(3+1)	4408
Total credits		15	

Semester-6

1	Molecular Biology	4(3+1)	4419
2	Molecular Mechanism of Antimicrobial Drugs	4(3+1)	4416
3	Food and Dairy Microbiology	4(3+1)	4411
4	Microbial Anatomy and Physiology	4(3+1)	4405
Total credits		16	

Semester-7

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-8

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=18+18+14+18+15+16+16+15=130

Fee Tariff:

Item	Rate
Registration fee:	Rs.500/-
Admission fee:	Rs.500/-
Technology fee+ Courier Charges	Rs.135/-
Per 4 credit hours course fee: Rs.7075/-	
$Rs.7075/- \times 3 = 21225/-$	Rs.21225/-
Per 3 credit hours course fee: Rs.3555/-	Rs.3555/-
English-I (ODL)	Rs.510/-
Total	Rs.26425/-

The fee structure for the remaining semesters will be provided in due course of time.

BS in Environmental Science (4 years)

The 4 years' degree program will enable the students to apply interdisciplinary skills, systems approaches and perspectives to understand and analyze environmental issues and policies of global and local concerns. It aims at producing dynamic young environmentalists by developing academic foundation, technical skills, communication abilities and professionalism enabling them to compete in both the governmental and non-governmental sectors.

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

1. Deal with local and global environmental challenges, both academically and practically
2. Contribute in informed decision making, strategic planning and leadership in the society through interdisciplinary understanding and problem solving abilities

CRITERIA FOR ADMISSION

Criteria for admission in first semester of the 4-year program

- a. FSc (pre medical or pre-engineering) / DAE or equivalent qualification with minimum second division (at least 45% marks) is the pre-requisite for admission in BS Environmental Science.
- b. Foreign certificate/ degree holders will need to produce equivalence certificate from IBCC to seek admission in semester I and from HEC for admission in semester V.
- c. Only the prescribed printed admission forms duly filled along with the attested copies of academic documents, certificates and DMCs are required to be sent to the Chairperson, Department of Environmental Science, AIOU, H-8, Islamabad.

MERIT DETERMINATION

Merit will be determined as per following weightage

Matriculation	20%
FSc	60%
Marks in Science Subjects	20%

NOTE: Admission is Merit Based. Only selected candidates will be informed to deposit the fee on the prescribed challan form issued by the Department after interview.

MEDIUM OF INSTRUCTION

The Medium of Instructions for BS Environmental Science is English for all the courses except Islamic Studies/Ethics and Pakistan Studies which will be offered in Urdu for this program.

STUDY SYSTEM

In 4-year BS Environmental Science Programme regular classes for all science courses and practical work will be conducted at AIOU Main Campus.

Minimum 70% attendance is required in science subjects as per AIOU rules. However, compulsory courses i.e. Pakistan Studies, Islamic studies and English will be offered on distance learning mode.

- **Teaching Material:** class lectures and other reading materials will be provided by the course instructor. In addition, the student will be advised to consult other reference books for further reading.
- **Class Work:** Three-hour class work/lectures per week for a (3+0) credit hour course will be compulsory for sixteen weeks. The credit hours are specified against each course in the Layout of Program.
- **Lab Work:** Three-hour lab (laboratory) work/practical per week for a (3+1) credit hour course will be compulsory for sixteen weeks. The practical work will consist of lab oriented practicals, field visits and or any other activity as per requirement.

THE ASSESSMENT SYSTEM

As per AIOU practice 30% weightage will be given to continuous assessment (class assignments, class tests, lab work, field visit and practical examination) whereas, 70% weightage to the final examination.

- **Continuous assessment:** continuous assessment will be based on class test and lab work. The pass percentage in the lab assignments/field visit/class test will be 50%. The weightage of continuous assessment in the final result will be 30%.
- **Final Examination:** Final examination of 100 marks for each theory course will be conducted at the end of semester. The pass percentage in final examination will be 50% and its weightage in the final result will be 70%. Student will have to successfully complete each component independently to pass a course.

The Grading System

In BS Environmental Science program student have to secure at least 50% marks in Lab and field assignment or class test and final examination each individually and 50% marks in aggregate to pass the program.

Degree Requirement and Duration

In order to maintain the equivalence of duration of study at international level, the Bachelors degree programme will comprise of 4-year (8 Semester). For award of degree of BS in ES, the candidate will have to successfully pass all the courses (130 Credit hours including 6 Credit Hour Research Project) within a minimum period of 4 years (8 semesters). Failing which, a student can be given an extension of 3 Years in maximum, after completion of initial period.

SEMESTER WISE DISTRIBUTION OF COURSE

Semester 1			
#	Course	CH	Code
1	Cell Biology, Genetics and Evolution	4(3+1)	4401
2	Inorganic Chemistry	4(3+1)	4421
3	Introduction to Environmental Science	4(3+1)	4441
4	Pre-Calculus	3	4431
5	English I (ODL)	3	9407
		18	
Semester 2			
#.	Course	CH	Code
1	Diversity of Plant	4(3+1)	4402
2	Organic Chemistry	4(3+1)	4422
3	Environmental Pollution	4(3+1)	4442
4	Calculus I	3	4432
5	English II (ODL)	3	9408
		18	
Semester 3			
#	Course	CH	Code
1	Diversity of Animals	4(3+1)	4469
2	Fundamentals of Microbiology	4(3+1)	4403
4	Pakistan Studies (ODL)	3	9402
5	English III	3	9409
		14	
Semester 4			
#	Course	CH	Code
1	Biotechnology	4(3+1)	4412
2	Environmental Microbiology	4(3+1)	4445
3	Fundamentals of Computer	4(3+1)	3400
4	Public Relations	3	9404
5	Islamiyat / Ethics* (ODL)	3	9401/0418*
		18	

*** For Non-Muslims Only**

Semester 5			
#	Course	CH	Code
1	Physics of the Environment	4(3+1)	4467
2	Environmental Chemistry	4(3+1)	4443
3	Biostatistics	3	4482
4	Environmental Policies and Regulations	3	4458
		14	

Semester 6			
#	Course	CH	Code
1	Environmental Biology	4(3+1)	4446
2	Energy and Environment	3	4448
3	Intro of Environmental Economics	3	4444
4	Natural Resource Management	3	4438
5	Scientific Research	4	7413
		17	

Semester 7			
#	Course	CH	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	4453
5	Environmental Toxicology	3	4456
		18	

Semester 8			
#	Course	CH	Code
1	Research Project	6	4418
2	Project Management	3	4460
3	GIS and Remote Sensing	4(3+1)	TBA
		13	

Total Credit = 18+18+14+18+14+17+18+13 = 130

FEE TARIFF FOR 1st SEMESTER

#	Item	Rates
1.	Registration Fee: (Once at time of admission)	Rs.500/-
2.	Admission Fee: (Once at time of 1 st admission)	Rs.500/-
3.	Technology Fee + Courier Charges	Rs.135/-
3.	Per 4 credit hours course fee: Rs. 7075/- Rs.7075×3 = Rs. 21225/-	Rs.21225/-
4.	Per 3 credit hours course fee: Rs. 3555/-	Rs.3555/-
5.	Course on Open Distance Learning (English)	Rs.510/-
	Total	Rs.26425/-

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 and Environmental Science
Allama Iqbal Open University
Sector H-8, Islamabad**

BS in Botany (4 years)

Introduction

The study of plants is vital because they underpin almost all life forms on Earth by generating a large proportion of oxygen and food that allow humans and other organisms to subsist. 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 with 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 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 of 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, plants systematics, 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.

Launching Scheme

In the pilot phase, this programme is being offered in Islamabad/Rawalpindi regions only. Face to face classes will be schedule at the main campus. After that, this programme may be launched at other regional campuses depending on the availability of laboratory facilities.

Admission procedure

1. Admission to fresh students will be offered once in a year, spring semester only.
2. Applications for admission will be invited through National press.
3. Applications on prescribed admission form will be submitted to:

The Incharge

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

4. Selection of candidates will be made strictly on the basis of merit.
5. Only selected candidates will be informed about their admission
6. The selected candidates will be required to pay the dues.

