

Admission Spring 2021

AIOU

MSc Programs

- **Administrative Sciences**
- **Economics**
- **Forestry Extension**
- **Gender & Women Studies**
- **Mass Communication**
- **Pakistan Studies**
- **Public Nutrition**
- **Sociology**
- **Sustainable Environmental Design**



Allama Iqbal Open University, Islamabad

www.aiou.edu.pk

Help Line: (051) 111-112-468

PROSPECTUS

OF

MSc Programmes

1. MSc Mass Communication
2. MSc Sustainable Environmental Design
3. MSc Forestry Extension
4. MSc Public Nutrition
5. MSc Administrative Sciences
6. MSc Economics
7. MSc Pakistan Studies
8. MSc Sociology
9. MSc Gender & Women Studies

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 using any one option on the following way:

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

Follow these instructions to apply:

APPLY ONLINE (FRESH STUDENTS):

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

APPLY ONLINE (CONTINUE STUDENTS):

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

HOW TO DELIVER YOUR ADMISSION FORM TO UNIVERSITY?

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

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

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

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Vice-Chancellor's Message

Dear Student,

السلام عليكم

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



Committed for your bright future.

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

ALLAMA IQBAL OPEN UNIVERSITY

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

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

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

FACULTY OF SOCIAL SCIENCES AND HUMANITIES

First established in 1981 with five departments, the Faculty of Social Sciences and Humanities has, over the years, flourished to become, by far, the largest Faculty of the University. It, today, consists of 14 departments offering masters programmes in major areas of Social Sciences and Humanities like, Business Administration, Economics, Mass Communication, Sociology, Urdu, Library & Information Sciences, History, Pakistan Studies and Teaching of English as a foreign Language (TEFL). Additionally, efforts are afoot to plan and launch post-graduate programmes in Pakistani Languages and Law.

The Commonwealth-collaborated master's programmes in the areas of Business and Public Administration, which are specially

tailored for the modern day busy executives, were launched in Spring 2002 semester.

In tune with the government's policy of promoting and strengthening a culture of higher education and research in the country, the AIOU's Faculty of Social Sciences and Humanities has shown a lot of dynamism over the past few years. It has launched MPhil/PhD programmes in Iqbaliat, Urdu and Mass Communication and History while preparations are being made to launch MPhil Business Administration, Applied Linguistics.

The Faculty of Social Sciences & Humanities also offers several bachelors' level programmes in such professional areas like Bachelors in Library & Information Sciences (BLIS), BS-Business Administration, BS-Commerce and Mass communication. Tens of thousands of students comprising all demographic groups and, from all over the country, enroll, each year, in these bachelor's level programmes.

The Faculty has expanded vitally and its programmes have gained a high popularity as is clear from rapidly rising trend of enrolment during the past decade. During the period under report, the Faculty accorded high priority towards quality improvements and to modify its programmes in accordance with the current challenges of 21st century.

The Faculty proposed to launch Post-Graduate programmes in the disciplines of Political Science and International Relations, Psychology, Public Administration and Social Work

DEPARTMENT OF MASS COMMUNICATION

Introduction

The Department of Mass Communication was established in 1986 for the educational needs of students at various levels ranging from bachelor programme to research-based, social science-focused, advanced-level PhD in Mass Communication studies.

The Department offered its specialized BA cluster programme in Mass Communication in 1988 for the first time in the country at graduate level. Students across the country are taking great interest in the programme. Admissions to Masters Programme were announced in 1997. This programme is primarily focused on social science prong, involving courses on Advertising, Public Relations, Print Media-I, Print Media-II, Electronic Media-I, Electronic Media-II, Language Skills and Communicative Abilities, Development Support Communication, Mass Communication-I, Mass Communication- II, Media Ethics and Laws-I, Media Ethics and Laws-II, Theories of Mass Communication Part-I, Theories of Mass Communication Part-II, Research Methods in Mass Communication Part-I, Research Methods in Mass Communication Part-II, National & International Current Affairs Part-I, National & International Current Affairs Part-II, Basic Concept in Social Sciences Part-I, Basic Concept in Social Sciences Part-II and research projects of students. Each year thousands of applicants apply for admissions in MSc Mass Communication. However, admission is granted on purely merit basis on a limited number of seats.

