

Admission Spring 2021

AIOU

M.Ed/MA Education & BEd

- **MEd Distance and non Formal Education**
- **MEd Elementary Teachers Education**
- **MEd Teacher Education**
- **MEd Science Education**
- **MEd Special Education**
- **MA Distance and Non Formal Education**
- **MA Teacher Education**
- **MA Special Education**
- **Educational Planning and Management**
- **Bed (1.5 Year, 2.5 years & 4 Years) Programmes**



Allama Iqbal Open University, Islamabad

www.aiou.edu.pk

Help Line: (051) 111-112-468

PROSPECTUS
OF
MA Education / M.Ed Education
FOR
SEMESTER: SPRING 2021



Allama Iqbal Open University
Islamabad

Price Rs.500/-

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IMPORTANT ACTIVITIES TO BE REMEMBERED

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

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

Minimum and Maximum Duration/Semesters for each Programme

Sr. No.	Degree Level	Minimum Duration	Maximum Duration
1	Matric /FA	2 years / 4 semesters	5 years
2	Certificate (6 Months)	6 Months / 1 Semester	1 Year
3	All Postgraduate Diplomas (1 Year)	1 Year / 2 Semesters	3 Years
4	Associate Degree (2-years)	2 years / 4 Semesters	4 Years
5	BEd (1.5 Years)	1.5 Years / 3 Semesters	3 Years
	BEd (2.5 Years)	2.5 Years / 5 Semesters	5 Years
6	BS/BBA/BEd (4-years)	4 Years / 8 Semesters	8 Years
7	MEd (1 Year)	1 Year / 2 Semesters	3 Years
8	All Master Degree Programs (2 Years)	2 Years / 4 Semesters	4 Years

Note: Maximum time duration includes semester freeze period.

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

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

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

Follow these instructions to apply:

APPLY ONLINE (FRESH STUDENTS):

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

APPLY ONLINE (CONTINUE STUDENTS):

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

HOW TO DELIVER YOUR ADMISSION FORM TO UNIVERSITY?

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

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

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

Vice-Chancellor's Message

Dear Student,

السلام عليكم

Allama Iqbal Open University (AIOU) is one of the mega universities of the world and it occupies a unique position in the education sector of Pakistan. Because of its affordability and high quality distance and online academic programs. AIOU has now turned into the most favorite university of the country with high international of repute. The university made a landmark progress by ensuring access to quality education rural areas under-privileged students for the people of all ages particularly the females can now select and join the programs of their choice while sitting at their residence and along with continuing their jobs. After assessing the success of many degree programs in Pakistan, AIOU is now going to offer a ranges programs for the students in UAE, Saudi Arabia, Kuwait, Qatar, Bahrain, Oman, USA and many other countries currently. More than 1.3 million students are getting benefits from the high quality educational services of AIOU in all regions of the country through more than fifty regional offices of the university. It offers- suggests many undergraduate and Post Graduate programs at rural and remote areas providing an unparalleled opportunity to all the poor and deprived sections of the society at an affordable cost. The university has recently digitalized all its student-support services for facilitating its students on priority basis. This digitization of the system, it is hoped, will enable AIOU students to get all kinds of educational using their Learning Management system (LMS) portal support online.



Committed for your bright future

Prof. Dr. Zia-Ul-Qayyum
Vice Chancellor, AIOU

ALLAMA IQBAL OPEN UNIVERSITY

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

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

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

FACULTY OF EDUCATION

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

Departments of Faculty of Education

Faculty of Education comprises of the following six departments:

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

The department was established in 1984 and was renamed as Distance, Non Formal and Continuing Education in 2008. It offers specialized degree programmes/courses in Distance Non-Formal and Continuing Education, Adult Education and Educational Technology at MA Education, MEd, MPhil and PhD in Education. It also offers courses at BA level.

Educational Planning, Policy Studies and Leadership (EPPSL)

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

Secondary Teacher Education

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

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

Early Childhood Education & Elementary Teacher Education

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

The Department offers Associate Degree in Education, Postgraduate Diploma in ECE, BEd (1-1/2 year), BEd (2-1/2), BEd (4 year), MEd, MPhil and PhD programmes. It also offers "Education" as subject at Matric, Intermediate & Graduate level. The department plans to offer non-credit research courses and postgraduate diploma for teaching in higher education.

Science Education

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

Special Education

The Department was established in 1985. The department imparts education and training to teachers for the special children in four specialization namely visual impairment, hearing impairment, physical disabilities and mental retardation with particular emphasis to facilitate mainstreaming of special children. Parents of the special

children are also admitted to these programmes. Present programmes/courses of this department comprise MEd, MA, MPhil and PhD in the field of Special Education.

Programmes of Faculty of Education

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

PhD in Education with following specializations:

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

MPhil Education with following specializations:

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

MEd Education with following specializations:

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

MA Education with following specializations:

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

B.Ed/PGD/ADE/SSC/HSSC/BA level Educational Programs

- B.Ed (1-½ years, 2-½ years, 4 years)
- PGD Educational Planning and Management
- PGD Early Childhood Education
- PGD Educational Leadership and Management
- Associate Degree in Education (2 years)
- Courses of Education at SSC, HSSC and BA level
- Certificate in Literacy and Non-Formal Education

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

MA EDUCATION PROGRAMMES

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

Eligibility:

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

M.A Educational Planning and Management (M.A - EPM)

The programme of Educational Planning and Management (EPM) is the first Master's degree venture of the Allama Iqbal Open University. The early courses of the EPM were launched in 1976 under the Institute of Education. In 1984, when the status of the Institute of Education was raised to the Faculty of Education the Department of Educational Planning and Management was created within the Faculty of Education to organize the EPM programmes. The Department of EPM offers courses of study in the professional areas of Educational Planning and Management which are aimed at producing a cadre of professionals for educational institutions and organizations of the country for all levels of planning and management jobs.

1) Objectives of Program

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

2) Duration of Program

MA Educational Planning & Management Programme comprises of 20 courses (60 credit hours) Minimum 04 semester (two year) duration program

3) Admission criteria/eligibility

A graduate with second division is eligible to apply for admission to MA in Educational Planning and Management.

4) Semester-wise scheme of study with credit hours

1st Semester Spring 2021

Course code	Course title	Cr.Hrs
6557	Basic Concept of Education Planning-I	3
6558	Basic Concept of Education Planning-II	3
6561	Plan Implementation and Management-I	3
6562	Plan Implementation and Management-II	3

2nd Semester Autumn 2021

Student can take maximum 06 courses (Courses code 6559, 6560, 6563, 6564 are compulsory) Student can take maximum 4 collateral area courses through the programme (Autumn and Spring):

Course code	Course title	Cr.Hrs
6559	Processes of Educational Planning-I	3
6560	Processes of Educational Planning-II	3
6563	Curriculum Planning and Evaluation-I	3
6564	Curriculum Planning and Evaluation-II	3
6567	Development Education-I	3
6568	Development Education-II	3
6571	Project Implementation, Monitoring & Evaluation -I	3
6572	Project Implementation, Monitoring & Evaluation -II	3

6573	Population Education-I	3
6574	Population Education-II	3
510	Research Thesis	12
826	Elementary Education	3
827	Secondary Education	3
828	Higher Education	3
829	Teacher Education	3

3rd Semester

Student can take maximum six courses (Student must complete EPM (6569, 6560 courses before enrolling in Research Thesis 510

Course code	Course title	Cr.Hrs
6557	Basic Concept of Education Planning-I	3
6558	Basic Concept of Education Planning-II	3
6561	Plan Implementation and Management-I	3
6562	Plan Implementation and Management-II	3
6565	Economics and Financing of Education-I	3

6566	Economics and Financing of Education-II	3
6569	Educational Research and Statistics-I	3
6570	Educational Research and Statistics-II	3
831	Foundation of Education	3
837	Educational Research	3
838	Curriculum & Instruction	3
840	Educational Psychology	3

4th Semester

Student can take maximum 06 courses

Course code	Course title	Cr.Hrs
6559	Processes of Educational Planning-I	3
6560	Processes of Educational Planning-II	3
6563	Curriculum Planning and Evaluation-I	3
6564	Curriculum Planning and Evaluation-II'	3
6567	Development Education-I	3
6568	Development Education-II	3
6571	Project Implementation, Monitoring & Evaluation -I	3
6572	Project Implementation, Monitoring & Evaluation -II	3
6573	Population Education-I	3

6574	Population Education-II	3
510	Research Thesis	12
826	Elementary Education	3
827	Secondary Education	3
828	Higher Education	3
829	Teacher Education	3

Option “A”

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

Option “B” (Research Thesis)

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

Note:

1. Fresh students are offered only 4 courses (EPM–6557, 6558, 6561 and 6562) in the first semester i.e. Spring Semester.

2. Students can take course work equivalent to 18 credit hours in a semester (Except 1st Semester)
3. A student must complete EPM (6569, 6570) courses before enrolling in EPM Research Thesis-510.
4. A student can apply for award of Diploma in EPM after completing 30 credit hours courses work required for PGD EPM.
6. A student must opt courses in pair (I & II) (e.g. Process of Educational Planning-I also take Process of Educational Planning-II)
7. Student may opt maximum four collateral area courses (Spring/Autumn) for completion of MA-EPM

5) Award of degree

Master degree in Educational Planning and Management can be awarded only when the students have completed 60 credit hours.

6) Method of instructions

Medium of instructions for MA (EPM) is English. from spring 2021 only Online learning Management System and typed assignments shall be included.

7) Evaluation scheme

i. Assignments

Two assignments for each course (100+100 marks) submitted on LMS

ii. Workshops

A weeklong workshop for each course will be held at the end of each semester at AIOU Main Campus Islamabad / online. Participation in the workshop is mandatory.

iii. Presentation

Nil

iv. Final/mid-term examination

One 100 marks final written paper of each course

8) Fee structure

MA (EPM), candidates may not submit the fee. They should submit only the admission form with all the relevant attested documents including experience certificates to the EPPSL department, AIOU, Islamabad. After determination of the merit, selected candidates will be offered to submit their fee within stipulated period.

Fee Tariff of MA EPM

Registration Fee: (at 1 st Admission in University)	Rs. 500/-
Admission Fee: (at 1 st Admission in University)	Rs. 1000/-
Technology Fee:	Rs. 500/-
Per 3 credit hours fee: Rs. 2250/- (2250×4)=9000/-	Rs. 9000/-
Total Fee of 1 st Semester	Rs. 11000/-

9) Research work/thesis project (if Applicable)

Course code 510, Research Thesis 12 credit hours is available as an optional course. To take admission in Course Code 510, Courses 6569 & 6570 are pre-requisite

10) Concluding Remarks

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

Chairperson

Dr. Afshan Huma

afshan.huma@aiou.edu.pk

Educational Planning, Policy Studies & Leadership
Department

Faculty of Education AIOU, Sector H – 8, Islamabad,

Ph: 051-9057714, 9057717,051-9250059

Program Coordinator

Ms. Tahira Bibi

tahira.naushahi@aiou.edu.pk

Educational Planning, Policy Studies & Leadership
Department

Faculty of Education AIOU, Sector H – 8, Islamabad,

Ph: 051-9057715, 9057717

MA Distance and Non-Formal Education

Eligibility:

(Applicant having Bachelor degree with minimum 45% marks (second division) from any HEC recognized institution.