Note

Only selected candidates will be asked to deposit the prescribed fee. The fee should not be submitted before the confirmation of the admission. The deposited fee will not be refundable or adjustable for future admission. The document showing fee deposit must be provided in the office of

The Incharge
Department of Biology and Environmental Science
AIOU, Sector H-8, Islamabad

In case of noncompliance, it would be assumed that fee has not been submitted and the student is not any more interested in getting admission. The department may invite a candidate in waiting list for admission against vacant seat.

Eligibility/ Selection criterion

FSc (Pre-medical) OR Equivalent A Level qualification with Biology as major subject.

Medium of Instruction

The Medium of Instructions for BS Botany will be English.

Study Material

The students are advised to consult other reference books recommended by the department.

Mode of Teaching

- University will provide face to face teaching to the students.
- The schedule of classes and dates of submission of assignments will be handed over along with study material.

Assessment and Evaluation

For each course the student progress will be assessed on the basis of the followings:

- a. **Continuous Assessment through written assignments/ tests or Workshop or practical activities.**
 - i. For each discipline specific face to face course the marks obtained by each student in the two written assignments will constitute 2/3 part of the continuous assessment. A student has to obtain a minimum of 50% marks in the two assignments collectively in order to pass this component.
 - ii. For each discipline specific face to face course the marks obtained by each student in the practical workshop will constitute 1/3 part of the continuous assessment. A student has to obtain a minimum of 50% marks in the practical workshop individually in order to pass this component.
- b. **Final Examinations:** three hours written examination for each course with 50% passing marks.

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.

Degree Requirement and Duration

In order to be eligible for the award of BS in Botany, the student will have to earn a total of 126 credit hours including six credit hours for research within a minimum period of 4 years (8 semesters). Failing which, a student can be given an extension of 3 Years in maximum, after completion of initial period.

Scheme of Studies

Semester-1

Sr. No.	Course	Credit Hours	Course Code
1	Cell Biology, Genetics & Evolution	4(3+1)	4401
2	Inorganic Chemistry	4(3+1)	4421
3	Fundamentals of Microbiology	4(3+1)	4403
4	Pre-Calculus	3	4431
5	English I (ODL)	3	9407
Total Credits		18	

Semester-2

1	Diversity of Plants	4(3+1)	4402
2	Organic Chemistry	4(3+1)	4422
3	Calculus-I	3	4432
4	English II (ODL)	3	9408
Total Credits		14	

Semester-3

1	Diversity of Animals	4(3+1)	4469
2	Introduction to Environmental Science	4(3+1)	4441
3	Pakistan Studies (ODL)	3	9402
4	English III (ODL)	3	9409
Total Credits		14	

Semester-4

1	Biotechnology	4(3+1)	4412
2	Fundamentals of Computer	4(3+1)	3400
3	Islamic Studies / Ethics	3	9401
4	Public Relations	3	9404
Total Credits		14	

Semester-5

Sr. No.	Course	Credit Hours	Course Code
1	Biodiversity and Conservation	4(3+1)	4452
2	Diversity of Vascular Plants	3(2+1)	7401
3	Plant Anatomy	3(2+1)	7402
4	Introductory Biochemistry	4(3+1)	4481
5	Phycology and Bryology	3(3+0)	7403
Total Credits		17	

Semester-6

1	Plant Ecology -I	3(2+1)	7405
2	Plant Physiology – I	3(2+1)	7406
3	Molecular Biology	4(3+1)	4419
4	Plant Biochemistry	3(3+0)	7407
5	Mycology and Plant Pathology	3(2+1)	7408
6	Scientific Research	4(3+1)	7413
Total Credits		20	

Semester-7

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(3+0)	7412
5	Biostatistics	3(3+0)	4482
Total Credits		15	

Semester-8

1	Research Project	6	4418
2	Genetics - II	3(3+0)	7414
3	Ethanobotany	3	4439
4	Environmental Biology	4 (3+1)	4446
Total Credits		16	

Total Credits: 18+14+14+14+17+20+15+16=128

FEE TARIFF FOR 1st SEMESTER

Item	Rate
Registration fee	Rs.500/-
Admission fee	Rs.500/-
Technology fee + Courier Charges	Rs.135/-
Per 4 credit hours course: Rs.7075/- Rs.7075×3=Rs.21225/-	Rs.21225/-
Per 3 credit hours course: Rs.3555/-	Rs.3555/-
English-I (ODL)	Rs.510/-
Total	Rs.26425/-

The fee structure for the remaining semesters will be provided in due course of time.

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,
Ph. 051-9057279
2. **Dr. Muhammad Waseem**
Assistant Professor
Ph. 051-9057267
3. **Dr. Zahid Ullah**
Assistant Professor/Coordinator FSc
Ph. 051-9057735
4. **Dr. Rizwana Kausar**

- Assistant Professor
Ph. 051-9057293
5. **Ms. Saba Farooq**
Lecturer
Ph. 051-9057730
 6. **Dr. Mutiullah Khattaq**
Lecturer
Ph: 051-9057721
 7. **Ms. Samar Naseer**
Lecturer
Ph. 051-9057185
 8. **Ms. Zaib un Nisa**
Research Associate
Ph: 051-9057688
 9. **Ms. Sadiq Latif**
Research Associate
Ph: 051-9057185

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, four Associate Professors, one Assistant Professor and four 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.

BS Chemistry Programme

a) Introduction:

There has been a continuous effort at the national level to upgrade the standard of college education. It is realized that our existing BSc programme does not meet international standards. The Higher Education Commission has recommended a four-year BS programme to be followed by a two-year MS programme. The BS degree is considered equivalent to MSc Chemistry. However, BS degree holders are given preference for the relevant job over MSc graduates as their knowledge is more focused on chemistry. It is a major structural change in our existing educational system. The country will enormously benefit from the fruits of this change in terms of improved and balanced knowledge and skill.

The department of chemistry offers the best facilities for this programme in the country. Its new labs and modern equipment together with qualified faculty makes it place to which students would like to be a part of it.

b) Objectives:

The main objectives of this programme are

- i. To offer training facilities of international standard.
- ii. To inculcate spirit of research to solve problems.
- iii. To unveil interesting finer points of chemistry and provide training facilities to all who desire to be educated.

c) Eligibility:

1. FSc (at least 2nd division with 45% marks) with Chemistry as one of the major subject.
2. DAE (Diploma Holders) in Chemical Engineering/ Chemical Technology from a Polytechnic Institute.
3. A- Level with Chemistry or Equivalent.

However, merit will be determined by conducting concept based written test. The students who will pass the test will be called for interview.

Only the prescribed printed admission forms will be entertained. Admission forms (duly filled in) along with the required documents/testimonials/**FSc marks sheets (Part I & II)** must be sent to:

The Chairperson
Department of Chemistry
University Research Complex
Allama Iqbal Open University,
H-8, Islamabad.

(Please do not send any fee with the application form)

d) Scheme of Studies:

Currently 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 BS programme is of four years duration, split into eight semesters. In the first four semesters, the main emphasis will be on basic chemistry, general and compulsory subjects. In the 5th and 6th semesters, physical, inorganic, organic, analytical and bio-chemistry will be offered as core courses. The specialized courses will be dealt in the seventh and eighth semester. Now, the Department is offering specialization in Organic, Inorganic/ Analytical and Physical Chemistry.

SEMESTER WISE COURSE OFFERING

1st Semester

Course Title	Course Code	Credit Hours
Inorganic Chemistry	4421	4(3+1)
Cell Biology Genetics and Evolution	4401	4(3+1)
Pre-Calculus	4431	3(3+0)
Islamiyat (ODL)	9401	3(3+0)
English-I (ODL)	9407	3(3+0)

2nd Semester

Organic Chemistry	4422	4(3+1)
Diversity of Plants	4402	4(3+1)
Calculus - I	4432	3(3+0)
Fundamentals of Computer	3400	4(3+1)
English-II (ODL)	9408	3(3+0)

3rd Semester

Physical Chemistry	4423	4(3+1)
Fundamentals of Microbiology	4403	4(3+1)
Environmental Chemistry	4443	4(3+1)
Pakistan Studies (ODL)	9402	3(3+0)
English III (ODL)	9409	3(3+0)

3rd Semester

General Chemistry	4424	4(3+1)
Microbial Physiology	4405	4(3+1)
Environmental Pollution	4442	4(3+1)
Public Relations (ODL)	9404	3(3+0)

5th Semester

Course Title	Course Code	Credit Hours
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)

6th Semester

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

7th Semester

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)

8th Semester

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**

7th Semester

Course	Code	Credit
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)

8th Semester

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

7th Semester

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)

8th Semester

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)

e) Fee Tariff for 1st Semester

Item	Rates
Registration fee:	Rs.500/-
Admission fee	Rs.500/-
Technology fee + Courier Charges	Rs.135/-
Fee for Four Credit Hours	Rs.12870/-
Fee for (course code 4431)	Rs.4360/-
Fee for (course code 9401 & 9407)	Rs.1020/-
Total:	Rs.19385/-

Fee structure for remaining semesters will be provided in due course of time.

f) Instructional Methodology:

Study Material:

Prescribed books/ 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, regular classes for all science courses and practical work will be conducted at AIOU Main Campus. Minimum 70% attendance is required in science subjects as per AIOU rules. However, compulsory courses i.e. Pakistan Studies, Islamiyat, English, and a course from Social Sciences will be offered on distance learning mode. However the tutorial meetings of all ODL courses will be held at campus to facilitate the students and for smooth running of the programme.