Keeping in view the fast growing trend of students studying Mass Communication phenomenon, the Department launched advanced studies of MPhil in Mass Communication in its Autumn Semester 2000. MPhil in Mass Communication involves 24 credit hours of course work and 12 credit hours of thesis. The course work spans evolution and advances in mass communication theory and research, sociology of mass media, and methods of behavioural research in social sciences.

The Department has also offered PhD Programme in Mass Communication. The main objective of the programme is to enable students to understand and explain the dynamics of the social phenomenon of mass communication in Pakistani society, and especially to enable them to independently investigate the contents, uses and effects and sociology of mass media in the society.

The Department has also offered MSc in Television Production, which is a face to face mode and only being offered in Islamabad.

In addition to the above degree programmes, the department also offers three certificate level courses in Journalism, Advertising and Public Relations in the University's Short Term Educational Programmes (STEPS).

MSc Mass Communication

The MSc Programme consists of 60 credit hour courses to be completed in a minimum period of two years. The programme provides a broad overview of mass communication theories and methods. Since the programme is being offered through distance

education mode, the main emphasis is on text material. However, students are also required to attend fortnightly tutorials, participate in workshops which are mandatory for each course, and to do internship in an accredited media organization. Besides, research activity is also open for outstanding students to be carried out at the end of the course work on mass communication related issues.

Objectives

The MSc Mass Communication programme has been designed to achieve the following objectives:

- To cater the educational needs of those who due to one or another reason could not continue their education in the formal universities but are highly motivated to enhance their academic qualification for elevation to their jobs
- To prepare and guide interested students for pursuing higher studies and research in mass communication.

Duration

Duration of MSc Degree in Mass Communication is two years, comprising four semesters. A student shall have to successfully complete 60 credit hour courses and research work.

Eligibility for Admission

The minimum requirement for admission to MSc Mass Communication is at least second division bachelor's degree.

Only selected candidates will be informed by the Admission Department to deposit the fee. The continuing students will have to apply for admission in the ongoing semester on the computerized admission form to be provided by the university

without waiting for their examination or result. If a student does not receive the computerized form, he/she is advised to use new general admission form or download the same from AIOU's website (aiou.edu.pk) and submit it within due date on the address given in the form.

The Department grants admission to a limited number of students purely on merit basis, however some seats are reserved for media professionals associated with leading national media organizations.

1st Semester

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

2nd Semester

1	964	Language Skills & Communicative Abilities	3
2	965	Development Support Communication	3
3	5631	Mass Communication Part-I	3
4	5632	Mass Communication Part-II	3
5	6603	Media Ethics & Laws-I	3
6	6604	Media Ethics & Laws-II	3

3rd Semester

1	5629	Research Methods in Mass Communication– I	3
2	5630	Research Methods in Mass Communication– II	3
3	5635	Theories of Mass Communication -I	3
4	5636	Theories of Mass Communication -II	3

4th Semester

4 th Semester (Option – 1)			
1	5633	National & International Current Affairs-I	3
2	5634	National & International Current Affairs-II	3
3	5637	Basic Concepts in Social Sciences-I	3
4	5638	Basic Concepts in Social Sciences-II	3
4 th Semester (Option – 2)			
1	5639	Social Psychology Part-I	
2	5640	Social Psychology Part-II	
4 th semester (Option – 3)			
1	970	Thesis	12

Note:

Students studying in fourth semester can opt only one option either option: 1 or option: 2

Thesis

The students will be required to perform research work of twelve credit hours under supervision of an advisor. There will be an intensive workshop for discussion of research proposal of the students in the beginning of 4th semester. After evaluation of the thesis by the external expert, the students will appear before a viva voce committee to defend his/her thesis.