Objectives

Objectives of the programme are:

1. To provide insight of education and meet the present and future needs and challenges involved in teaching and learning process.
2. To produce educators/ teachers with professional vision and update their knowledge about new developments and trends in the field of Distance and Non-Formal Education.
3. To keep the students abreast with latest curricula, teaching techniques, strategies and methodologies.
4. To provide knowledge on how to effectively use instructional technology in the classroom.
5. To develop attitude and behaviour appropriate for Distance and Non-Formal Education in Pakistan.

Breakup of the Programme

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

1st Semester 18 Credits Hours

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

2nd Semester 18 Credits Hours

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

3rd Semester 12 Credits Hours

S. No.	Course Code	Course Title	Credit Hours
1	844	Non-Formal Education	3
2	845	Educational Administration & Supervision	3
3	847	Adult Education in Comparative Perspective	3
4	851	System of Distance Education	3
OR			
5	857	Thesis	12

4th Semester 12 Credits Hours

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

For any information, please contact: Chairman

Distance, Non-Formal & Continuing Education Department
AIOU, Sector H-8, Islamabad,
Ph: 051-9057450

MA (Education) Teacher Education**Eligibility**

Applicant having Bachelors degree with minimum 45% marks (2nd division) from any HEC recognized institution.

Objectives

The programme intends to achieve the following specific objectives:

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

Breakup of Programme

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

1st Semester 18 Credits Hours

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

2nd Semester 18 Credits Hours

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

AND

Please select any one cluster from the following two clusters.

1	6509	Teaching of Urdu	3
2	6511	Teaching of Pakistan Studies	3
		OR	
1	6515	Teaching of Mathematics	3
2	6516	Teaching of Physics	3

3rd Semester 12 Credits Hours

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

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

4th Semester 12 Credits Hours

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

Note:

1. The department will provide detail of workshops later on.
2. Courses offering in the pedagogical/ collaterals specialization and alternate courses of thesis will depend upon availability. The students will be informed about it in the continuing student form/letter at the beginning of each semester.
3. The department may change the course or their sequence.
4. A student can obtain MA Education specialization in Teacher Education after completing course work equivalent to 60 credits.

Chairperson

Department of Secondary Teacher Education

Allama Iqbal Open University,

Sector H – 8, Islamabad Ph: 051-9057705

MA Special Education

Objectives:

Objectives of the MA Special Education programmes are as:

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

Eligibility:

Applicant having Bachelors degree or 14 years of education with minimum 45% marks (second division) from any HEC recognized university/institute.

Breakup of Programme

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

1st Semester 18 Credits Hours

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

2nd Semester

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

A. VISUAL IMPAIRMENT

3601	Braille Practical Course—Urdu	3
3602	Braille Practical Course—English	3
677	Independence Training for Visually Handicapped.	3
678	Special Education for Visually Handicapped	3
Note: Students enrolled in courses 3601 and 3602 will arrange Slate/Braille Frame and Braille papers by themselves.		

B. HEARING IMPAIRMENT

680	General Introduction to the Hearing impairment	3
681	Psychology of Deafness & Child Development	3
682	Speech and Hearing	3
683	Audiology and Audiometry	3

C. MENTAL RETARDATION

3603	Introduction and Assessment of Mentally Retarded Children-I	3
3604	Introduction and Assessment of Mentally Retarded Children-II	3
3605	Education of Mentally Retarded Children-I	3
3606	Education of Mentally Retarded Children-II	3

D. PHYSICAL DISABILITY

3607	Physical Handicaps-I	3
3608	Physical Handicaps-II	3
3609	Educational Adaptations for Children with Physical Disabilities-I	3
3610	Educational Adaptations for Children with Physical Disabilities-II	3

3rd Semester 18 Credit hours

S.#	Code	Course Title	Cr.Hrs.
1	3611	Organization and Management of Special Schools-I	3
2	3612	Organization and Management of Special Schools-II	3
3	3613	Community Based Rehabilitation of People with Disabilities-I	3
4	3614	Community Based Rehabilitation of People with Disabilities-II	3
5	3600	Face to Face Component	3
6	846	Teaching Strategies	3

Note: - Course code 3600 comprises three components:

- i) 6 days workshop,
- ii) teaching practice of 40 lessons in special schools/centers and
- iii) Final lessons.

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

4th Semester

694	Thesis	12
OR		
Any 12 credit hours master level courses from the courses offered by Faculty of Education and not attempted previously by the student.		
a. Visual Impairment		
3601	Braille Practical Course Urdu	03
3602	Braille Practical Course English	03

677	Independence Training for the visually Handicapped	03
678	Special Education for the Visually Handicapped Children	03
b. Hearing Impairment		
680	General Introducing to the Hearing Impairment	03
681	Psychology of Deafness and Child Development	03
682	Speech and Hearing	03
683	Audiology and Audiometry	03
c. Mental Retardation		
3603	Introduction and Assessment of Mentally Retarded Children-I	03
3604	Introducing and Assessment of Mentally Retarded Children –II	03
3605	Education of the Mentally Retarded Children –I	03
3606	Education of the Mentally Retarded Children –II	03
d. Physical Disabilities		
3607	Physical Handicaps-I	03
3608	Physical Handicaps-II	03
3609	Education Adaptation for Children with Physical Disabilities-I	03
3610	Education Adaptation for Children with Physical Disabilities-II	03
e. Other Courses Offered by the Faculty		
826	Elementary Education	03

827	Secondary Education	03
828	Higher Education	03
829	Teacher Education in Pakistan	03
833	Students Support Services	03
834	Educational Technology	03
835	Foundations of Adult Education	03
841	Educational Measurement and Evaluation	03
842	Concepts and Method of Distance Education	03
843	Educational Guidance & Counseling	03
851	The System of Distance Education	03
852	Broadcast Media in Distance Education	03
853	Non Broadcast Media in Distance Education	03
854	Development Material for Distance and Non Formal Education	03

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

Fee Tariff of MA Education

Registration Fee: (at 1 st Admission in University)	Rs. 500/-
Admission Fee: (at 1 st Admission in University)	Rs. 1000/-
Technology Fee:	Rs. 500/-
Per 3 credit hours fee: Rs. 2250/- (2250×6)=13500/-	Rs. 13500/-
Total Fee of 1 st Semester	Rs. 15500/-
Thesis fee: Rs. 9000/- (only students opting for thesis. Thesis Evaluation: Rs. 1775/- (only students opting for	

thesis) (to be paid at the time of submission of thesis final evaluation).

Total Fee of 1st Semester:

For MA Education is Rs. 15500/- Specialization in

DNFE	Teacher Education	Special Education
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Programme Coordinators (MA/PGD Education)
Specialization in:

1. Distance and Non-Formal Education

Dr. Aftab Ahmed Ph: 051-9057720
Email: aftab.ahmed@aiou.edu.pk

2. Educational Planning and Management

Ms. Tahira Bibi
Ph: 051-9057715 / 051-9057717
Email: tahira.naushahi@aiou.edu.pk

3. Secondary Teacher Education

Dr. Muhammad Tanveer Afzal
Ph: 051-9057711
Email: tanveer.afzal@aiou.edu.pk

4. Special Education

Dr. Shaista Majid
Ph: 051-9057857
Email: nina.noor@aiou.edu.pk

M.Ed Programme

Specialization in (Distance & Non-Formal Education)

Eligibility

Applicant having Bachelors degree and BEd/BSEd with minimum 45% marks (2nd division) in both degrees from any HEC recognized institution.

Scheme of Studies

1st Semester: 18 Credit Hours

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

2nd Semester: 18 Credit Hours

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

For any information, please contact:

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

MEd Programme

Specialization in (Elementary Teacher Education)

Eligibility

- i. Applicant having Bachelors degree and BEd/BSEd with minimum 45% marks (2nd division) in both degrees from any HEC recognized institution.
- ii. According to AIOU Rules graduates of B.Ed (Arabic) have to pass 651 and all compulsory courses of B.Ed (General) along with- BA (with English) to be eligible for M.Ed Admission in Next offering it will be also mentioned in prospectus.

1st Semester: 18 Credit Hours

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

2nd Semester: 18 Credit Hours

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

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

For any information, please contact:

Chairman

Early Childhood Education & Elementary Teacher
Education Department, AIOU, Islamabad.
Ph: 051-9057718, 051-9057719

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

Eligibility

Applicant having Bachelors degree and BEd/BSEd with minimum 45% marks (2nd division) in both degrees from any HEC recognized institution.

Scheme of Studies

1st Semester: 18 Credit Hours

Code	Course Title	Cr. Hrs
831	Foundations of Education	3
837	Educational Research	3
838	Curriculum Development and instruction	3
840	Educational Psychology	3
6507	Educational Measurement & Evaluation	3
6505	Islamic System of Education	3
849	OR Thesis	6

2nd Semester: 18 Credit Hours

826	Elementary Education	3
827	Secondary Education	3
828	Higher Education	3
829	Teacher Education in Pakistan	3
6552	Textbook Development-I	3
6553	Textbook Development-II	3
849	OR Thesis (Continued)	6

For any information, please contact: Chairperson
Department of Secondary Teacher Education AIOU, H-8, Islamabad, Ph: 051-9057705

**M.Ed Programme
Specialization in (Science Education)**

Eligibility

BSc with BEd (at least 2nd Div) **OR** BS ED (2nd Div) **OR** BSCS with BEd, BS Engineering / Medical / all science related areas with BEd (Science).

Scheme of Studies

1st Semester:

18 Credit Hours

Code	Course Title	Cr. Hrs
831	Foundations of Education	3
837	Educational Research	3
838	Curriculum Development & Instruction	3
840	Educational Psychology	3
695	Foundations of Science Education	3
696	Teaching Strategies in Science Education	3

2nd Semester

18 Credit Hours

697	Assessment in Science Education	3
698	Laboratory Organization, Management And Safety Methods	3
848	Thesis	12
	OR in lieu of Thesis	
846	Teaching Strategies	3
855	Computers in Education	3
6506	Education in Pakistan	3
6507	Educational Measurement & Evaluation	3

For any information, please contact:

Incharge/Head of Department Department of Science Education, Ph: 051-9057249

MEd Programme

Specialization in (Special Education)

Eligibility

Applicant having Bachelors Degree 2nd Division and BEd/BS.Ed with minimum (2nd division) from any HEC recognized institution.