Assessment System

Method of Assessment for Theory and Laboratory Courses

AIOU has adopted GPA/CGPA system from Spring Semester 2009 in all its four years Becholer degree programmes.

Continuous Assessment:

Continuous assessment will be based on assignments and class tests. The pass percentage in assignment(s)/test(s) will be 50%. Assessment for all laboratory courses will be totally based on continuous assessment. A specific number of experiments will be conducted in each lab. Each experiment will be assessed separately. Minimum pass marks for each laboratory course will be 50%. The weightage of assignment/test & practical workshop in the final result will be 30%.

Final Examination:

Final examination of 100 marks for theory course will be conducted at the end of semester. The pass percentage in final examination will be 50% and its weightage in the final result will be 70%. Student will have to successfully complete each component independently to pass a course.

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 BS Chemistry, the student will have to successfully complete all the courses within a minimum period of four years (8 semesters).

FACULTY MEMBERS

1. **Prof. Dr. Naghmana Rashid**
Chairperson
Ph: 051-9250081, 051-9057818, 051-9057754

2. **Dr. Uzma Yunus**
Associate Professor
Ph: 051-9057755
3. **Dr. Moazzam H. Bhatti**
Associate Professor
Ph: 051-9057262
4. **Dr. Muhammad Sher**
Associate Professor
Ph: 051-9057198
5. **Dr. Nasima Arshad**
Associate Professor
Ph: 051-9057756
6. **Dr. Muhammad Zaman Ashraf**
Assistant Professor
Ph: 051-9057182
7. **Ms. Mehwash Zia**
Lecturer
Ph: 051-9057252
8. **Dr. Farzana Shaheen**
Lecturer
Ph: 051-9057198
9. **Dr. Iqbal Ahmed**
Lecturer
Ph: 051-9057874
10. **Dr. Erum Jabeen**
Lecturer
Ph: 051-9057414

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. Presently the Department is offering courses of Mathematics at Secondary School Certificate (SSC), Higher Secondary School Certificate (HSSC) and Bachelor levels. The Department is offering the following programmes:

- MSc Mathematics
- MPhil Mathematics
- BS Mathematics

In future the Department intends to start PhD Mathematics programme. BS Mathematics has been designed after consulting syllabi of national and international universities. BS Mathematics programmes will strengthen the mathematical concepts of the candidates and will enhance their logical thinking. These programmes cater the needs of information Technology and other sciences disciplines.

BS Mathematics Programme

Introduction:

Our existing educational system has become obsolete now. To meet the challenging requirements of today's fast growing world, it is the need of the hour to change the system that does not meet the international standards. For this purpose, The Department of Mathematics has planned to launch BS Mathematics Programme. The BS degree is deemed equivalent to MSc Mathematics. BS degree holders are being preferred throughout the world as their knowledge is more focused on Maths. Our BS Mathematics programme will produce well trained, highly numerate and computer literate graduates.

Objectives:

- To enhance the qualification of those who could not continue their education after FSc through formal universities.
- To provide an opportunity to in service persons to improve their qualification and get promotion in their respective departments.
- To provide in-depth understanding of Mathematics and apply them in real life projects.
- To produce quality teacher/researchers of Mathematics at all levels.

Summary of the Programme:

Duration:	8 semesters (4 years)
Total Credit Hours:	134.

Eligibility:

Candidates having HSSC (Math as major subject) or equivalent with minimum 2nd division.

Admission Procedure:

- Selection of the candidates will be made strictly on merit basis/criteria laid down by the Department and University.
- There will be a departmental admission committee to conduct admission test / interview to finalize the admission.

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.

Scheme of Studies:**Semester I**

Sr. No.	Course Title	Course Code	Credit Hours
1	English-I	9407	3(3+0)
2	Calculus-I	4432	3(3+0)
3	Pakistan Studies	9402	3(3+0)
4	Fundamentals of Computer	3400	4(3+1)
5	Introductory Statistics	4434	3(3+0)
6	Set Theory and Logic	4471	3(3+0)

Semester-II

1	English-II	9408	3(3+0)
2	Calculus-II	4433	3(3+0)
3	Pakistani Adab-I	9403	3(3+0)
4	Discrete Mathematics-I	1549	3(3+0)
5	Intro. to Env. Sciences	4441	4(3+1)
6	Introduction to Sociology: Culture and Society	9410	3(3+0)

Semester-III

1	English-III	9409	3(3+0)
2	Islamiat	9401	3(3+0)
3	Waves & Oscillations	5459	3(3+0)
4	Algebra-I	4472	3(3+0)
5	Analytical Geometry	4473	3(3+0)
6	Vector and Tensor Analysis	4474	3(3+0)

Semester-IV

1	Probab. Theory and Stats.	4489	3(3+0)
2	Heat & Thermodynamics	5461	3(3+0)
3	Algebra-II	4475	3(3+0)
4	Mathematical Methods	4476	3(3+0)
5	Language Arabic / French	9413 / 9414	3(3+0)
6	Computing Tools	4477	3(2+1)

Semester-V

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

Semester-VI

1	Differential Geometry	1524	3(3+0)
2	Complex Analysis	1527	3(3+0)
3	Group Theory	1528	3(3+0)
4	Analytical Mechanics	1529	3(3+0)
5	Real Analysis-II	1530	3(3+0)

Semester-VII

1	Numerical Methods (Matlab & Mathematics)	1531	3(3+0)
2	Partial Differential Equations	1532	3(3+0)
3	Functional Analysis	1533	3(3+0)
4	Theory of Rings	1534	3(3+0)
5	Mathematical Statistics-I	1538	3(3+0)

Semester-VIII

1	Optional-I		3(3+0)
2	Optional-II		3(3+0)
3	Optional-III		3(3+0)
4	Optional-IV		3(3+0)
5	Optional-V		3(3+0)

Optional Courses

Sr. No.	Course Title	Course Code	Credit Hours
1	Mathematical Finance-I	4478	3(3+0)
2	Theory of Racks and Quandles	4479	3(3+0)
3	Research Project	4480	3(0+3)
4	Fluid Mechanics	1535	3(3+0)
5	Applied Number Theory	1540	3(3+0)
6	Mathematical Statistics-II	1542	3(3+0)
7	Optimization	1544	3(3+0)
8	Analytical Dynamics	1545	3(3+0)
9	Mathematical Modeling	1546	3(3+0)
10	Graph Theory	1547	3(3+0)
11	Research Report	1550	3(3+0)
12	Operation Research	1537	3(3+0)
13	Combinatorics	1539	3(3+0)
14	Galois Theory	1541	3(3+0)
15	Algebraic Topology	1548	3(3+0)
16	Relativistic Mechanics	1536	3(3+0)
17	History of Mathematics	9415	3(3+0)

Fee Tariff:

Registration Fee: (once at the time of first admission)	Rs.500/-
Technology Fee + Courier Charges	Rs.135/-
Admission Fee:	Rs.700/-
Per 3 Credit Hours Course Fee: Rs.5710/- $Rs.5710 \times 3 =$	Rs.17130/-
Course Code (3400) Fee: Rs.7550/-	Rs.7550/-
Open Distance Learning Course: Rs.510/- $Rs.510 \times 2 =$	Rs.1020/-
Total Fee for 1st Semester	Rs.27035/-

Applying For Admission Procedure:

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

Department of Mathematics
Block # 07, AIOU,
Sector H-8, Islamabad

Instructional Methodology:

Study material:

Books will be provided to the students, 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. In this regard, classes will be arranged by the Department at AIOU main campus Islamabad on weekend basis (Friday, Saturday, Sunday) from 3:pm onward including around 10-15 days workshop at the beginning and about 10-15 days at the end of each semester if required. The schedule of the lectures will be distributed to students at the start of classes during each semester at AIOU, Islamabad. Minimum 70% attendance is necessary in all subjects as per AIOU rules.