DEPARTMENT OF BUSINESS ADMINISTRATION

Introduction:

The Department of Business Administration was established in 1986 with the objective to impart managerial education and skills in the discipline of Business Administration. Since its inception, the Department has made tremendous progress towards achieving its ultimate goal of becoming a Centre of Excellence in Business Management education and research in Pakistan. The Department has assembled outstanding teaching faculty and developed extensive teaching material for the improvement of education in Pakistan. The Department is offering programs from BBA to PhD levels with various specializations. These programs contribute significantly to the national goals by developing the professionals equipped with modern business techniques. The graduates from the department are well recognized in the human resource market and enjoy a respectable status in public and private sector organizations, operating in Pakistan and abroad. The department is also publishing a HEC recognized research journal namely "Journal of Contemporary Management Sciences". The Department has well qualified faculty members including MPhil/ MS and PhD both from national and foreign universities.

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

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

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

MSc Administrative Sciences

Introduction

MSc Administrative Sciences is a two years' (level-6) equivalent to 16 years of education program comprising of 60 credit hours to meet the career development needs of learners working in administrative and professional positions in the government and private sectors and not-for-profit organizations. Its primary purpose is to enhance the administrative and leadership skills of graduates.

Learning Outcomes

- a) The development of administrative skills and a mature sense of leadership.
- b) A high level of personal and professional ethics.
- c) An understanding and mature appreciation of major elements of the social and political environment.

Entry Requirements

The admission entry requirement for MSc Administrative Sciences Program is at least 2nd Division (45% marks) in bachelor 14 years of education or equivalent degree from any HEC recognized university/institution. The eligible candidates would deposit requisite fee in designated branches of banks

provided their prescribed admission applications are complete in all respects as per AIOU requirements.

Admission Procedure

- i. Admission in MSc Administrative Sciences Program will be invited through the daily newspapers/ AIOU website as per AIOU policy.

For any further clarification about academic matters, you may contact:

Department of Business Administration
Allama Iqbal Open University
Sector H-8, Islamabad.
Office Phone: 051-9057406
Email: majidbagram@aiou.edu.pk

Program Duration

MSc Administrative Sciences Program consists of 60 credit hours. The students are required to qualify 54 credit hours' coursework and 6 credit hours' term paper and the minimum period required for its completion is two years, maximum up to 4 years.

Medium of Instruction and Examination

The medium of instruction and examination will be English Language.

Teaching Mode

MSc Administrative Sciences Program is being offered through tutorial system of AIOU under Distance Learning Mode. There will be 14 tutorials (non-mandatory) and compulsory workshops per course each semester as per AIOU rules and regulations. The department may arrange online classes with blended mode as and where required.

Assignments

The students will send two compulsory assignments for each 03 credit hours course to their respective tutors on LMS who return the same after marking and providing necessary academic guidance. Students who are declared fail or absent in assignment(s) will have to take fresh admission in that particular course(s) as per rules and regulations of AIOU.

Workshop & Presentation

Before final examination, compulsory workshops for the courses of MSc Administrative Sciences Program would be held as per AIOU policy. The duration of workshop for each course would be three days. Attendance and presentation of students in this assessment component is compulsory. The presentation of assessment by the study report and participation in workshop activities would be duly evaluated and graded. If a student fails to obtain 50% marks in workshop, he/she will be declared fail and will get fresh admission in that course(s).