1st Semester: 18 Credit

Hours, Core Courses

Code	Course Title	Credit Hours
671	Educational Psychology	3
672	Perspectives of Special Education	3
673	Handicapped Person in the Community	3
831	Foundations of Education	3
837	Educational Research	3
838	Curriculum Development and Instruction	3

2nd Semester:

18 Credit Hours, Specialization

Courses:

846	Teaching Strategies	3
3600	Face to Face Component i. Workshop, ii. Teaching Practice in Special School/Centers iii. Final Lessons	3

Note: Student fail or absent in any one of the 3 components mentioned above will be declared fail in the course. He/she will be get enrolled as fresh student in the course. No re-appear chance.

Specialization Areas: (Any one of the following four specialization)		
A. VISUAL IMPAIRMENT		
3601	Braille Practical Course-Urdu	3
3602	Braille Practical Course-English	3
677	Independence Training for the Visually Handicapped.	3
678	Special Education for the Visually Handicapped	3
Note: Students enrolled in course 3601 & 3602 will arrange Slate/ Braille Frame and Braille paper by themselves.		
B. HEARING IMPAIRMENT		
680	General Introduction to the Hearing Impairment	3
681	Psychology of Deafness & Child Development	3
682	Speech and Hearing	3
683	Audiology and Audiometry	3
C. MENTAL RETARDATION		
3603	Introduction and Assessment of Mentally Retarded Children-I	3
3604	Introduction and Assessment of Mentally Retarded Children-II	3
3605	Education of Mentally Retarded Children-I	3
3606	Education of Mentally Retarded Children-II	3
D. PHYSICAL DISABILITIES		
3607	Physical Handicaps-I	3

3608	Physical Handicaps-II	3
3609	Educational Adaptations for Children with Physical Disabilities-I	3
3610	Educational Adaptations for Children with Physical Disabilities-II	3

Chairperson Department of Special Education
Ph: 051-9057859, 051-9250078

Fee Tariff:

Registration Fee: (at 1 st admission in University)	Rs.500/-
Admission Fee: (at 1 st admission in Program)	Rs.1000/-
Technology Fee + Courier Charges	Rs.500/-
Per 3 credit hours fee: Rs.2250/- (Rs.2250×6)=	Rs.13500/-
Total fee of 1st Semester	Rs. 15500/-
Thesis fee: Rs.9000/- (only for students opting for thesis Thesis evaluation:Rs.1775/--(only for students opting for thesis) (to be paid at the time of submission of thesis final evaluation).	
Items	Rate
Registration Fee: (once at the time of 1 st admission)	Rs.500/-
Admission Fee: (once at the time of 1 st semester)	Rs.1000/-
Technology Fee + Courier	Rs.500/-
Per 3 Credit Hours course fee Rs.2250/-	
18 Credit Hours course fee: Rs. 2250×6=13500/-	Rs.13500/-
Total fee for 1st Semester	Rs.15500/-

Thesis (12 Credit hours) Fee: Rs.9000/-
Thesis Evaluation fee: Rs.1775/-
At the time of submission of thesis evaluation and viva voce

Fee Depositing Procedure:

Eligible candidates for (OPEN MERIT PROGRAMMES) are required to deposit fee in any branch of the following banks.

1. Allied Bank Limited (ABL)
2. First Women Bank Limited (FWBL)
3. Muslim Commercial Bank (MCB)
4. United Bank Limited (UBL)

Admission Form (original) to be sent to Directorate of Admissions and mailing through Post Office or any other courier service.

Instructions

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

Programme Coordinators

Please contact to concern coordinators, if need, any help

Specialization in:

1. ***Distance and Non-Formal Education***
Dr. Amtul Hafeez Ph: 051-9057706
Email: amtulhafeezch@yahoo.com
2. ***Science Education***
Dr. Farkhunda Rasheed Chaudhry
051-9057797
Email: farkhanda.rasheed@aiou.edu.pk

3. Secondary Teacher Education

Dr. Tooba Saleem

Ph: 051-9057890

Email: tooba.saleem@aiou.edu.pk

4. Special Education

Dr. Zahid Majeed

Ph: 051-9057294, 051-9250078

Email: zahid_majeed@aiou.edu.pk

5. Early Childhood Education & Elementary Teacher

Dr. Muhammad Athar Hussain

Ph: 051-9057703

Email: muhammad.athar@aiou.edu.pk

Scheme of Studies

Method of Instruction

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

i) Self-Instructional Material

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

ii) Tutorials (if applicable)

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

iii) Workshops (Compulsory)

At the end of each semester there will be a compulsory workshop for each three-credit

course. These may be organized at the main campus or where-ever the university deems feasible. The workshops are compulsory component of each course.

Evaluation Procedure

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

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

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

Grading System

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

Specific Information

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

Attainment of Certificate/Degree

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

FACULTY MEMBERS

Chairpersons of Departments

1. **Dean /Professor Dr. Nasir Mahmood**
Early Childhood Education & Elementary
Teacher Education Department
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Email: Nasir.mahmood@aiou.edu.pk
2. **Dr. Tanzila Nabeel**
Special Education Department
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Email: tanzilanabeel@gmail.com
3. **Dr. Naveed Sultana**
Secondary Teacher Education Department
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Email: drnaveeda@gmail.com
4. **Dr. Muhammad Ajmal Chaudhary**
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5. **Dr. Muhammad Samiullah**
Science Education Department Ph: 051-9057851
6. **Dr. Afshan Huma**
Educational Planning, Policy Studies &
Leadership Department Ph: 051-9250059
Email: afhsan.hum@aiou.edu.pk

Associate Professor

Dr. Fazal ur Rehman
Early Childhood Education & Elementary
Teacher Education Department
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Assistant Professors

1. **Dr. Shaista Majid**
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Secondary Teacher Education
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7. **Dr. Rehmatullah Bhatti**
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Department Ph: 051-9057706
Email: rehmat.ullah@aiou.edu.pk
8. **Dr. Zafar Iqbal Lilla**
Distance, Non-Formal & Continuing Education
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Email: zafarar72@yahoo.com
9. **Dr. Amtul Hafeez**
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Education Deptt. Ph: 051-9057706
Email: amtulhafeezch@yahoo.com
10. **Dr. Farkhunda Rasheed Ch.**
Science Education Department Ph: 051-9057797
Email: farkhunda.rasheed@aiou.edu.pk

Lecturers

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2. **Dr. Aftab Ahmed**
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3. **Dr. Zaheer Ahmad**
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Email: zaheer.ahmad@aiou.edu.pk

4. **Mr. Arshad Mehmood Qamar** Science Education
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5. **Ms. Tahira Bibi**
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6. **Dr. Sarwat Maqbool**
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7. **Mr. Hamid Ali Nadeem**
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Email: sidra.rizwan@aiou.edu.pk
9. **Dr. Tooba Saleem**
Secondary Teacher Education
Department Ph: 051-9057890
Email: tooba.saleem@aiou.edu.pk
10. **Ms. Mubeshera Tufail**
Early Childhood Education and
Elementary Education

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 Admission Department before or on the closing date.
- iii. If an applicant does not receive any information regarding admission within three months from submission of application, he/she should presume no admission.
- 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 deposit of prescribed fee.
- v. The address of a student will not be changed during the semester.
- vi. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme.
- vii. On payment of the registration fee, each student will be issued a registration number. This number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.
- viii. Study material shall be available at the LMS and Website at their given addresses.
- ix. After confirmation of admission 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 the concerned Regional Director, Assistant Regional Director without delay.
- x. Rules and regulations framed, enhanced and changed from time to time by the authorities, bodies of the university will be effective as deemed necessary. The student will have to abide by all such rules and regulations from the date of their implementation.
- xi. A student who fails in continuous assessment component is not eligible to reappear but will be allowed to re-register for the same course at its next offering semester by the university.
- xii. It is the responsibility of the student to remain in touch with the department regarding the selected programme.
- xiii. A student already admitted to a programme or a specialization of a programme shall not be allowed to transfer or to get admission to another programme unless he/she formally postpones it till the completion of the new programme or withdraws from the previous programme.
- xiv. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.
- xv. The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.
- xvi. The student must inform the Admission Department in writing about admission mistakes within the period of 15 days, which is not according to the admission form/ check list or mistake in name and address. No request for any change will be entertained after the stipulated period.
- xvii. Admission forms incomplete in any respect will not be entertained and will be returned after close of semester to the students indicating the deficiency in clear terms with advise to request for refund of fee.
- xviii. Admission form received without prescribed fee less fee or fee deposited after due date will not be considered.

- xix. In case of discrepancies in the name of student/ Father's name of the student or difference in name mentioned in his/her other educational certificates, the name on the Matric certificate of the student will be considered as correct name. The Examination Department shall also issue certificate/ degree on the said name.
- xx. In case provision of forged documents for admission, not only the admission will be refused to the applicant but the fee deposited by him/her will also be forfeited. The university may proceed further in the matter.

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

FEE DEPOSITING PROCEDURE

The university has introduced a new method of depositing the fee and admission forms for the convenience of the students. For making the process more consistent and effective, the university has entered into a formal agreement. According to this agreement, the student can deposit the prescribed fee in any branch of all the

**First Woman Bank Ltd,
Allied Bank Ltd,
MCB Bank Ltd,
United Bank Limited.**

The bank branch will issue a receipt of depositing the admission form and fee. This process will give relief to

the students from making bank drafts and maintaining the records of the draft copies. It will also save the additional expenditure on draft making and mailing the admission forms to the university. In this way the admission forms and fee will safely reach the admission department.

PROCEDURE OF FEE DEPOSIT THROUGH TELECOS

Easypaisa Through Easypaisa App

The account may be created after downloading the Easypaisa Mobile App from Playstore. For using this mode, student must have balance equal to his/her payable fee in Easypaisa mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through Easypaisa App.

1. Login to Easypaisa App
2. Press "View All"
3. In "Payment" Section, select "Fee Collection"
4. Select "AIOU"
5. Enter "Challan Number"
6. Easypaisa App will show the payable amount & due date
7. Press "Pay Now"
8. Fee will be Paid and student will receive confirmation SMS from 3737
9. Student will write **Transaction ID** and **"Paid via Easypaisa App"** on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Through USSD String *786#

The Easypaisa mobile wallet account may be created by dialing *786#. For using this mode, student must have balance equal to his/her payable fee in Easypaisa mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through USSD string *786#

1. Dial *786#
2. Select “4” (Payments)
3. Select “7” (Fee Collections)
4. Select “99” (Next)
5. Select “AIOU”
6. Enter Challan No.
7. Screen will show the payable amount & due date
8. Enter Mobile Account PIN
9. Fee will be Paid and student will receive confirmation SMS from 3737
10. Student will write **Transaction ID** and **“Paid via Easypaisa786 String”** on the challan and admission form. Further, students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Through Easypaisa Retailer (Agent) Shop/Telenor Franchise / Telenor Bank Branches

Fee can also be paid by visiting any Easypaisa Agent shop, Telenor franchise and Telenor Microfinance Bank branch. For using this mode, student has to pay **Rs.15 per transaction** in addition to the payable fee. Following is the fee payment procedure through this mode.