Assignment/Test:

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)	50%
Final Examination	50%
Aggregate	50%

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

Faculty Members

1. **Dr. Nasir Rehman**
Associate Professor / Chairman
Ph: 051-9057191, 9250056
2. **Dr. Naqeeb-ur-Rehman**
Assistant Professor
Ph: 051-9057339
3. **Mr. M. Faisal Iqbal**
Lecturer
Ph: 051-9057380
4. **Mr. Muhammad Aatif**
Lecturer
Ph: 051-9057197
5. **Dr. Irfan Mustafa**
Lecturer,
Ph: 051-9057155
6. **Mr. M Nazam**
Lecturer
Ph: 051-9057734
7. **Ms. Fouzia Rehman**
Research Associate
Ph: 051-9057393
8. **Staff:**
Department of Mathematics
Ph: 051-9057334

Visiting Faculty Members:

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

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

The following degree programmes are being offered in the Department of Statistics. All these programmes are approved by Higher Education Commission, Islamabad.

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

All the courses and contents of these 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 these degree programmes at main regional headquarters.

BS Statistics Programme

Introduction

With the passage of time in the new era of globalization, significant changes have been made in almost all walks of life to keep in pace with the growing world. Among many other fields, improvement in existing education system has become the top most priority of many nations across the globe. Therefore, it is the need of time to modify our current education system in order to meet the international standards. Having a vision of brighter future with compatible educated youth, the Department of Statistics is launching BS Statistics programme from Spring 2017. The BS Statistics would be sixteen years education equivalent to MSc Statistics and fulfilling the international standards of graduate degree.

Aims and Objectives:

1. To enhance and upgradation of qualification of those potential candidates who do not have sufficient resources to continue their studies after intermediate.
2. To enable the students to get a better insight into in depth knowledge of Statistics.

3. To produce quality teacher/researchers of Statistics at all levels.
4. To prepare well trained and skilled graduates to cater the needs of future in the field of Statistics.
5. To produce young and energetic minds in the field of Statistics in order to promote innovative research and critical thinking.

Eligibility:

Candidate must have at least 2nd division or 45% marks in HSSC or equivalent exams approved/verified by Inter Board Committee of Chairmen (IBCC).

Merit Criteria:

After scrutinize the eligible candidates, the department will call the eligible applicants for interview and admission committee will recommend the suitable candidates on merit basis.

Degree Requirements:

For the award of BS Statistics degree, the student will have to qualify the 134 credit hours consisting 44 courses within a minimum period of eight semesters (4 years) and maximum period of 14 semester (7 years).

Payment of fee:

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

Hostel and Cafeteria Facilities:

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 Hostels.

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.

The library also has an accessible 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 BS Statistics comprises eight semesters. The all courses are compulsory to qualify for the award of BS Statistics degree. The semester wise course offering is as under.

1st Semester

Sr.#	Course Title	Code	Credit Hours
1.	Fundamentals of Computer	3400	4(3+1)
2.	Calculus-I	4432	3(3+0)
3.	Introductory Statistics	4434	3(3+0)
4.	Pakistan Studies (ODL)	9402	3(3+0)
5.	English-I (ODL)	9407	3(3+0)
6.	Business Communications (ODL)	9412	3(3+0)
Sub Total			19

2nd Semester

Sr.#	Course Title	Code	Cr.Hrs
1.	Calculus-II	4433	3(3+0)
2.	Introduction to Environment Sciences	4441	4(3+1)
3.	Introduction to regression analysis and experimental designs	4486	3(3+0)
4.	Pakistani Adab-I (ODL)	9403	3(3+0)
5.	English-II (ODL)	9408	3(3+0)
6.	Introduction to Sociology: Culture & Society (ODL)	9410	3(3+0)
Sub Total			19

3rd Semester

Sr.#	Course Title	Code	Credit Hours
1.	Algebra-I	4472	3(3+0)
2.	Introduction to Probability & Probability Distributions	4488	3(3+0)
3.	Islamiat/Ethics (For Non-Muslim Students only) (ODL)	9401	3(3+0)
4.	Principles of Marketing (ODL)	9405	3(3+0)
5.	English-III (ODL)	9409	3(3+0)
6.	Population Studies (ODL)	9411	3(3+0)
Sub Total			18

ODL* (Open Distance Learning)**4th Semester**

Sr.#	Course Title	Code	Credit Hours
1.	Computing Tools	4477	3(2+1)
2.	Probability Theory and Statistics	4489	3(3+0)
3.	Basic Statistical Inference	4491	3(3+0)
4.	Official Statistics	4492	3(3+0)
5.	Human Resource Management (ODL)	9406	3(3+0)
6.	Arabic Language (ODL)	9413	3(3+0)
Sub Total			18

5th Semester

Sr. No.	Course Title	Code	Credit Hours
1	Statistical Methods	1551	3(3+0)
2	Sampling Techniques-I	1552	3(3+0)
3	Design & Analysis of Experiments-I	1553	3(3+0)
4	Probability & Probability Distributions-I	1554	3(3+0)
5	Advanced Calculus	1555	3(3+0)
Sub Total			15

6th Semester

Sr. No.	Course Title	Code	Credit Hours
1	Non Parametric Methods	1513	3(3+0)
2	Probability & Probability Distributions-II	1556	3(3+0)
3	Regression Analysis	1557	3(3+0)
4	Sampling Techniques-II	1558	3(3+0)
5	Design & Analysis of Experiments-II	1559	3(3+0)
Sub Total			15

7th Semester

Sr. No.	Course Title	Code	Credit Hours
1	Mathematical Methods for Statistics	1514	3(3+0)
2	Statistical Inference-Estimation	1561	3(3+0)
3	Econometrics	1562	3(3+0)
4	Total Quality Management	1563	3(3+0)
5	Computer Programming (C & C++)	1564	3(3+0)
Sub Total			15

8th Semester

Sr. No.	Course Title	Code	Credit Hours
1	Statistical Inference-Testing of Hypotheses	1566	3(3+0)
2	Applied Multivariate Analysis	1567	3(3+0)
3	Data Analysis and Statistical Packages	1569	3(3+0)
4	Elective-I		3(3+0)
5	Elective-II		3(3+0)
Sub Total			15

Total BS Statistics Programme Credit Hours = 134

Following is the list of elective courses for BS 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(3+0)
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: (1st Semester) Total Credit Hours =19

Course Title	Code	Credit Hours	Course Wise
Fundamentals of Computer	3400	4(3+1)	Rs.7,550/-
Calculus-I	4432	3(3+0)	Rs.6,000/-
Introductory Statistics	4434	3(3+0)	Rs.6,000/-
Pakistan Studies (ODL)	9402	3(3+0)	Rs.510/-
English-I (ODL)	9407	3(3+0)	Rs.510/-
Business Communications (ODL)	9412	3(3+0)	Rs.510/-
Registration Fee (at the time of 1 st admission)			Rs.500/-
Admission Fee (at the time of 1 st admission)			Rs.700/-
Technology Fee + Courier Charges:			Rs.135/-
Total fee for 1st Semester			Rs.,22415/-

Fee structure for remaining semesters will be provided in due course of time.

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 Non ODL course, there would be 45 hours face to face teaching support to the students. The distribution of the lectures will be provided to the students in classes/workshop after consultation with the teachers/resource persons. The classes will be supplemented by the computers where required. Over all 70% attendance would be compulsory to appear in sessional tests.

Weekend Classes/Workshops:

The weekend classes/workshops will be arranged at Main Campus, AIOU, Islamabad only. The introductory workshop and end semester workshop may also 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 50% marks in sessional exam is mandatory to appear in final examination.
- A student having less than 50% marks in continuous assessment component would not be eligible to appear in final exam. However, he/she can enroll himself/herself in the same course on the next offering 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	50%
Final Examination	50%
Aggregate	50%

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.
- Please do not deposit/hand over any fee to any person along with admission form.