Workshops activities may include the following:

1. Lectures of Resource Persons
2. Simulation and role-playing activities
3. Presentation of the students

Evaluation Scheme

Assessment Component	Marks	Weightage in the Aggregate Result
Assignment No. 1	100	10%
Assignment No. 2	100	10%
Workshop Presentation	100	10%
Final Examination	100	70%

Scheme of Studies:

Semester-I

S #	Course Title	Code	Credit Hours
1.	Economic Analysis	5001	3
2.	Business Communications	5002	3
3.	Management Theory & Practice	5003	3
4.	Financial Accounting	5004	3
5.	Marketing Theory & Practice	5005	3

Semester-II

S#	Course Title	Code	Credit Hours
1.	Training & Development	5006	3
2.	Organizational Behavior & Culture	5007	3
3.	Human Resource Change Management	5008	3
4.	Business Research Methods	5009	3
5.	Knowledge Management	5010	3

Semester-III

S#	Course Title	Code	Credit Hours
1.	Total Quality Management	5011	3
2.	Social Marketing	5012	3
3.	Strategic Management of Public Sector	5013	3
4.	Technology Policy and Administration	5014	3
5.	Business Policy & Strategy	5015	3

Semester-IV

S#	Course Title	Code	Credit Hours
1.	Business Process Reengineering	5016	3
2.	Corporate Governance	5017	3
3.	International Relations	5018	3
4.	Term Paper	5000	6

Degree Requirements:

Following are the requirements for the award of MSc Administrative Sciences degree:

- i. Successful completion of all required courses.
- ii. Successful completion of Term Paper & Viva Voce Exam.

Term Paper

The student will be required to complete Term Paper of 06 Credit Hours as per AIOU rules and regulations and submit it to the department for evaluation as per guidelines given by the department. Supervisors will be appointed by the Department.

Guidelines regarding the Term Paper will be provided by the Department and according to AIOU rules and regulations.

Viva Voce Examination:

On successful completion of Term Paper, viva voce examination of students shall be held according to AIOU rules and regulations. The Viva Voce will be arranged by the department at the Main Campus of AIOU, Islamabad.

Fee Structure:

1	Registration Fee (At the time of first admission)	Rs.500/-
2	Admission Fee (At the time of first admission)	Rs.1000/-
5	Technology Fee (per student per semester)	Rs.500/-
3	Course Fee: per course $2250 \times 5 = 11250/-$	Rs.11250/-
4	Term Paper Fee Course Code: Rs.5000/-	Rs.8685/-
6	Total Fee for First Semester	Rs.13,250/-

Fee Deposit Procedure:

Students qualifying for admission criteria in MSc Administrative Sciences Program are required to deposit fee and admission form along with attested copies of their educational certificates/degrees in the **all branches of FWBL, ABL, MCB and UBL by the AIOU** given in this prospectus.

Rules and Regulations:

Rules and regulations in line with the HEC guidelines and applicable in the AIOU, as amended from time to time will be

applicable in the program. AIOU reserve the right for amending rules as and when required necessary.

FACULTY MEMBERS:

1. **Prof. Dr. Syed Hassan Raza**
Dean/Chairman
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Email: Mobashira.alvi@aiou.edu.pk

8. **Syeda Attiya Rahat**
Lecturer
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9. **Mr. Ahmed Hassan Jamal**
Lecturer
Ph: 051-9057379
10. **Mr. Ehsan Javaid**
Lecturer
Ph: 051-9057250
11. **Staff:**
Ph: 051-9057723

DEPARTMENT OF ECONOMICS

Introduction

The Department of Economics was established in 1987 with a few introductory courses like microeconomics and macroeconomics at Intermediate and Bachelor level. Over the years, the department has achieved a country wide reputation for introducing programmes for higher studies and research in economics. At present, the department offers MSc and MPhil programmes in economics. In next semester department is going to offer BS Economics (4 years).

MSc Economics

Aims and Objectives

The MSc programme in Economics is designed for those who are unable to continue their studies in formal education system. The main objective of the programme is to expose the students to the various aspects of economic theories and their application to the actual economic world. The programme

further stands to improve the quality and ability by creating self-confidence among the students to analyze and seek scientific solution to economic problems. Further, this programme intends to create an analytical capacity among the students required to understand the working of economic systems. It is hoped that the programme will help in producing such team of economists who would meet the growing need of the country. The programme will also intend to equip the students with the economic tools, enabling them to provide some policy measures for the improvement of prevailing economic conditions in the developing countries in general and Pakistan in particular.