1. Student may visit any nearest Easypaisa Retailer (Agent) Shop, Telenor franchise or Telenor Microfinance Bank branch
2. Student will inform the retailer/franchisee/teller that he/she wish to pay fee of AIOU
3. Retailer/Franchisee/Teller will ask the student to share CNIC number, Mobile Number & Challan Number
4. Retailer/Franchisee/Teller will enter the Challan Number in his Easypaisa Tab/system
5. Tab/System will show the payable amount & due date
6. Student will hand-over the fee amount to retailer/franchisee/teller
7. Once the fee amount is handed over, the retailer/franchisee/teller will process the fee transaction
8. Fee will be paid and student will receive confirmation SMS from 3737 on mobile number. Transaction charges will be mentioned in the confirmation SMS
9. Student will write **Transaction ID** and **“Paid via Easypaisa Agent/Franchisee/Teller”** on the challan and admission form. Bank stamp will be embossed only in case the fee is paid through Telenor Microfinance Bank branches. Further students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Upaisa Through Upaisa App

The account may be created after downloading the Upaisa Mobile App from Playstore. For using this mode, student must have balance equal to his/her payable fee in Upaisa mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through Upaisa App.

1. Login to Upaisa App
2. Please click on “Payments”
3. Click on “AIOU”
4. Enter “Challan Number”
5. Upaisa App will show the payable amount
6. Press “Pay Now”
7. Fee will be Paid and student will receive confirmation SMS
8. Student will write **Transaction ID** and **“Paid via Upaisa App”** on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU.

Through USSD String *786#

The Upaisa mobile wallet account may be created by dialing *786#. For using this mode, student must have balance equal to his/her payable fee in Upaisa mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through USSD string *786#

1. Dial *786#
2. Select “Payments”
3. Select “AIOU”
4. Enter Challan No.
5. Screen will show the payable amount
6. Student will enter his/her Mobile Number and PIN
7. Fee will be Paid & student will receive confirmation SMS
8. Student will write **Transaction ID** and **“Paid via Upaisa786 String”** on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Through Upaisa Agent Shop/Ufone Franchise /PTCS OSS/U Microfinance Bank Branches

Fee can also be paid by visiting any Upaisa Agent shop, Ufone franchise, PTCL One stop shop (OSS) and U Microfinance Bank branch. For using this mode, student has to pay **Rs.15 per transaction** in addition to the payable fee. Following is the fee payment procedure through this mode.

1. Student may visit any nearest Upaisa Retailer (Agent) Shop, Ufone Franchise, PTCL OSS or U Microfinance Bank branch
2. Student will inform the retailer/franchisee/teller that he/she wish to pay fee of AIOU
3. Retailer/Franchisee/Teller will ask the student to share CNIC number, Mobile Number & Challan Number
4. Retailer/Franchisee/Teller will enter the Challan Number in his Upaisa Tab/system
5. Tab/System will show the payable amount & due date
6. Student will hand-over the fee amount to retailer/franchisee/ teller
7. Once the fee amount is handed over, the retailer/franchisee/teller will process the fee transaction
8. Fee will be paid and student will receive confirmation SMS on mobile number. Transaction charges will be mentioned in the confirmation SMS
9. Student will write **Transaction ID** and **“Paid via Upaisa Agent/Franchisee/Teller”** on the challan and admission form. Bank stamp will be embossed only in case the fee is paid through U Microfinance Bank branches. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Jazz Cash

Through Jazzcash App

The account may be created after downloading the Jazzcash

Mobile App from Playstore. For using this mode, student must have balance equal to his/her payable fee in Jazzcash mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through Jazzcash App.

1. Login to Jazzcash App
2. Please click on “Education Fee”
3. Select “Universities” from the Menu
4. Select “AIOU” from the Sub Menu
5. Enter “Challan Number”
6. Jazzcash App will show the payable amount and due date
7. Enter MPIN
8. Fee will be Paid & student will receive confirmation SMS
9. Student will write **Transaction ID** and **“Paid via Jazzcash App”** on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Through USSD String *786#

The Jazzcash mobile wallet account may be created by dialing *786#. For using this mode, student must have balance equal to his/her payable fee in Jazzcash mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through USSD string *786#

1. Dial *786#
2. Select “Payments”
3. Select “Education Payments”
4. Select “AIOU”
5. Enter Challan No.
6. Screen will show the payable amount
7. Enter MPIN
8. Fee will be Paid & student will receive confirmation SMS

9. Student will write **Transaction ID** and **“Paid via Jazzcash786 String”** on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Through Jazzcash Agent Shop/Jazz Franchise /Mobilink Microfinance Bank Branches

Fee can also be paid by visiting any Jazzcash Agent shop, Jazz franchise and Mobilink Microfinance Bank branch. For using this mode, student has to pay **Rs.20 per transaction** in addition to the payable fee. Following is the fee payment procedure through this mode.

1. Student may visit any nearest Jazzcash Retailer (Agent) Shop, Jazz Franchise or Mobilink Microfinance Bank branch
2. Student will inform the retailer/franchisee/teller that he/she wish to pay fee of AIOU
3. Retailer/Franchisee/Teller will ask the student to share CNIC number, Mobile Number & Challan Number
4. Retailer/Franchisee/Teller will enter the Challan Number in his Jazzcash Tab/system
5. Tab/System will show the payable amount & due date
6. Student will hand-over the fee amount to retailer/franchisee/teller
7. Once the fee amount is handed over, the retailer/franchisee/teller will process the fee transaction
8. Fee will be paid and student will receive confirmation SMS on mobile number. Transaction charges will be mentioned in the confirmation SMS
9. Student will write **Transaction ID** and **“Paid via Jazzcash Agent/Franchisee/Teller”** on the challan and admission form. Bank stamp will be embossed only in case the fee is paid through Mobilink Microfinance Bank branches. Students are advised to keep the confirmation

SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Admission form (Original) to be sent to Directorate of Admission and Mailing through Post Office or any other courier service.

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

REGULATIONS FOR REFUND OF ADMISSION FEE

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

- i) The candidates/ students who deposit the fee for a programme and later on change their mind to apply in another programme and communicate their decision in black and white to the admission section before dispatch of study material in such cases, fee will be refunded to them after deduction of 10% of the total amount deposited.
- ii) The candidates/ students who discontinue the programme/ courses(s) after dispatch of books, neither their admission will be cancelled nor fee will be refunded to them.
- iii) The candidates/ students who are not allowed admission to a programme offered by the university due to less

enrolment/ non formation of viable group/ non offering of courses, full fee will be refunded to them.

- iv) The candidates/ students who know that they are ineligible for admission to a programme, and even then they deposit the fee, in such cases, the fee will be refunded after the deduction of 25% as services charges from the total amount.
- v) The amount deposited by the candidates/ student in excess (more than the prescribed fee) will be refunded/ adjusted within a year.
- vi) Cases of refund of admission fee will be processed after finalization/ completion of admission of the semester and only on the production of original Bank Challan/Receipt No. 3 & 4.
- vii) If candidates/students deceive the university and get admission in two different programmes simultaneously in a semester admission will be cancelled in both the programmes and the fee deposited for both the programmes will be forfeited.

IMPORTANT TELEPHONE NUMBERS

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

PROSPECTUS
OF
BEd (1.5 Year, 2.5 Years & 4 Years) Programmes
For
SEMESTER: SPRING 2021



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Islamabad

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Programme Coordinators	Address
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B. Ed 2.5 Years	Ms. Mubeshera Tufail Lecturer ECE & ETED Ph: 051-9057716, Email: mubeshera.tufail@aiou.edu.pk
B. Ed 2.5 Years (Science Education)	Mr. Arshad Mehmood Qamar Lecturer Science Education Department Faculty of Education Allama Iqbal Open University H-8, Islamabad. Ph: 051-90557168
B. Ed 4 Years	Dr. Muhammad Samiullah Assistant Professor ECE & ETED Ph: 051-9057851
B. Ed 4 Years (Secondary Teacher Education)	Dr. Sidra Rizwan Lecturer, STED Ph: 051-9057699
B. Ed 4 Years (Science Education)	Mr. Arshad Mehmood Qamar Lecturer Science Education Department Ph: 051-9057168

FACULTY OF EDUCATION

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

DEPARTMENTS OF THE FACULTY

Faculty of Education comprises of the following six departments:

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

Distance, Non Formal & Continuing Education (DNFCE)

The department was established in 1984 and was renamed as Distance, Non Formal and Continuing Education in 2008. It offers specialized degree programmes/courses in Distance Non-Formal and Continuing Education, Adult Education and Educational Technology at MA Education, MEd, MPhil and PhD (MS/MPhil Based) level. It also offers courses at BA level.

Educational Planning, Policy Studies & Leadership (EPPSL)

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

Early Childhood Education and Elementary Teacher Education

The Department of Elementary Teacher Education was established in 2003. In April 2008, the name of Elementary Teacher Education Department was changed as Early Childhood Education and Elementary Teacher Education Department. The Early Childhood Education and Elementary Teacher Education Department offers ADE, PGD in ECE, BEd, MEd, MPhil and PhD programmes, it also offers “Education” as subject at Matric, Intermediate and Graduate level. Early Childhood Education and Elementary Teacher Education Department is one of the largest departments of this institution in terms of its enrollment of students and the number of courses offered by this department.

Secondary Teacher Education

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

Science Education

The Department of Science Education was established in 1988. The programmes and courses of the department are mainly focused on education and training of science teachers. Presently the department offers specialized courses in science at BEd, MA, MEd, MPhil and PhD level. Specialization courses provide conceptual framework and indepth insight into the teaching of science effectively.

Special Education

The Department was established in 1985. The department imparts education and training to teachers for the special children in four specializations namely Visual impairment, Hearing impairment, Physical disabilities and Mental retardation with particular emphasis to facilitate mainstreaming of special children. Parents of the special children are also admitted to these programmes. Present programmes/courses of this department comprised of Postgraduate Diploma, MEd, MA, MPhil and PhD (MS/MPhil Based) in Special Education.

Programmes of Faculty of Education

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

The faculty is offering the following academic programmes:

PhD Education with following specializations:

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

MPhil Education with following specializations:

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

MEd/MA Education with following specializations:

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

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

- BEd (1.5 year, 2.5 years, 4 years)
- PGD Educational Planning and Management
- PGD Early Childhood Education
- Associate Degree in Education (2 years)
- Courses of Education at SSC, HSSC and BA level

BED (1.5 YEARS) PROGRAMME

Duration	1.5 Year (3 Semesters)
Total credits	54
Maximum load	18 Credit Hours (per semester)
Medium of Instruction	English/Urdu
Mode of Delivery	Open Distance Learning
Passing Marks (Assignment/Exam)	50%

Introduction:

The emerging needs and shortage of human development resources mixed with higher qualities of leadership in the field of education at national level demand personnel who have sound professional and academic background in the field of teacher education. This programme provides such academic opportunities to teachers. It aims at providing education and training facilities to teachers, administrators and master graduates in the country.