Applying Procedure for admission in BS Statistics

Please send the duly filled prescribed printed admission form along with testimonials from Matriculation to FA/FSc/ICOM (twelve years education) level, CNIC and Domicile etc. particularly the detailed marks certificates (DMC) on the following address:.

Chairman,
Department of Statistics,
Ground Floor, Block No.7, Sector H-8, AIOU, Islamabad
Ph. No. 051-9057266, 9250062
Email: statistics@aiou.edu.pk

FACULTY MEMBERS

1. **Prof. Dr. Irshad Ahmad Arshad**
Chairman
Ph: 051-9057163, 9250062
Email: irshad.ahmad@aiou.edu.pk
2. **Dr. Muhammad Zakria**
Associate Professor
Ph: 051-9057372
Email: zakria@aiou.edu.pk
3. **Dr. Zahid Iqbal**
Associate Professor
Ph: 051-9057446
Email: zahid.iqbal@aiou.edu.pk
4. **Dr. Tauqir Ahmed Mughal**
Assistant Professor
Ph: 051-9057209
Email: tauqirahmed1@outlook.com
5. **Dr. Muhammad Yameen Danish**
Lecturer
Ph: 051-9057266
Email: yameen.danish@aiou.edu.pk
6. **Mr. Muhammad Mushtaq**
Research Associate
Ph: 051-9057287
Email: muhhammad.mushtaq@aiou.edu.pk
7. **Mr. Muhammad Sadil Ali**
Research Assistant
Email: sadil.ali@aiou.edu.pk
8. **Staff Phone:**
Ph: 051-9057266

DEPARTMENT OF PHYSICS

Introduction:

Realizing the need of technology and scientific education in Pakistan Department of Physics at AIU began in 1998 with technological needs in areas like Energy, Energy Efficiency, Climate, Energy for Sustainable Development, Renewable Energy, Hydrogen Energy, Environment, Astronomy, Nanotechnology, Materials Science, Plasma Physics, Medical Physics, Cosmology, Geo Physics, Density Functional Theory (DFT), and Nuclear fields. A major emphasis of current research activities is on promotion in renewable energy and related areas in which the Department has led to innovations.

The Department is presently running BS, MSc, MPhil and PhD degree programme with specialization in various disciplines. New fields of specialization and programme of studies are approved and be operational from the next academic year. Apart from capacity development, activities Department of Physics has been involved in several international, national and regional research projects. Physics Department has developed research linkage with other National and International Universities and research organizations of repute to ensure two-way flow of knowledge.

Vision:

The Department of Physics carries out wide range of teaching and research programmes that will contribute significantly to the development of human capacity, science and technology in Pakistan. Our vision is to see our graduates and postgraduates to be equipped with the fundamental knowledge of Physics, problem solving and communication skills. This will be achieved by reviewing and developing relevant academic programmes and research projects to address Pakistan technological needs in areas

like Energy, Renewable Energy, Hydrogen Energy, Environment, Astronomy, Nanotechnology, Materials Science, Plasma, Medical Physics, Cosmology, Geo Physics, Density Functional Theory (DFT), and Nuclear Physics. Our vision is to be a locally and internationally recognized Physics Department that exposes its successes in public awareness campaign and through established knowledge dissemination channels.

Mission:

The Department of Physics at AIOU becomes a nationally and internationally recognized research and educational unit. Our faculty strives to push the boundaries of our understanding in a wide variety of fundamental and applied Physics areas while providing the best research opportunities for our majors. The blending of classroom learning with training in XXI Century front-edge research facilities allows our graduates and postgraduates to become successful researchers, teachers and applied scientists in nowadays-competitive marketplace. At the same time, we are fully committed, as the physics department of the major research university in our border region, to contribute to the general public appreciation and respect for the scientific work and knowledge.

Core Values:

To perform to the highest levels of competence and professionalism in research and training, acting with utmost honesty and integrity while instituting measures that meet the need of all stake holders advance knowledge and technologies, Generate, preserve and disseminate knowledge and be involved in the development of innovative products, Cherish academic freedom, nurture and reward talent. The Department aspires to be an effective agent of change and a model for the other Department in the field of research so as to meet the grooming demands of the new millennium.

BS Physics

Objectives of the Programme:

The main educational objectives of BS (4-year) degree programme are:

1. To impart students with a conceptual understanding of the fundamental principles of Physics, natural laws and their interpretation, as well as mathematical formulation of the physical phenomena in nature.
2. To develop critical skills necessary for solving unknown problems from our physical surroundings.
3. To develop the capability of analyzing, addressing and posing solutions to problems of natural importance and to instill a deep appreciation of the need for optimum utilization of natural resources and environment.
4. To instill in students the habit of independent thinking, deep inquiry, and motivation for self-education.
5. To sharpen our students' mathematical prowess making them capable of modeling, analyzing and predicting the behaviour of physical processes.
6. To enhance our students skills in scientific communication and the ability to clearly present physics and science in simple and clear language.
7. To introduce to students the spirit of working in interactive groups with the necessary requirements of scientific and professional ethics.
8. To develop hands-on experience in different laboratory techniques, modern instrumentation.
9. To enhance student competence in the design and conduct of experiments and analysis and presentation of experimental data and results.
10. To provide an in-depth understanding of some specialized area of Physics through the option of elective courses.
11. To equip students with the necessary skill set for pursuing careers in Physics education, research and industry in government or private organizations

Eligibility Requirements:

- FSc / I.Cs (Physics, Mathematics combination) / DAE with 45% marks or 2nd division.
- Admissions will be strictly on merit on number of seats available.
- Test & interview will be conducted in the Department for selection of students.
- Students passing the test will be called for interview.

Scheme of Studies: Semester wise course offering:**Semester – 1st**

S. No.	Course Title	Code	Credit Hours
1.	English Composition & Comprehension	5451	3+0
2.	Pak Studies	5465	2+0
3.	Basic Calculus -I	5475	3+0
4.	Introduction to Computers	5468	3+0
5.	Mechanics	5452	3+1= 4
6.	Laboratory for mechanics & fluids	5453	1+0
7.	Sociology	5469	3+0

Semester – 2nd

1.	Technical & Business Writing	5454	3+0
2.	Islamic Studies OR Ethics (for non-Muslim students only)	5466 5467	2+0
3.	Basic Calculus-II	5476	3+0
4.	Electricity & Magnetism	5455	3+1=4
5.	Laboratory for Electricity & Magnetism	5456	1+0
6.	Waves & Oscillations	5459	3+0
7.	Laboratory Techniques and Error Propagation	754	3+0

Semester – 3rd

S. No.	Course Title	Code	Credit Hours
1.	Communication Skills	5458	3+0
2.	Algebra in Physics	5477	3+0
3.	Heat & Thermodynamics	5461	3+0
4.	Laboratory for Thermodynamics	5460	1+0
5.	Fundamentals of Statistics	5470	3+0
6.	Mass Communication	5471	3+0

Semester – 4th

1.	Modern Physics	5457	3+0
2.	Differential Equations	5472	3+0
3.	Probability & Statistics	5473	3+0
4.	Optics	5462	3+0
5.	Laboratory for Optics & Spectroscopy	5463	1+0
6.	Fundamentals of Environmental Sciences	5474	3+0

Semester – 5th

1.	Mathematical Methods in Physics-I	751	3+0
2.	Classical Mechanics & Relativity	752	3+0
3.	Electronics	2564	3+0
4.	Atomic & Molecular Physics	2551	3+0
5.	Laboratory for General & Nuclear Physics	766	2+0

Semester – 6th

1.	Mathematical Methods in Physics-II	755	3+0
2.	Quantum Mechanics-I	756	3+0
3.	Electromagnetic Theory – I	765	3+0
4.	Thermal & Statistical Physics	2566	3+0
5.	Computational Physics	769	3+0
6.	Laboratory for Electronics	762	2+0

Semester – 7th

1.	Electromagnetic Theory – II	2565	3+0
2.	Quantum Mechanics-II	759	3+0
3.	Solid State Physics-I	761	3+0
4.	Lasers & Optics	758	3+0
5.	Digital & Computer Hardware Electronic	2553	3+0
6.	Laboratory for Digital & Computer Hardware Electronics	2556	3+0

Semester – 8th

1.	Research Techniques	5464	3+0
2.	Nuclear Physics	760	3+0
3.	Advanced Digital & Computer Hardware Electronics	2560	3+0
4.	Laboratory for Advanced Digital & Computer Hardware Electronics	2561	4+0
5.	Electronic Communication System	2559	3+0

Total Credit Hours: 135**Degree Requirement:**

For the award of BS (Physics) degree, the students will have to complete the courses offered equivalent to 135 credit hours within a minimum period of eight semesters.