Eligibility for Admission

Applicants having second class (minimum 45% marks) Bachelor degree with Economics (Micro & Macro) is eligible for admission.

Degree Requirement

For the award of degree of MSc in Economics, a student has to complete the following requirements:

- A. Sixty (60) credit hours of course / research work within a minimum period of 4 semesters (two years)
- B. Thesis in MSc Economics is optional. In lieu of thesis, students can take four courses of 12-credit hours offered by the department.

Medium of Instruction

The medium of instruction and examination is English only.

1st Semester:

Sr. No.	Code	Course Title	Credit Hours
1.	801	Introduction to Microeconomics	03
2.	802	Introduction to Macroeconomics	03
3.	803	Mathematics for Economists	03
4.	804	Statistics for Economists	03
5.	808	Public Finance and Fiscal Policy	03

2nd Semester:

1.	805	Advanced Microeconomics	03
2.	806	Advanced Macroeconomics	03
3.	807	Basic Econometrics	03
4.	4671	Development Economics-I	03
5.	4672	Development Economics-II	03

3rd Semester:

1.	810	Economic Planning: Techniques and Applications	03
2.	811	Monetary Theory and Policy	03
3.	4673	International Economics-I	03
4.	4674	International Economics-II	03
5.	4675	Islamic Economics-I	03
6.	4676	Islamic Economics-II	03

4th Semester:

1.	6565	Economics & Financing of Education-I	03
2.	6566	Economics & Financing of Education-II	03
3.	6569	Educational Research and Statistics-I	03
4.	6570	Educational Research and Statistics-II	03
OR			
1	814		12

Thesis in MSc Economics programme is allowed to opt for those students who have secured at least 60 percent marks in the first semester. A Synopsis Orientation Workshop for research work of one week will be arranged by the department at the main campus, Islamabad. Participation of the students in the workshop will be compulsory. The aim of the workshop is to guide the students that how they can conduct their research. Students will be informed about the venue and dates of workshops accordingly.

Instructional Methodology

The following methodology will be adopted for running the MSc Programme in Economics:

Study Material

The university provides basic study materials in the form of study guides, assignments and tutorial schedule on LMS portal in soft form.

Workshop

There is a mandatory 10 days (for each 3 credit hours course) online workshop during the semester. Intensive lectures are delivered by the experts. It also provides an opportunity for the students to share their understanding of course contents with fellow students.

Assignments and Examinations

Assignments are those written exercises which students are required to complete while being at their homes and places of work after having studied their required material prescribed in the study guide. These are designed in a way that students are able to relate their reading with their own judgments.

At completion, students will send their assignments to their tutors on LMS portal only within the scheduled period who will return the same after marking and providing necessary academic guidance. Students are supposed to submit two assignments for each course having three credit hours. At the end of each semester, final examination will be conducted by the university for each course.

Tutorial Support

- i. The students will be informed about the name of tutor in the beginning of the semester by their respective Regional Campus/ DRS Office, through website: www.aiou.edu.pk
- ii. The students will upload their assignments to their tutor through LMA portal within the scheduled time as notified or inform.
- iii. Please contact your related Regional Campus/DRS Office. For complaints about tutorials meetings, tutors and assignments.

Assessment System

Under Continuous Assessment (Assignments) system, the students have to upload Two Assignments for each 3-Credit Hours Course to his/ her tutor in the stipulated period mentioned in the assignment schedule. Passing marks of the assignments are 40 percent.

At the end of each semester, final examination will be conducted by the University for each Course. Students need 40 percent marks to pass the final examination; however, it is necessary for the students to obtain an aggregate of 40 percent (assignments + final examination) in each course. The weightage of marks in assignments and final examination is 30:70 respectively.