Following are the objectives of this programme:

1. To acquaint the prospective teachers with latest teaching techniques and methodologies.
2. To enable teachers to use instructional technology in the classroom.
3. To enable the prospective teachers to manage classroom environment.
4. To meet country's increasing demand for trained personnel.

Eligibility Criteria: 16 Years of Education (Academic Disciplines Other than Education) MA/MSc/BA (4-year)/ BS(4 years) with minimum second division or equivalent

5. **Maximum Duration:** Maximum Duration to complete the degree will be 03 Years.

Semester-Wise Breakup of Scheme of Studies

1st Semester

S.#	Courses	Code	Cr. Hrs
1	General Methods of Teaching (Professional)	8601	3
2	Educational Assessment and Evaluation (Professional)	8602	3
3	Curriculum Development (Foundation)	8603	3
4	Research Methods in Education (Professional)	8604	3
5	Educational Leadership and Management (Professional)	8605	3
6	Citizenship Education and Community Engagement	8606	3

Total Credit Hours=18

2nd Semester

S.#	Courses	Code	Cr. Hrs
1	Teaching Practice I (Professional)	8607	3
2	Critical Thinking and Reflective Practices (Professional)	8611	3
3	Area of Specialization (Course-I)		3
4	Area of Specialization (Course-II)		3
5	Area of Specialization (Course-III)		3
6	Area of Specialization (Course-IV)		3

Total Credit Hours=18

3rd Semester

S.#	Courses	Code	Cr. Hrs
1	Teaching Practice II (Professional)	8608	3
2	Philosophy of Education (Foundation)	8609	3
3	Human Development and Learning (Foundation)	8610	3
4	Professionalism in Teaching (Professional)	8612	3
5	Research Project (Content Embedded) (Professional)	8613	3
6	Educational Statistics (Professional)	8614	3

Total Credit Hours=18

Specialization Courses:

Area 1: Leadership and Management

S.#	Courses	Code	Cr. Hrs
1	Management Strategies in Educational Institutions	8615	3
2	School Administration and Supervision	8616	3
3	Plan Implementation and Educational Management	8617	3
4	School Leadership	8618	3

Area 2: Educational Technology and Evaluation

S.#	Courses	Code	Cr. Hrs
1	Educational Technology	8619	3
2	Computers in Education	8620	3
3	Broadcast Media	8621	3
4	Non Broadcast Media	8622	3

Area 3: Teacher Education

S.#	Courses	Code	Cr. Hrs
1	Elementary Education	8623	3
2	Secondary Education	8624	3
3	Higher Education	8625	3
4	Teacher Education in Pakistan	8626	3

Area 4: Science Education

S.#	Courses	Code	Cr. Hrs
1	Foundation of Science Education	8627	3
2	Assessment in Science Education	8628	3
3	Laboratory Organization, Management and Safety Methods	8629	3
4	General Science in Schools	8638	3

Area 6: Reading

S.#	Courses	Code	Cr. Hrs
1	Foundations of Reading	8634	3
2	Teaching Reading	8635	3
3	Reading Difficulties	8636	3
4	Reading Assessment	8637	3

Note: The department may change offering of courses as per availability of the courses.

Fee Structure BEd(1.5 year)

Registration Fee: (At the time of 1st admission) Rs.500/-
 Admission Fee: (At the time of 1st admission) Rs.1000/-
 Technology Fee + Courier Charges: (per semester) Rs.500/-
 Per 3 Credit Hours Fee: Rs.3300/- (Rs.3300×6) = Rs.19800/-

First Semester Fee: Rs.21800/-

Teaching Practice-I Fee: Rs.1100/- Per one credit Hour
 Teaching Practice-II Fee: Rs.1100/- Per one credit Hour
 Research Project Fee: Rs.1100/- Per one credit Hour

For any academic assistance contact:

Dr. Fazal-ur-Rehman
 Chairman
 ECE & ETED
 Phone: 051-9250167
 PA to Chairman: 051-9057718
 E-mail: fazalaiou@yahoo.com

B.Ed (2.5 YEAR) PROGRAMME

Programme: B.Ed (2 year with one bridging semester programme)

Duration: 2.5 year (5 Semesters)
Total Credits: 90
Maximum Load per Semester: 18 Credit Hours
Medium of Instruction: English/Urdu
Delivery Mode: Open Distance Learning
Passing Marks (Assignment/Exam) 50%
Entry Qualification: 14 year of education (BA/BSc or equivalent with minimum 2nd division)

Note: Maximum duration to complete the degree will be 05 years.

1st Semester

(Bridging Semester)

S.#	Courses	Code	Cr. Hrs
1	Basics of Technical English	6465	3
2	General Mathematics & Statistics	6401	3
3	Critical Thinking and Reflective Practices (Foundation)	8611	3
4	Basics of Information & Communication Technology	5403	3
5	Educational Leadership and Management	8605	3
6	Citizenship Education and Community Engagement	8606	3

Total Credit Hours=18

Note: All courses in first semester are compulsory.

2nd Semester

Compulsory Courses in Second Semester:

S.#	Courses	Code	Cr. Hrs
1	General Methods of Teaching	8601	03
2	Educational Assessment and Evaluation (Professional)	8602	03
3	Curriculum Development (Professional)	8603	03
4	Philosophy of Education (Professional)	8609	03
5	Academic content-Course I (Discipline I)		03
6	Academic content-Course I (Discipline II)		03

Total Credit Hours=18

Optional Courses in Second Semester

Academic Content Courses in Semester-II: For academic content courses, select one cluster from the following four clusters. A student can select only one cluster in the programme. Student would study the academic content courses in subsequent semesters related to cluster selected in second semester.

Cluster 1 Islamic Studies-I (Course Code: 6473) Urdu-I (Course code:6478)	Cluster 2 Urdu-I (Course code:6478) Home Economics-I (Course code:6483)
Cluster 3 English-I (Course code:6468) Pakistan Studies-I (Course code:6488)	Cluster 4 Islamic Studies-I (Course code:6473) Home Economics-I (Course code:6483)

3rd Semester

Compulsory Courses in Third Semester

S.#	Courses	Code	Cr. Hrs
1	Human Development and Learning (Foundation)	8610	03
2	Professionalism in Teaching (Foundation)	8612	03
3	Academic content-Course II (Discipline I)		03
4	Academic content-Course II (Discipline II)		03
5	Pedagogy I (Method of teaching related to specialization (content embedded) professional)		03
6	Pedagogy II (Method of teaching related to specialization (content embedded) professional)		03

Total Credit Hours=18

Optional Courses in Third Semester

Academic Content Courses in Semester-III: For academic content and pedagogy courses, select one cluster on the basis of cluster chosen in second semester.

<p><u>Cluster 1</u> Islamic Studies-II (Course code:6474) Urdu-II (Course code:6479) Pedagogy-Teaching of Islamic Studies (Course code:6497) Pedagogy-Teaching of Urdu(Course code:6494)</p>	<p><u>Cluster 2</u> Urdu-II (Course code:6479) Home Economics-II (Course code:6484) Pedagogy-Teaching of Urdu (Course code:6494) Pedagogy-Teaching of Home Economics (Course code:6496)</p>
<p><u>Cluster 3</u> English-II (Course code: 6469) Pakistan Studies-II (Course code:6489) Pedagogy-Teaching of English (Course code: 6493) Pedagogy-Teaching of Pakistan Studies (Course code:6495)</p>	<p><u>Cluster 4</u> Islamic Studies-II (Course code:6474) Home Economics-II (Course code:6484) Pedagogy-Teaching of Islamic Studies (Course code:6497) Pedagogy-Teaching of Home Economics (Course code:6496)</p>

4th Semester

Compulsory Courses in Fourth Semester

S.#	Courses	Code	Cr. Hrs
1	Comparative Education	6466	03
2	Research Methods in Education (Professional)	8604	03
3	Educational Statistics (Professional)	8614	03
4	Teaching Practice-I (Professional)	8607	03
5	Academic content-Course III (Discipline I)		03
6	Academic content-Course III (Discipline II)		03

Total credit Hours=18

Optional Courses in Fourth Semester

Academic Content Courses in Semester-IV: For academic content courses, select one cluster on the basis of cluster chosen in second semester.

<p><u>Cluster 1</u> Islamic Studies- III (Course code: 6475) Urdu-III (Course code:6480)</p>	<p><u>Cluster 2</u> Urdu-III (Course code:6480) Home Economics-III (Course code:6485)</p>
<p><u>Cluster 3</u> English-III (Course code:6470) Pakistan Studies-III (Course code:6490)</p>	<p><u>Cluster 4</u> Islamic Studies-III (Course code: 6475) Home Economics-III (Course code:6485)</p>

5th Semester

Compulsory Courses in Fifth Semester

S.#	Courses	Code	Cr. Hrs
1.	Research Project (Content Embedded) Professional	8613	03
2.	Teaching Practice II (Professional)	8608	03
3.	Academic content- Course IV (Discipline I)		03
4.	Academic content- Course IV (Discipline II)		03
5.	Academic content- Course V (Discipline I)		03
6.	Academic content- Course V (Discipline II)		03

Total Credit Hours=18

Optional Courses in Fifth Semester

Academic Content Courses in Semester-V: For academic content courses, select one cluster on the basis of cluster chosen in second semester.

<p>Cluster 1 Islamic Studies-IV (Course code:6476) Urdu-IV (Course code:6481) Islamic Studies-V (Course code:6477) Urdu-V (Course code: 6482)</p>	<p>Cluster 2 Urdu-IV (Course code:6481) Home Economics-IV (Course code:6486) Urdu-V (Course code:6482) Home Economics-V (Course code:6487)</p>
<p>Cluster 3 English-IV (Course code:6471) Pakistan Studies-IV (Course code:6491) English-V (Course code:6472) Pakistan Studies-V (Course code:6492)</p>	<p>Cluster 4 Islamic Studies-IV (Course code:6476) Home Economics-IV (Course code:6486) Islamic Studies -V (Course code:6477) Home Economics-V (Course code: 6487)</p>

Note: (i) The clusters mentioned in semester-II are offered for B.Ed. (2.5 years). No other combination or cluster is available for B.Ed. (2.5 years). (ii) If a student is required to change a cluster, then he/she will pass five courses of one academic content area (for example, English or Urdu etc.) to successfully complete the requirements of the programme. (iii) Attending the workshop is compulsory to pass the course. (iv) The department may change the sequence of course (s) offering as per availability of course(s).