Fee Tariff: 1st Semester

Registration fee: (at 1 st time in University)	Rs. 500/-
Admission fee: (at 1 st time in programme)	Rs.700/-
Technology fee + Courier Charges:	Rs.135/-
English Composition & Comprehension	Rs.5350/-
Pakistan Studies	Rs.3565/-
Basic Calculus-I	Rs.5350/-
Introduction to Computers	Rs.5350/-
Mechanics	Rs.7130/-
Laboratory for Mechanics & fluids	Rs.1780/-
Sociology	Rs.5350/-
Total Fee	Rs.35210/-

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

Instructional Methodology:

Allama Iqbal Open University employs media mix as methodology of instruction in which printed material, audiovisual support, and 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:

i) Study Material:

The University will provide reprinted and compiled course books.

ii) Tutorial Support and Workshops:

Face to Face lectures will be a support for this programme by resource persons in the lecture sessions. A minimum, 45 hours of face to face teaching for each 03 credit hour course, will be provided in these sessions. Attendance in these sessions is compulsory. Students failing to attain 70% attendance in theory courses will not be eligible to appear in the final examination. Laboratory course and its practical work will be supervised and assessed by the laboratory course supervisors. 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 the classes.

iii) Schedule of classes:

The schedule of the classes will be communicated to the students through mail and message. During any workshop AIOU reserves the right to change/alter the schedule at any time.

iv) Assessment:

Student performance is evaluated / assessed as under:

Class assignment through quiz/sessional test/assignment weightage = 20%

Theory Course with 70% compulsory attendance & Laboratory course with 80% compulsory attendance = 10%
Final Paper = 70%
Aggregate = 50%

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:

BS Physics Programme Coordinator
Department of Physics,
Research Complex / Science Block, 1st Floor,
Allama Iqbal Open University,
Sector H-8, Islamabad.

Admission will be finalized after test and interview.

Faculty Members:

1. **Prof. Dr. Syed Zafar Ilyas,**
Chairman
Department of Physics,
Phone # 051-9057728
2. **Mr. Ather Hassan**
Assistant Professor,
Phone # 051-9057214

3. **Dr. Surayya Mukhtar**
Assistant Professor,
Phone # 051-9057184
4. **Dr. Tariq Jan**
Assistant Professor,
Phone# 051-9057214
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. **Ms. Tayyba Aftab**
Lecturer
Phone # 051-9057728
9. **Mr. Hussain Ahmed**
Research Associate,
Phone # 051-9057214
10. **Muhammad Imran**
Laboratory Assistant
Phone # 051-7728
11. **Ms. Zeba Sultana**
UDC
Phone # 051-9057728
12. **Mr. Shakirullah**
Laboratory Assistant
Phone # 051-9057728
13. **Amjad Satti**
Laboratory Assistant
Phone # 051-9057728
14. **Muhammad Aman**
Laboratory Assistant
Phone # 051-9057728

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 COMMERCE

The Department of Commerce is one of the pioneer academic Departments of AIOU. 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 BS Accounting and Finance.

SCHEME OF STUDIES
BS (ACCOUNTING & FINANCE)

First Semester

Course Title	Credit Hours	Course Code
Islamiat / Ethics	2	5436/ 5437
Compulsory English-I	3	5404
Fundamentals of Business	3	5402
Principles of Accounting	3	5401
Micro Economics	3	5406
Applied Mathematics for Business & Social Sciences	3	5405

Second Semester

Pakistan Studies	2	5438
Business Communication	3	5409
Basics of ICT	3	5403
Financial Accounting	3	5418
Macro Economics	3	5416
Statistics for Management	3	5412

Third Semester

Business Law	3	5413
Compulsory English-II	3	5411
Principles of Marketing	3	5407
Advanced Accounting	3	5419
Economic Issue of Pakistan	3	5442
Auditing	3	5417

Fourth Semester

Course Title	Credit Hours	Course Code
Introduction to Sociology	3	9410
Basics of Technical English	3	8504
Cost Accounting	3	5410
Principles of Management	3	5414
Commercial Geography	3	8595

Fifth Semester

Business Research Methods	3	8510
Managerial Economics	3	8522
Introduction to Money and Banking	3	8593
Introduction to Business Finance	3	8594
Pakistani Adab-I	3	9403
Introduction to Environment	3	5443

Sixth Semester

Iqbal's Persian Poetry	3	5444
Financial Management	3	8513
Human Resource Management	3	8502
Managerial Accounting	3	8508
Business and Labour Laws	3	8514
Business Taxation	3	5445

Seventh Semester

Strategic Management	3	5574
Taxation Management	3	8531
Corporate Finance	3	8524
E-Commerce	3	8554
Money & Capital Markets	3	8526

Eighth Semester

Course Title	Credit Hours	Course Code
Entrepreneurship	3	8503
Advanced Auditing	3	8533
Public Sector Accounting	3	8555
Internship	6	8569
Financial Reporting-I		8567
OR		
Research Project		8566
OR		
Financial Reporting-I	8567	
Financial Reporting-II	8568	
Total Credit Hours	133	

Duration:

Four (04) year consisting of eight semesters. The programme is comprised of 133 credit hours.

Admission Criteria:

Candidates having intermediate or equivalent qualification with at least 45% marks are eligible to apply for admission.

Methods of Instruction:

- i. The programme will be offered in blended e-learning mode. The online tutorial support will be provided to students. A workshop in each semester will be organized at main campus or regional centers depending upon enrolment.

- ii. 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.
- iii. At least 70% attendance in workshop classes is mandatory to qualify for appearing in examination.

Evaluation Scheme

Assessment criteria as per rules & regulations of our University will be applied as under:

Assessment Component	Weightage in the aggregate result
Assignment No. 1	10%
Assignment No. 2	10%
Presentation /Quiz /Term Paper	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 workshop 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 the presentation/term paper.
 - c. A minimum of 50% pass marks in the final written examination.

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.

Fee Structure:

Item	Fee
Registration Fee: (at the time of 1 st admission in University)	Rs.500/-
Admission Fee: (at the time of 1 st admission in Programme)	Rs.500/-
Per course Fee: Rs.1510/- Rs.1510/-×6= Rs.9060/-	Rs.9060/-
Technology Fee (each semester)	Rs.100/-
Courier Charges (each semester)	Rs.35/-
Total Fee for 1st Semester:	Rs.10195/-

Note:

In order to attend online classes, a student is required to have a facility of computer with internet connection.

Faculty Members of Commerce Department

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

DEPARTMENT OF BUSINESS ADMINISTRATION

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

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

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

- i. To prepare graduates for public and private sector organizations and to equip them to cater the needs of complex and changing business environment.

- ii. To encourage continuous learning and habitual receptiveness, explore the new ways of identifying and dealing with opportunities and problems, to face future business challenges.
- iii. To provide the business students bottom to top management orientation skills, enhance their business skills, enable them to integrate theory business into practice in their daily lives.

BACHELOR OF BUSINESS ADMINISTRATION (BBA 4 Years) PROGRAMME

Introduction:

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

The purpose of BBA 4 year programme is to enable graduates to better respond to the organizational demands and to help them acquire the skills needed for managing self and others in an organization. The courses of BBA 4 year programme are aimed at developing an understanding of the ways in which individuals and groups behave in relation to an organization. It also focuses on the way organizations shape individual action. The specialized courses of BBA 4 year Programme to enable the students to develop an understanding of particular kind of organizations and to learn different skills appropriate for managerial and administrative tasks associated with these organizations.