The summary of assessment system is given below:

Assessment Component	Total Marks	Passing Marks	Weightage
Assignment – 1	100	40	30%
Assignment – 2	100	40	
Final examination	100	40	70%
Aggregate Marks			100
Aggregate Passing Marks			40
<i>Workshop Attendance is Compulsory in each Course</i>			

Total Fee for 1st Semester:

Registration Fee: (once at 1 st admission in AIOU)	Rs. 500/-
Admission Fee: (once at 1 st admission in programme)	Rs. 1000/-
Technology Fee:	Rs. 500/-
Per 3 Credit Hours course: 2250/- Rs. 2250 × 5 =	Rs. 11,250/-
Total fee for 1st Semester	Rs. 13,250/-

Submission of Admission Forms:

Admission in MSc Programme in Economics is open to all having second division Bachelor degree with Economics. An eligible candidate is required to submit the Admission Form (duly filled in) in the any bank branch of MCB, FWBL& ABL with Fee for the first semester alongwith attested photocopies of documents, certificates/ degrees and marks sheets, etc. as per prescribed procedure of depositing the fee. Incomplete admission forms will not be entertained and sole responsibility rests with the students. For further information, please contact the following faculty members.

FACULTY MEMBERS:

1. *Dean Faculty of Social Sciences & Humanities*
Ph: 051- 9250076, 051-9057772
2. **Dr. Fouzia Jamshaid**
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DEPARTMENT OF PAKISTAN STUDIES**Introduction**

The Department of Pakistan Studies was separated from its parent department, the “Department of Social Sciences and Humanities” and established as an independent department in the Faculty of Social Sciences and Humanities. Since its inception, the department has developed and offered several courses of Pakistan Studies ranging from Matriculation (Secondary School Certificate) to MPhil levels. MSc Pakistan Studies was offered first time in 1985. Since then, it has produced a large number of graduates who are serving the nation in various capacities and bringing honour and pride to the Allama Iqbal Open University (AIU).

Aims and Objectives

The Department was established to provide education on Pakistani Society, Culture, Political, Economic Institutions, History and Geography in an integrated and interdisciplinary way.

MSc Pakistan Studies

For the pragmatic understanding of the people of any country it is inevitable to study the Geography, History, Politics, Economics, Culture and Foreign Affairs of that particular country, because these elements contribute in shaping the aspiration and hopes of the people. MSc Pakistan Studies programme is designed to produce social scientists, who can study Pakistani Society, Culture, Economical and Political Institutions in an interdisciplinary way. The programme duration is **Two Years (Four Semesters)**.

Objectives of the Programme

The programme aims at producing such minds that can understand the complexities and problems associated with the modern nation-state through interdisciplinary approach.

Eligibility for Admission

Minimum required qualification for admission in MSc Pakistan Studies is second division (45 % marks) Bachelor's degree or equivalent. An eligible candidate is required to attach attested photocopies of certificates/degrees and marks sheet with Admission Form (duly filled in) alongwith the requisite fee and submit it in any bank branch of ABL, FWBL or MCB as per prescribed procedure.

Note: Admission can also be applied online. For details see page-3.

Medium of Instruction

The medium of instruction and examination is preferably in English.

Scheme of Studies

1st Semester

Sr. No.	Course Code	Name of Course	Credit Hours
1	4655	Geography of Pakistan-I	03
2	4656	Geography of Pakistan-II	03
3	4657	Pakistani Languages and Literature-I	03
4	4658	Pakistani Languages and Literature-II	03
5	538	Genesis of Pakistan Movement	03

2nd Semester

Sr. No.	Course Code	Name of Course	Credit Hours
1	4659	Economic Development in Pakistan-I	03
2	4660	Economic Development in Pakistan-II	03
3	4661	Foreign Policy of Pakistan-I	03
4	4662	Foreign Policy of Pakistan-II	03
5	537	Ideological Foundations of Pakistan	03

3rd Semester

Sr. No.	Course Code	Name of Course	Credit Hours
1	4663	Pakistani Society & Culture-I	03
2	4664	Pakistani Society & Culture-II	03
3	4665	Research Methods-I	03
4	4666	Research Methods-II	03
5	541	Social Change	03