Fee Structure BEd (2.5 years)

Registration Fee: (At the time of 1st admission) Rs.500/-
Admission Fee: (At the time of 1st admission) Rs.1000/-
Technology Fee + Courier Charges: (per semester) Rs.500/-
Per 3 Credit Hours Fee: Rs.3300/- (Rs.3300×6) = Rs.19800/-

First Semester Fee: Rs.21800/-

Teaching Practice I Fee: Rs. 1100/- Per one credit Hour
Teaching Practice II Fee: Rs. 1100/- Per one credit Hour
Research Project Fee: Rs. 1100/- Per one credit Hour

For any academic assistance contact:

Ms. Mubeshera Tufail

Lecturer

ECE & ETED

Ph: 051-9057716, Email: mubeshera.tufail@aiou.edu.pk

BEd (2.5 YEARS) PROGRAMME

Specialization: Science Education

Duration:	2.5 Years (5 Semesters)
Total Credits:	90 credit hours
Maximum Load per Semester:	18 Credit Hours
Medium of Instruction:	English/Urdu
Delivery Mode:	Blended
Passing Marks (Assignment/Exam)	50%
Entry Qualification:	Having BSc Degree/ AD Science with at least 45% marks or equivalent

Introduction:

BEd(2.5 Years) programme with specialization in Science Education will not only provide a direction to general education but will also ensure that only those who intend to opt for Science Teaching as a profession will join the program. It will enable the Science Teachers to apply their knowledge and skills in real class situation more effectively. Teacher will be enabled to transform the provisions of policy and curriculum in the classroom. Teacher Students will be able to adopt innovative Science Teaching Methods and Science Assessment Models to get maximum outcomes from teaching and learning.

The teachers trained through this program will be able to teach Science at different levels of schooling.

Following are the objectives of BEd 2.5 Years with

Specialization in Science Education

After completing this programme, prospective teachers will be able to:

1. Describe the concepts, foundations and perspectives of Science Education
2. Present the pedagogical and content knowledge by using latest information communication system (ICT) in an effective manner.
3. Demonstrate science related attitudes in Science Education.
4. Apply Practical Skills (Science Process Skills) for science teaching.
5. Develop lesson plans and assessment tools for science teaching and learning.

1st Semester

		Bridging Semester	
S.#	Courses	Code	Cr. Hrs
1	English III (Basics of Technical English)	6465	3
2	General Mathematics & Statistics	6401	3
3	Critical Thinking and Reflective Practices (Foundation)	8611	3
4	Basics of Information & Communication Technology	5403	3
5	Educational Leadership and Management	8605	3
6	Citizenship Education and Community Engagement	8606	3

Total Credit Hours=18

Note: All courses in first semester are compulsory.

2nd Semester

S.#	Courses		Code	Cr. Hrs
1	Foundation of Science Education		6435	3
2	Assessment in Science Education		6436	3
3	Teaching Strategies in Science Education		6437	3
4	Curriculum Development		6406	3
5	Chemistry-I	Select any one combination of two courses	6456	3×2=6
	Biology-I		6451	
6	Physics-I		6441	
	Mathematics-I		6446	

Total Credit Hours=18

3rd Semester

S.#	Courses		Code	Cr. Hrs
1	Chemistry-II	Select any one combination of two courses	6457	2×3=6
	Biology-II		6452	
2	Physics-II		6442	
	Mathematics-II		6447	
3	Laboratory Organization, Management and Safety Methods.		6438	3
4	Teaching of Chemistry	Select any one combination of two courses	6460	2×3=6
	Teaching of Biology		6455	
5	Teaching of Physics		6445	
	Teaching of Mathematics		6450	
6	Teaching Practice -1(Professional)		6498	3

Total Credit Hours=18

4th Semester

S.#	Courses		Code	Cr. Hrs
1	Chemistry-III	Select any one combination of two courses	6458	2×3=6
	Biology-III		6453	
2	Physics-III		6443	
	Mathematics-III		6448	
3	Comparative Education		6466	3
4	Research Methods in Education(professional)		8604	3
5	Educational Statistics (Professional)		8614	3
6	Research Project (Science Education) Professional		8675	3

Total Credit Hours=18

5th Semester

S.#	Courses		Code	Cr. Hrs
1	Chemistry-IV	Select any one combination of two courses	6459	2×3=6
	Biology-IV		6454	
2	Physics-IV		6444	
	Mathematics-IV		6449	
3	Teaching Practice -II(Professional)		6499	3
4	Chemistry-V (practical)	Select any one combination of two courses	8672	2×3=6
	Biology-V (practical)		8673	
5	Physics-V (practical)		8671	
	Mathematics-V		8674	
6	Professionalism in Teaching		8612	3

Total Credit Hours=18

Note:

There will be three days' workshop for one course in every semester. The workshop for each course comprises three days. The workshop for Teaching Practice-II is of 07 days duration. The workshop is compulsory to pass the course.

Fee Structure (BEd2.5Years)

Registration Fee: (At the time of 1 st admission)	Rs.500/-
Admission Fee: (At the time of 1 st admission)	Rs.1000/-
Technology Fee: (per semester)	Rs.500/-
Per 3 Credit Hours Fee (Rs.3300/-) (Rs.3300×6) =	Rs.19800/-
First Semester Fee: Rs.21,800/-	
Teaching Practice-I	Fee: 1100/- Per one credit Hour
Teaching Practice-II	Fee: 1100/- Per one credit Hour
Research Project	Fee: 1100/- Per one credit Hour

For any Academic Assistance:
Mr. Arshad Mehmood Qamar
Lecturer
Science Education Department
Faculty of Education
Allama Iqbal Open University, H-8, Islamabad
Ph: 051-9057168

B.Ed (4 YEARS) ADE Based

Specialization: Secondary Teacher Education

Duration:	4 Years (8 –Semesters)
Semester Duration:	16-18 weeks
Course Load per Semester:	18 credit Hours
Total Credit Hours:	144 Credit Hours, (72 credit hours ADE)
Medium of instruction:	English /Urdu
Delivery Mode:	ODL
Pass Marks (Assignment /Exams):	50 %

Introduction

BEd (4 Years) programme focus on education and training of prospective teachers which grows out of a profound belief in the transformative power of education. Our mission is to promote the development of highly qualified and efficient teaching professionals who are prepared to creatively contribute to the social, cultural, and educational development of a globally oriented, pluralistic, and diverse society. B.Ed (4 Years) programme will be a composite programme blending Core Courses, Foundation Courses, Professional Courses, and Specialization Courses. The teacher trained through new programme will be able to teach at Secondary and Higher Secondary Levels and will be an equivalent of the existing master's degree.

Following are the objectives of this programme:

- 1 To equip the prospective teachers with adequate knowledge of subject matter, contemporary pedagogy techniques, communication skills, critical thinking and dispositions to be an elementary school teacher.
- 2 To develop creative aptitude and research mindedness to the prospective teachers.
- 3 To improve the linguistic skills of the prospective teachers.
- 4 To strengthen the ideological perspectives of the students adequately and properly.

Prospective Students/Career:

This programme is designed for those prospective students who wish to join school as teachers. The programme will also cater for the existing elementary school teachers as at present their promotion is linked with ADE and BEd (4 Years) degree. Thus this programme will open up new windows for the promotion of school teachers.

Eligibility Criteria:

For Secondary Teacher Education:

- Intermediate/A levels or equivalent with at least 45% marks or minimum 2nd Division.
- Candidates with ADE degree can join in the fifth semester of BEd 4 Years(2ADE + 2) programme.

1st Semester 18 Credit Hours

Sr. No.	Code	Course	Cr. Hrs
1	5404	English Compulsory-I	3
2	5436/	Islamic Studies OR	3
3	5437	Ethics (for Non-Muslims student only)	3
4	5438	Pakistan Studies	3
5	6400	General Methods of Teaching	3
6	6416	Urdu	3
7	5403	Basics of Information & Communication Technology	3

2nd Semester 18 Credit Hours

Sr. No.	Code	Course	Cr. Hrs
1	5411	English Compulsory-II	3
2	6401	General Math and Statistics	3
3	6402	Educational Psychology and Guidance	3
4	6403	Classroom Management	3
5	1659	Teaching of Urdu	3
6	1655	Teaching of English	3

3rd Semester 18 Credit Hours

Sr. No.	Code	Course	Cr. Hrs
1	6404	General Science	3
2	6405	Education in Pakistan	3
3	6406	Curriculum Development	3
4	6407	Classroom Assessment	3
5	6408	Teaching of Islamic Studies & Pakistan Studies	3
6	6409	Teaching of Mathematic	3

4th Semester 18 Credit Hours

Sr. No.	Code	Course	Cr. Hrs
1	6410	Arts Craft & Calligraphy	3
2	6411	Foundation in Education	3
3	6412	School Society and Teacher	3
4	6413	Introduction to Inclusive Education	3
5	6414	Teaching of General Science	3
6	6415	Short Term Teaching Practice	3

Note:

In fifth semester specialized courses are offered. Student should select their courses carefully.

(Secondary Teacher Education)

5th Semester 18 Credit Hours

Sr. No.	Code	Course	Cr. Hrs
1	6465	English III (Basics of Technical English)	3
2		MIC1	3
3		M2C1	3
4		MIC2	3
5		M2C2	3
6	6466	Comparative Education	3

KEY: M1C1 = Major 1 Content 1, M2C1 = Major 2 Content 1
These are content courses of two major areas of science or arts

(Secondary Teacher Education)

6th Semester 18 Credit Hours

Sr. No.	Code	Course	Cr. Hrs
1	8653	Adolescent Psychology	3
2	6461	Educational Research & Statistics	3
3		M1C3	3
4		M2C3	3
5		M1C4	3
6		M2C4	3

KEY: M1C3=Major 1 Content 3, M2C3 =Major 2 Content 3
M1C4=Major 1 Content 4, M2C4 =Major 2 Content 4
These are content courses from two major area of either science or arts

(Secondary Teacher Education)

7th Semester 18 Credit Hours

Sr. No.	Code	Course	Cr. Hrs
1		Pedagogy I (Related to major 1 from the given list)	3
2		Pedagogy II (Related to major 1 from the given list)	3
3	8655	Curriculum and Instructions	3
4	6467	Educational Management and Leadership	3
5	8654	Teaching and Learning Strategies	3
6	8657	Research Project	3

The pedagogy course of the same two major selected in 5th semester will be taken in 7th semester as pedagogy-II

(Secondary Teacher Education)

8th Semester

18 Credit Hours

Sr. No.	Code	Course	Cr. Hrs
1	8656	Future Challenges in Education	3
2	6462	Test Development and Evaluation	3
3	8658	Long Term Internship/ Teaching Practice	12

Note:

- The candidates of 5th semester may select any two majors from the clusters given below. First selected cluster will be considered M1 and second will be M2.
- The candidates of 6th semester will select C3 and C4 of the two majors already selected in 5th semester.
- The pedagogy courses of the same two majors selected in semester 5 will be taken in semester 7 as Pedagogy I and Pedagogy II.
- **Clusters 1**