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

Objectives:

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

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

Eligibility:

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

Duration:

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

Scheme of Study:

Course Title	Code	Credit Hours
<i>FIRST SEMESTER</i>		
Principles of Accounting	8401	3
Fundamentals of Business	8402	3
Fundamentals of Computers	8403	4
Islamic Studies/ Ethics (for Non- Muslim)	5466/ 5467	2
Compulsory English-1	9407	3

Course Title	Code	Credit Hours
<i>SECOND SEMESTER</i>		
Advanced Accounting	8404	3
Applied Math for Business and Social Science	8405	3
Micro Economics	8406	3
Principles of Marketing	8407	3
Pakistan Studies	5465	2
<i>THIRD SEMESTER</i>		
Cost Accounting	8408	3
Compulsory English-II	9408	3
Statistics for Management	8409	3
Business Communication-I	8410	3
Introduction to Psychology	8411	3
<i>FOURTH SEMESTER</i>		
Macro Economics	8412	3
Introduction to Logic	8413	3
Introduction to Business Finance	8414	3
Business Communication II	8415	3
Introduction to Sociology	9410	3
Pre-Calculus for Business	8416	3
<i>FIFTH SEMESTER</i>		
Statistical Inferences	8417	3
Production & Operations Management	8418	3
Management Theory and Practice	8419	3
Business Ethics	8420	3
Business and Labor Laws	8421	3

Course Title	Code	Credit Hours
SIXTH SEMESTER		
Financial Management	8422	3
Marketing Management	8423	3
Entrepreneurship	8424	3
Human Resource Management	8425	3
Introduction to E- Business	8426	3
SEVENTH SEMESTER		
Organizational Behavior	8427	3
Consumer Behavior	8428	3
Management Information System	8429	3
Project Management	8430	3
Business Research	8431	3
Economy of Pakistan	8432	3
EIGHT SEMESTER		
Elective – I	Specialization	3
Elective – II		3
Elective – III		3
Elective – IV		3
Term Paper	8445	6
Elective/Specialization Courses:		
Marketing		
International Marketing	8433	3
Marketing of Services	8434	3
Marketing Research	8435	3
Distribution Channels	8436	3

Course Title	Code	Credit Hours
Human Resource Management		
Human Resource Development	8437	3
Training and Development	8438	3
Compensation Management	8439	3
Leadership and Team Management	8440	3
Banking and Finance		
Financial Markets and Institutions	8441	3
Auditing	8442	3
Taxation Management	8443	3
Banking Law and Practice	8444	3

Admission Procedure

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

Medium of Instruction

Medium of Instructions and examination will be English only.

Method of Instruction

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

Evaluation Scheme for the Courses:

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

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

For all remaining Courses:

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

Fee Structure:

Item	Fee
Registration fee: (at the time of 1 st admission in University)	Rs.500/-
Admission fee: (at the time of 1 st admission in programme)	Rs.500/-
Technology Fee + Courier Charges: (each semester)	Rs.135/-
Per Course Fee (Rs.1510/-) 5 Course: Rs.1510×5=Rs.7550/-	Rs.7550/-
Total Fee for First Semester:	Rs.8685/-

Fee Depositing Procedure

Student qualifying the admission criteria for BBA 4 Years programme are required to deposit fee and admission form along with attested copies of their educational certificates/degrees in approved banks branches given in the prospectus.

Degree Requirements

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

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

Rules & Regulations

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

Faculty Members:

- 1) **Prof. Dr. Syed Hassan Raza**
Chairman
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- 2) **Mr. Muhammad Ayub Shaikh**
Assistant Professor
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- 3) **Dr. Muhammad Majid Mahmood Bagram**
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- 4) **Dr. Adnan Riaz**
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- 5) **Mr. Salman Ali Qureshi**
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DEPARTMENT OF LIBRARY AND INFORMATION SCIENCES

Introduction

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

BS (Library and Information Sciences) Program

Objectives

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

relevant to information work in a rapidly changing environment along with integrity and social responsibility.

Eligibility Criteria and Procedure of Admission

An applicant having intermediate/higher secondary school pass certificate or equivalent in second division (at least 45% marks) with any subject(s) from any recognized institution is eligible for admission. There is no merit and age determination. All students who fulfil above criteria will be given admission. Students are required to fill the admission form available in AIOU prospectus. The filled admission form and the required attested documents (e.g. copies of CNIC or B form, domicile, certificates of matriculation and intermediate, and photographs, along with prescribed admission fee should be deposited in any designated nearby bank on or before the closing date.

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 Main Campus, AIOU, Islamabad. There is also hostel facility at AIOU Main Campus, Islamabad, for students at nominal charges.

Pre-requisites from BS (LIS) Students

A BS (LIS) student must have a computer with internet connection to successfully complete this program. The University will provide helping books (for some courses only) or study guides (for some courses only) or links to online resources (for some courses only) to students. Most updates are available at AIOU website <www.aiou.edu.pk> such as matters relating to admission, exam and result, tutorials, workshops, assignments, and so on. A student should willingly be hard-working enough to get information and knowledge. Consult your AIOU-appointed tutors for technical and conceptual guidance. Take full benefit

from your tutorial classes and workshops. We are also providing guidance to students via our website <http://lis.aiou.edu.pk/> and our Facebook page <LIS@AIOU official>; hence join our Facebook page as well.

Scheme of Studies (BS-LIS)

Duration

The Duration of BS (LIS) program is 8 semesters, i.e. 4 years.

Courses

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

1st Semester

Sr#	Course	Code	Cr Hrs
1	English-I	5404	3
2	Pakistan Studies	9374	3
3	Basics of Information and Communication Technology	5403	3
4	Pre-calculus	4431	3
5	Introduction to Logic	8413	3

2nd Semester

Sr#	Course	Code	Cr Hrs
1	English-II	5411	3
2	Islamiyat (اسلامیات) OR Ethics (اخلاقیات) (for non-Muslims)	5436 OR 5437	3
3	Introduction to Statistics	4485	3
4	Introduction to Psychology	8411	3
5	Economy of Pakistan	8432	3

3rd Semester

Sr#	Course	Code	Cr Hrs
1	English-III	8504	3
2	Soft Skills (Personality Development)	9201	3
3	General Science	6404	3
4	Introduction to Sociology, Culture & Society	9410	3
5	Introduction to Library and Information Professions	9202	3
6	Information Architecture	9203	3

4th Semester

Sr#	Course	Code	Cr Hrs
1	English-IV		3
2	Language Skills and Communicative Abilities	9266	3
3	Information Literacy	9204	3
4	Planning Library Building, Space and Services	9205	3
5	Collection Development & Management	9206	3
6	Information Science in Transition	9207	3

5th Semester

Sr#	Course	Code	Cr Hrs
1	Classification and Subject Headings	9208	3
2	Cataloguing and RDA	9209	3
3	Integrated Library Automation Systems	9210	3
4	Library Public Services	9211	3
5	Library and Web Technology	9212	3
6	Library and Database Technology	9213	3

6th Semester

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

7th Semester

Sr#	Course	Code	Cr Hrs
1	Library Security and Safety	9220	3
2	Marketing of Library and Information Services	9221	3
3	Archives, Records, and Information Management	9222	3
4	Knowledge Management	9223	3
5	Auditing Information Systems	9224	3
6	Development of Library and Information Professionals	9225	3

8th Semester

Sr#	Course	Code	Cr Hrs
1	Research Methodology in Library and Information Sciences	9226	3
2	Research Thesis	9227	6

Mode of Study

This BS (4-year) in LIS will be offered in blended mode. Face-to-face tutorial (04 classes in total for each 3 credit-hour course in every semester with non-compulsory attendance) and workshop (03 days for each 3-credit hour course in every semester with at least 70% compulsory attendance) support will also be provided. Face-to-face tutorial classes and workshop will only be held in Islamabad. Matters related to Research Thesis, Code 9227, (e.g. compulsory workshop, synopsis and thesis writing) will be dealt with separately in accordance with AIOU rules.

Medium of Study

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

Assessment/Evaluation Criteria

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

- a). Written examination to be assessed by the Examination Department, AIOU at the end of each semester = 70% marks (pass marks 50%).
- b). Two assignments and/or equivalent to be assessed by the relevant tutor/resource person = 30% marks (pass marks 50% collectively). students' work may also be checked with Turnitin for plagiarism.