➤ **Major (M)**

Islamic Studies		
C1: Code 8667	Islamiat - I	To be taken in semester 5
C2: Code 8669	Serat-e-Tayyaba - I	
C3: Code 8668	Islamiat – II	To be taken in semester 6
C4: Code 8670	Serat-e-Tayyaba - II	
Pedagogy 6497	Teaching of Islamic Studies	To be taken in Semester 7

Clusters 2

Major (M)

Pak Studies		
C1: Code 8663	Geography of Pakistan - I	To be taken in semester 5
C2: Code 8664	Geography of Pakistan - II	
C3: Code 8665	Ideological Foundations of Pakistan	To be taken in semester 6
C4: Code 8666	Foreign Policy of Pakistan– I	
Pedagogy 8640	Teaching of Pakistan Studies	To be taken in Semester 7

Cluster 3

Major (M)

Urdu		
C1: Code 8659	Urdu – I	To be taken in semester 5
C2: Code 8660	Pakistani Adab – I	
C3: Code 8661	Tareekh-e-Adabe Urdu – I	To be taken in semester 6
C4: Code 8662	Tareekh-e-Adabe Urdu – II	
Pedagogy 8639	Tadreseat-e-Urdu	To be taken in Semester 7

B.Ed 4 Years Secondary Teacher Education aligned with ADE

5th Semester

18-Credit hours

Code	Course	Credit Hours
6465	Basics of Technical English	3
	M1C1	3
	M2C1	3
	M1C2	
	M2C2	
6466	Comparative Education	3

KEY: M1C1 = Major 1 Content 1 M2C1= Major 2 Content 1
These are content courses of two major areas of Science or arts.

6th Semester 18-Credit hours

Code	Course	Credit hours
8653	Adolescent Psychology	3
6461	Education Research & Statistics	3
	M1C3	3
	M2C3	
	M1C4	
	M2C4	

KEY: M1C3=Major 1 Content 3, M2C3= Major 2 Content 3,
M1C4= Major 1 Content 4, M2C4=Major 2 Content 4
(These are content courses from two major areas of either science or arts).

7th Semester 18-Credit hours

Code	Course	Credit hours
	Pedagogy 1(Related to major 1 from the given list)	3
	Pedagogy II (Related to major 2 from the given list)	3
8655	Curriculum and Instructions	3
6467	Educational Management and Leadership	3
8654	Teaching and Learning Strategies	3
8657	Research project	3

8th Semester 18-Credit hours

Code	Course	Credit hours
8656	Future Challenges in Education (Faculty Foundation Course)	3
6462	Test Development and Evaluation	3
8658	Long Term Internship/Teaching Practice	12

Note:

- The candidates of 5th semester may select any two majors from the clusters given below. First selected cluster will be considered M1 and second will be M2.
- The candidates of 6th semester will select C3 and C4 of the two majors already selected in 5th Semester.
- The pedagogy courses of the same two majors selected in semester 5 will be taken in semester 7 as Pedagogy I and Pedagogy II.

Cluster 1 **Major (M)**

Islamic Studies		
C1:Code 8667	Islamiat -I	To be taken in Semester 5
C2: Code 8669	Serat e Tayyaba-I	
C3: Code 8668	Islamiat-II	To be taken in Semester 6
C4: Code 8670	Serat e Tayyab-II	
Pedagogy 6497	Pedagogy Teaching of Islamic Studies	To be taken in Semester 7

Cluster 2**Major (M)**

Pakistan Studies		
C1:Code 8663	Geography of Pakistan-I	To be taken in Semester 5
C2: Code 8664	Geography of Pakistan-II	
C3: Code 8665	Ideological Foundations of Pakistan	To be taken in Semester 6
C4: Code 8666	Foreign Policy of Pakistan-I	
Pedagogy 8640	Teaching of Pakistan Studies	To be taken in Semester 7

Cluster 3**Major (M)**

Urdu		
C1:Code 8659	Urdu I	To be taken in Semester 5
C2: Code 8660	Pakistani Adab I	
C3: Code 8661	Tareekh e Adab e Urdu I	To be taken in Semester 6
C4: Code 8662	Tareekh e Adab Urdu II	
Pedagogy 8639	Tadreesat-e-Urdu	To be taken in Semester 7

For any Academic Assistance:

1. Secondary Teacher Education
Dr. Sidra Rizwan
Lecturer, STED
Ph: 051-9057699

B.Ed (4 YEARS) ADE Based**Specialization: Science Education**

Duration:	4 Years (8 –Semesters)
Semester Duration:	16-18 weeks
Course Load per Semester:	18 credit Hours
Total Credit Hours:	144 Credit Hours, (72 credit hours ADE)
Medium of instruction:	English /Urdu
Delivery Mode:	ODL
Pass Marks (Assignment /Exams):	50 %

Introduction

B.Ed (4 Years) programme focus on education and training of prospective teachers which grows out of a profound belief in the transformative power of education. Our mission is to promote the development of highly qualified and efficient teaching professionals who are prepared to creatively contribute to the social, cultural, and educational development of a globally oriented, pluralistic, and diverse society. BEd (4 Years) programme will be a composite programme blending Core Courses, Foundation Courses, Professional Courses, and Specialization Courses. The teacher trained through new programme will be able to teach at Secondary and Higher Secondary Levels and will be an equivalent of the existing master's degree.

For Science Education:

- FSc/ICS/A levels with at least 45% marks or minimum 2nd Division

Following are the objectives of this programme:

- 1 To equip the prospective teachers with adequate knowledge of subject matter, contemporary pedagogy techniques, communication skills, critical thinking and dispositions to be an elementary school teacher.
- 2 To develop creative aptitude and research mindedness to the prospective teachers.
- 3 To improve the linguistic skills of the prospective teachers.
- 4 To strengthen the ideological perspectives of the students adequately and properly.

Prospective Students/Career:

This programme is designed for those prospective students who wish to join school as teachers. The programme will also cater for the existing elementary school teachers as at present their promotion is linked with ADE and BEd (4 Years) degree. Thus this programme will open up new windows for the promotion of school teachers.

Eligibility Criteria:**For Secondary Teacher Education:**

- Intermediate/A levels or equivalent with at least 45% marks or minimum 2nd Division.
- Candidates with ADE degree can join in the fifth semester of BEd 4 Years(2ADE + 2) programme.
- (Applicants with A levels will submit equivalence certificate)
- Candidates with ADE degree can join in the fifth semester of BEd 4 years (2 ADE + 2) programme.

1st Semester 18 Credit Hours

Sr. No.	Code	Course	Cr. Hrs
1	5404	English Compulsory-I	3
2	5436/	Islamic Studies OR	3
3	5437	Ethics (for Non-Muslims student only)	3
4	5438	Pakistan Studies	3
5	6400	General Methods of Teaching	3
6	6416	Urdu	3
7	5403	Basics of Information & Communication Technology	3

2nd Semester 18 Credit Hours

Sr. No.	Code	Course	Cr. Hrs
1	5411	English Compulsory-II	3
2	6401	General Math and Statistics	3
3	6402	Educational Psychology and Guidance	3
4	6403	Classroom Management	3
5	1659	Teaching of Urdu	3
6	1655	Teaching of English	3

3rd Semester 18 Credit Hours

Sr. No.	Code	Course	Cr. Hrs
1	6404	General Science	3
2	6405	Education in Pakistan	3
3	6406	Curriculum Development	3
4	6407	Classroom Assessment	3
5	6408	Teaching of Islamic Studies & Pakistan Studies	3
6	6409	Teaching of Mathematic	3

4th Semester 18 Credit Hours

Sr. No.	Code	Course	Cr. Hrs
1	6410	Arts Craft & Calligraphy	3
2	6411	Foundation in Education	3
3	6412	School Society and Teacher	3
4	6413	Introduction to Inclusive Education	3
5	6414	Teaching of General Science	3
6	6415	Short Term Teaching Practice	3

Candidates with ADE degree having F.Sc can join 5th Semester

5th Semester 18 credit Hours

Code	Course			Cr. Hrs
6465	English III			3
6466	Comparative Education			3
6441	Physics-I	Cluster-A (M-1)	Select any one cluster/ two courses	3
6446	Mathematics-I			3
6451	Biology-I			3
6456	Chemistry-I	(M-1)		3
6442	Physics-II	Cluster-A (M-2)	Select any one cluster/ two courses	3
6447	Mathematics-II			3
6452	Biology-II	Cluster-B (M-2)		3
6457	Chemistry-II			3

6th Semester 18 credit Hours

Code	Course			Cr. Hrs
6461	Educational Research & Statistics			3
6435	Foundation of Science Education			3
6443	Physics-III	Cluster-A (M-3)	Select any one cluster/ two courses	3
6448	Mathematics-III			3
6453	Biology-III			3
6458	Chemistry-III	Cluster-B (M-3)		3

6444	Physics-IV	Cluster-A (M-4)	Select any one cluster/ two courses	3
6449	Mathematics-IV			3
6454	Biology-IV	Cluster-B (M-4)		3
6459	Chemistry-IV			3

KEY: M1C3=Major 1 Content 3, M2C3= Major 2 Content 3, M1C4= Major 1 Content 4, M2C4=Major 2 Content 4 (These are content courses from two major areas of science subjects).

7th Semester 18 credit Hours

Code	Course			Cr. Hrs
6445	Teaching of Physics	ClusterA	Select any one cluster/2 courses according to already opted.	3
6450	Teaching of Math			3
6455	Teaching of Biology	Cluster B		3
6460	Teaching of Chemistry			3
6437	Teaching Strategies in Science Education			3
6438	Laboratory Organization, Management and Safety Methods			3
6436	Assessment in Science Education			3
8681	Research Project (Science Education) Professional			3

8th Semester 18 credit Hours

Code	Course		Cr. Hrs
6439	Use of ICT in Science Education		3
8656	Future Challenges in Education		3
8682	Long Term Internship / Teaching Practice		6
Cluster-A			
8671	Physics-V		3
8674	Mathematics-V		3
Cluster-B			
8673	Biology-V		3
8672	Chemistry-V		3

For any Academic Assistance:

Science Education

Mr. Arshad Mehmood Qamar

Lecturer, Science Education Department

Ph: 051-9057168

Department/Contacts for Information:

Early Childhood Education &

Elementary Teacher Education

Prof. Dr. Fazal-ul-Rahman

Chairman

Ph: 051-9250167

PA to Chairman: Ph: 051-9057718

Secondary Teacher Education

Dr. Naveed Sultana

Chairperson

Ph: 051-9057705

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Science Education

Prof. Dr. Nasir Mahmood

Chairman

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051-9057854

Special Education

Dr. Tanzila Nabil

Chairperson

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Distance, Non-Formal & Continuing Education (DNFCE)

Dr. Muhammad Ajmal

Chairman

Ph: 051-9057707

Email: drajmal@aiou.edu.pk

Educational Planning Policy Studies and Leadership

Dr. Afshan Huma

Incharge,

Ph: 051-9057714

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 Admission Department before or on the closing date.
- iii. If an applicant does not receive any information regarding admission within three months from submission of application, he/she should presume no admission.
- 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 deposit of prescribed fee.
- v. The address of a student will not be changed during the semester.
- vi. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme.
- vii. On payment of the registration fee, each student will be issued a registration number. This number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.
- viii. Study material shall be available at the LMS and Website at their given addresses.
- ix. After confirmation of admission 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 the concerned Regional Director, Assistant Regional Director without delay.
- x. Rules and regulations framed, enhanced and changed from time to time by the authorities, bodies of the university will be effective as deemed necessary. The student will have to abide by all such rules and regulations from the date of their implementation.
- xi. A student who fails in continuous assessment component is not eligible to reappear but will be allowed to re-register for the same course at its next offering semester by the university.
- xii. It is the responsibility of the student to remain in touch with the department regarding the selected programme.
- xiii. A student already admitted to a programme or a specialization of a programme shall not be allowed to transfer or to get admission to another programme unless he/she formally postpones it till the completion of the new programme or withdraws from the previous programme.
- xiv. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.
- xv. The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.
- xvi. The student must inform the Admission Department in writing about admission mistakes within the period of 15 days, which is not according to the admission form/ check list or mistake in name and address. No request for any change will be entertained after the stipulated period.
- xvii. Admission forms incomplete in any respect will not be entertained and will be returned after close of semester to the students indicating the deficiency in clear terms with advise to request for refund of fee.
- xviii. Admission form received without prescribed fee less fee or fee deposited after due date will not be considered.
- xix. In case of discrepancies in the name of student/ Father's

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

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

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

FEE DEPOSITING PROCEDURE

The university has introduced a new method of depositing the fee and admission forms for the convenience of the students. For making the process more consistent and effective, the university has entered into a formal agreement. According to this agreement, the student can deposit the prescribed fee in any branch of all the

***First Woman Bank Ltd,
Allied Bank Ltd,
MCB Bank Ltd,
United Bank Limited.***

The bank branch will issue a receipt of depositing the admission form and fee. This process will give relief to the students from making bank drafts and maintaining the records of the draft copies. It will also save the additional

expenditure on draft making and mailing the admission forms to the university. In this way the admission forms and fee will safely reach the admission department.

PROCEDURE OF FEE DEPOSIT THROUGH TELECOS

Easypaisa

Through Easypaisa App

The account may be created after downloading the Easypaisa Mobile App from Playstore. For using this mode, student must have balance equal to his/her payable fee in Easypaisa mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through Easypaisa App.

1. Login to Easypaisa App
2. Press "View All"
3. In "Payment" Section, select "Fee Collection"
4. Select "AIOU"
5. Enter "Challan Number"
6. Easypaisa App will show the payable amount & due date
7. Press "Pay Now"
8. Fee will be Paid and student will receive confirmation SMS from 3737
9. Student will write **Transaction ID** and "**Paid via Easypaisa App**" on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Through USSD String *786#

The Easypaisa mobile wallet account may be created by dialing

*786#. For using this mode, student must have balance equal to his/her payable fee in Easypaisa mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through USSD string *786#

1. Dial *786#
2. Select “4” (Payments)
3. Select “7” (Fee Collections)
4. Select “99” (Next)
5. Select “AIOU”
6. Enter Challan No.
7. Screen will show the payable amount & due date
8. Enter Mobile Account PIN
9. Fee will be Paid and student will receive confirmation SMS from 3737
10. Student will write **Transaction ID** and **“Paid via Easypaisa786 String”** on the challan and admission form. Further, students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Through Easypaisa Retailer (Agent) Shop/Telenor Franchise / Telenor Bank Branches

Fee can also be paid by visiting any Easypaisa Agent shop, Telenor franchise and Telenor Microfinance Bank branch. For using this mode, student has to pay **Rs.15 per transaction** in addition to the payable fee. Following is the fee payment procedure through this mode.

1. Student may visit any nearest Easypaisa Retailer (Agent) Shop, Telenor franchise or Telenor Microfinance Bank branch

2. Student will inform the retailer/franchisee/teller that he/she wish to pay fee of AIOU
3. Retailer/Franchisee/Teller will ask the student to share CNIC number, Mobile Number & Challan Number
4. Retailer/Franchisee/Teller will enter the Challan Number in his Easypaisa Tab/system
5. Tab/System will show the payable amount & due date
6. Student will hand-over the fee amount to retailer/ franchisee/ teller
7. Once the fee amount is handed over, the retailer/ franchisee/teller will process the fee transaction
8. Fee will be paid and student will receive confirmation SMS from 3737 on mobile number. Transaction charges will be mentioned in the confirmation SMS
9. Student will write **Transaction ID** and **“Paid via Easypaisa Agent/Franchisee/Teller”** on the challan and admission form. Bank stamp will be embossed only in case the fee is paid through Telenor Microfinance Bank branches. Further students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Upaisa Through Upaisa App

The account may be created after downloading the Upaisa Mobile App from Playstore. For using this mode, student must have balance equal to his/her payable fee in Upaisa mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through Upaisa App.

1. Login to Upaisa App
2. Please click on “Payments”

3. Click on “AIOU”
4. Enter “Challan Number”
5. Upaisa App will show the payable amount
6. Press “Pay Now”
7. Fee will be Paid and student will receive confirmation SMS
8. Student will write **Transaction ID** and “**Paid via Upaisa App**” on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU.

Through USSD String *786#

The Upaisa mobile wallet account may be created by dialing *786#. For using this mode, student must have balance equal to his/her payable fee in Upaisa mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through USSD string *786#

1. Dial *786#
2. Select “Payments”
3. Select “AIOU”
4. Enter Challan No.
5. Screen will show the payable amount
6. Student will enter his/her Mobile Number and PIN
7. Fee will be Paid & student will receive confirmation SMS
8. Student will write **Transaction ID** and “**Paid via Upaisa786 String**” on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Through Upaisa Agent Shop/Ufone Franchise /PTCS OSS/U Microfinance Bank Branches

Fee can also be paid by visiting any Upaisa Agent shop, Ufone

franchise, PTCL One stop shop (OSS) and U Microfinance Bank branch. For using this mode, student has to pay **Rs.15 per transaction** in addition to the payable fee. Following is the fee payment procedure through this mode.

1. Student may visit any nearest Upaisa Retailer (Agent) Shop, Ufone Franchise, PTCL OSS or U Microfinance Bank branch
2. Student will inform the retailer/franchisee/teller that he/she wish to pay fee of AIOU
3. Retailer/Franchisee/Teller will ask the student to share CNIC number, Mobile Number & Challan Number
4. Retailer/Franchisee/Teller will enter the Challan Number in his Upaisa Tab/system
5. Tab/System will show the payable amount & due date
6. Student will hand-over the fee amount to retailer/ franchisee/ teller
7. Once the fee amount is handed over, the retailer/ franchisee/teller will process the fee transaction
8. Fee will be paid and student will receive confirmation SMS on mobile number. Transaction charges will be mentioned in the confirmation SMS
9. Student will write **Transaction ID** and “**Paid via Upaisa Agent/Franchisee/Teller**” on the challan and admission form. Bank stamp will be embossed only in case the fee is paid through U Microfinance Bank branches. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Jazz Cash

Through Jazzcash App

The account may be created after downloading the Jazzcash Mobile App from Playstore. For using this mode, student must have balance equal to his/her payable fee in Jazzcash mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee

payment through Jazzcash App.

1. Login to Jazzcash App
2. Please click on “Education Fee”
3. Select “Universities” from the Menu
4. Select “AIOU” from the Sub Menu
5. Enter “Challan Number”
6. Jazzcash App will show the payable amount and due date
7. Enter MPIN
8. Fee will be Paid & student will receive confirmation SMS
9. Student will write **Transaction ID** and **“Paid via Jazzcash App”** on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Through USSD String *786#

The Jazzcash mobile wallet account may be created by dialing *786#. For using this mode, student must have balance equal to his/her payable fee in Jazzcash mobile account. There are **no transactions charges**, if student use this mode to pay his/her fee. Following is the procedure of fee payment through USSD string *786#

1. Dial *786#
2. Select “Payments”
3. Select “Education Payments”
4. Select “AIOU”
5. Enter Challan No.
6. Screen will show the payable amount
7. Enter MPIN
8. Fee will be Paid & student will receive confirmation SMS
9. Student will write **Transaction ID** and **“Paid via Jazzcash786 String”** on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Through Jazzcash Agent Shop/Jazz Franchise /Mobilink Microfinance Bank Branches

Fee can also be paid by visiting any Jazzcash Agent shop, Jazz franchise and Mobilink Microfinance Bank branch. For using this mode, student has to pay **Rs.20 per transaction** in addition to the payable fee. Following is the fee payment procedure through this mode.

1. Student may visit any nearest Jazzcash Retailer (Agent) Shop, Jazz Franchise or Mobilink Microfinance Bank branch
2. Student will inform the retailer/franchisee/teller that he/she wish to pay fee of AIOU
3. Retailer/Franchisee/Teller will ask the student to share CNIC number, Mobile Number & Challan Number
4. Retailer/Franchisee/Teller will enter the Challan Number in his Jazzcash Tab/system
5. Tab/System will show the payable amount & due date
6. Student will hand-over the fee amount to retailer/franchisee/teller
7. Once the fee amount is handed over, the retailer/franchisee/teller will process the fee transaction
8. Fee will be paid and student will receive confirmation SMS on mobile number. Transaction charges will be mentioned in the confirmation SMS
9. Student will write **Transaction ID** and **“Paid via Jazzcash Agent/Franchisee/Teller”** on the challan and admission form. Bank stamp will be embossed only in case the fee is paid through Mobilink Microfinance Bank branches. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU

Admission form (Original) to be sent to Directorate of Admission and Mailing through Post Office or any other courier service.

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

REGULATIONS FOR REFUND OF ADMISSION FEE

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

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

- iv) The candidates/ students who know that they are ineligible for admission to a programme, and even then they deposit the fee, in such cases, the fee will be refunded after the deduction of 25% as services charges from the total amount.
- v) The amount deposited by the candidates/ student in excess (more than the prescribed fee) will be refunded/ adjusted within a year.
- vi) Cases of refund of admission fee will be processed after finalization/ completion of admission of the semester and only on the production of original Bank Challan/Receipt No. 3 & 4.
- vii) If candidates/students deceive the university and get admission in two different programmes simultaneously in a semester admission will be cancelled in both the programmes and the fee deposited for both the programmes will be forfeited.

IMPORTANT TELEPHONE NUMBERS

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

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