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

Fee Tariff

Registration fee: (at the time of 1st admission in University)	Rs.500/-
Admission fee: (at the time of 1st admission in programme)	Rs.500/-
Technology Fee+Courier Charges: (each semester)	Rs.135/-
Per Course Fee (Rs.1510/-) 5 Course: Rs.1510×5=Rs.7550/-	Rs.7550/-
Total Fee for First Semester:	Rs.8685/-

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

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

Faculty Members

1. **Dr. Pervaiz Ahmad**
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5. **Dr. Sajjad Ullah Jan**
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GENERAL INFORMATION

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A candidate is required to send complete admission form along with attested copies of all educational and experience certificates to Department as mentioned in the prospectus before or on the closing date.
- iii. 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 form from any Regional Office of the university or download from AIOU website and send it to the University within due date.**
- vii. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme
- viii. On payment of the registration fee, each student will be issued a registration number. This number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.
- ix. Study material shall be mailed to the students at their given addresses.
- x. After receipt of the study package, students are usually intimated about the part time tutors for each course for tutorial guidance within fifteen days. If you do not get information about tutors, you are required to send your assignment by registered post to the concerned Regional Director, Assistant Regional Director without delay; you are also required to retain a photocopy of all your assignments.
- xi. Rules and regulations framed, enhanced and changed from time to time by the authorities, bodies of the university will be effective as deemed necessary. The student will have to abide by all such rules and regulations from the date of their implementation.
- xii. A student who fails in continuous assessment component is not eligible to reappear but will be allowed to re-register for the same course at its next offering semester by the university.
- xiii. It is the responsibility of the student to remain in touch with the department regarding the selected programme.
- xiv. A student already admitted to a programme or a specialization of a programme shall not be allowed to transfer or to get admission to another programme unless he/she formally postpones it till the completion of the new programme or withdraws from the previous programme.
- xv. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.
- xvi. The university reserves the right to change 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 Department 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.

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 fee, in such cases, 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. No.	Name	Telephone Nos.
1.	Director Admissions	051-9250043 051-9250162 (Fax)
2.	Additional Registrar (Mailing)	051-9250185
3.	Controller of Examinations	051-9250012
4.	Director Students Affairs	051-9250174
5.	Assistant Registrar (Postgraduate)	051-9057422

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.	Hafiz Abdul Ghaffar, Regional Coordinator, Allama Iqbal Open University, Asstt. Prof. Govt. Boys Degree College, Pindi Gheb. 0333-9535710	5.	Mr. Mukhtar Ahmad Awan, Regional Coordinator, Allama Iqbal Open University, SS, Govt. Boys High School, Hassanabdal. 0312-5609715	6.	Mr. Zafar Mahmood Khakwani, Regional Coordinator, Allama Iqbal Open University, Dy.Headmaster(Rtd)Al.Mahmood Medical Store, Kachahry Road, Ahmad Pur East. 0300-6807969
7.	Mr. Muhammad Aslam, Regional Coordinator, Allama Iqbal Open University, SST, House No. 552, Khadim Abad Colony, Bahawalnagar. 0300-7923295	8.	Mr. Muhammad Arshad, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Higher Secondary School, 207/Murad, Chishtian. 0300-7546099	9.	Mr. Muhammad Naeem Qaisar, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. High School, Gagan Hatta, Lodhran.
10.	Ch. Muhammad Sarwar, Regional Coordinator, Allama Iqbal Open University, Principal (Rtd) Surgical Hospital, Bahawalpur Road, Hasil Pur. 0300-2934131	11.	Raja Muhammad Akhtar Khan, Regional Coordinator, Allama Iqbal Open University, Principal, Allama Iqbal Junior Public School, Choa Saidan Shah. 0346-5783355	12.	Mr. Muhammad Arif Khan, Regional Coordinator, Allama Iqbal Open University, Sr. Headmaster, Govt. Boys High School, No.2, Talagang. 0331-4855113
13.	Mr. Muhammad Javid Regional Coordinator, Allama Iqbal Open University, SSS, Govt. Higher Secondary School, Kallar Kahar. 0333-5904962	14.	Mr. Muhammad Saeed, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Boys Higher Secondary School Danda Shah Belawal, Lawa. 0333-5928107	15.	Mr. Arshad Mahmood Shahid, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Boys Degree College, Sara-e-Alamghir. 0333-5841544

16.	Ch. Muhammad Ashraf, Regional Coordinator, Allama Iqbal Open University, Street No. 10, Mohallah Mission Compound, Mehmada Raod, Gujrat. 0332-7144828	17.	Ms. Abida Parveen Maqbool, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Girls Higher Secondary School, Wasu Astana, 18-Hazari. 0344-7956763	18.	Mr. Muhammad Sharif, Regional Coordinator, Allama Iqbal Open University, SST (R), Ward No.16, Street No.4, Nowan Sher, Shorkot City. 0301-7205704
19.	Mr. Mahmood Iqbal, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Higher Secondary School, Lalian. 0333-6575750	20.	Mr. Najaf Abbas, Regional Coordinator, Allama Iqbal Open University, SS, Govt. Higher Secondary School, Bhowana. 0300-7507282	21.	Dr. Tariq Majeed, Regional Coordinator, Allama Iqbal Open University, Professor, Govt. Islamia College, Chiniot. 0333-6715262
22.	Mr. Hafeez ur Rehman, Regional Coordinator, Allama Iqbal Open University, Sr. Headmaster, Govt. High School, Ahmed Pur Sial. 0333-6767108	23.	Syed Mukhtar Hussain Bukhari, Regional Coordinator, Allama Iqbal Open University, Assistant Professor, Govt. College, Bhakkar. 0333-8909805	24.	Mr. Faiz-ul-Hassan Khan, Regional Coordinator, Allama Iqbal Open University, SS (R), Near Jamia Masjid Firdaus, Darya Khan, District Bhakkar. 0301-4938528
25.	Mr. Naveed Anjum, Regional Coordinator, Allama Iqbal Open University, Vice Principal, Govt. Qaaid –e-Azam Acadmy for Educational Development, Khan Pur. 0300-9681344	26.	Mr. Haroon ur Rasheed, Regional Coordinator, Allama Iqbal Open University, Headmaster, Rasheed Abad Colony Liaqat Pur. 0300-6804691	27.	Mr. Muhammad Ashraf, Regional Coordinator, Allama Iqbal Open University, SST (Rtd) Allama Iqbal Town, Basti Mian Sahib, Sadiq Abad. 0300-7049709
28.	Ch. Basharat Ali, Regional Coordinator, Allama Iqbal Open University, SS, Govt. Christian Higher Secondary School Rawalpindi City. 0333-5191799	29.	Mrs. Nasreen Faheem, Regional Coordinator, Allama Iqbal Open University, Headmistress, Govt. Girls High School, Kotli Satian. 0321-8532633	30.	Mr. Saqib Imam Rizvi Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. Elementary School Bhai Khan, Gujar Khan. 0300-5199749

31.	Mr. Muhammad Raza Vaince, Regional Coordinator, Allama Iqbal Open University, Senior Headmaster, Govt. High School Phalina, Tehsil Kallar Syedan, Distt. Rawalpindi.	32.	Syed Zamir Hussain Shah, Regional Coordinator, Allama Iqbal Open University, SSS, Govt. Higher Secondary School, Nara, Kahuta. 0301-5151911	33.	Mr. Sabeer Ahmad Abbasi, Regional Coordinator, Allama Iqbal Open University, Lecturer, Govt. College, Jhika Gali Murree. 0300-5585228
34.	Dr. Muhammad Anwar, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. Boys School, Bhabra, Wah Cantt. 0300-5363883	35.	Hafiz Muhammad Shafiq, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. High School Pakpattan Sharif. 0322-7858622	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 Rafiq Saqee, Regional Coordinator, Allama Iqbal Open University, Sr. Headmaster, Govt. High School 37/EB, Arifwala. 0303-7782782	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
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43.	Mr. Muhammad Siddique Regional Coordinator, Allama Iqbal Open University, Assistant Professor ® Chak No. 298 JB, Tehsil, Gojra. 0301-7055350	44.	Mr. Muhammad Waheed Anjum, Regional Coordinator, Allama Iqbal Open University, SSS, Govt. Higher Secondary School, Sheikh Fazal, Burewala. 0331-7956198	45.	Mr. Muhammad Rafique, Regional Coordinator, Allama Iqbal Open University, Senior Headmaster, Govt. Model High School, Mailsi, 0302-7324215

SINDH

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