4th Semester

Sr. No.	Course Code	Name of Course	Credit Hours
1	4667	Political & Constitutional Development in Pakistan-I	03
2	4668	Political & Constitutional Development in Pakistan-II	03
3	4669	Social Theory-I	03
4	4670	Social Theory-II	03
5	545	Political Parties & Pressure Groups in Pakistan	03

Instructional Methodology

For the award of degree of Master's in Pakistan Studies, a student has to complete the following requirements:

1. 60 credit hours courses/ research work within a minimum period of 4 semesters (2 years).
2. A student can opt for maximum 15 credit hours and minimum of 6 credit hours in a semester.
3. To attend the course workshop organized by the concerned Regional Office or the Department. For each course 3–4 days' workshop will be organized at AIOU's Regional Campuses which will be notified to the students.
4. The course workshop would preferably be arranged for the students in their respective regions subject to the availability of qualified resource persons and the adequate number of students.

Assessment System

Under Continuous Assessment (Assignments) system, the students have to submit two assignments for each 3-Credit Hour Course to his/ her tutor within the stipulated period mentioned in the assignment schedule. Passing marks of the assignments are 40 percent.

At the end of each semester, final examination will be conducted by the university for each course. Students need 40 percent marks to pass the final examination. However, it is necessary for the students to obtain an aggregate of 40 percent (assignment + final examination) in each course. The ratio of weightage of marks in assignments and final examination is 30:70 respectively.

The summary of assessment system is given below:

Assessment Component	Total Marks	Passing Marks	Weightage
Assignment – 1	100	40	30%
Assignment – 2	100	40	
Final examination	100	40	70%
Aggregate Marks			100
Aggregate Passing Marks			40
Course Workshop Attendance is Compulsory in each Course			

Total Fee for 1st Semester:

Registration Fee: (Once at the time of 1 st Admission in University)	Rs. 500/-
Admission Fee: (Once at the time of Admission in Programme)	Rs. 1000/-
Technology Fee:	Rs. 500/-
Per 3 Credit Hours course fee: Rs.2250× 5 =	Rs. 11250/-
Total fee for 1st Semester	Rs.13250/-

FACULTY MEMBERS:

For academic assistance, please contact the following faculty members of the Department of Pakistan Studies, Allama Iqbal Open University, Block-9, Sector H-8, Islamabad.

Name & Designation	Contact No
Prof. Dr. Samina Yasmeen <i>Chairperson</i> <i>Faculty of Social Sciences & Humanities</i>	051-9250074 051-9057826
Dr. Badshah Sardar, Associate Professor	051- 9057226
Mrs. Samina Aman, Assistant Professor	051- 9057227
Malik Akhtar Hussain, Assistant Professor	051-9057751
Dr. Khalid Mahmood, Lecturer	051-9057831

DEPARTMENT OF SOCIOLOGY

Introduction

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

Aims and Objectives

The major objectives are:

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

MSc SOCIOLOGY PROGRAMME:

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

Objectives

The major objectives of the programme are:

To provide students historical understanding of the discipline through the study of various approaches and traditions of sociological theories

To introduce students to recent and contemporary debates and frameworks for social analysis to enable them to understand, evaluate and compare arguments

Duration: Two years or a minimum of four semesters.

Eligibility to Apply

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

Scheme of Studies:

1st Semester

S.#	Code	Course Title	Cr. Hrs
1	4681	Introduction to Sociology: Culture and Society	3
2	4682	Sociological Theory-I	3
3	4683	Methods of Social Research: Research Process	3
4	4684	Population Studies	3
5	4685	(Theoretical background) Sociology of Gender Issues	3

2nd Semester

S.#	Code	Course Title	Cr. Hrs
1	4686	Introduction to Sociology: Social Change and Social Institutions	3
2	4687	Sociological Theory-II	3
3	4688	Methods of Social Research-II	3
4	4689	Social Statistics	3
5	4690	Sociology of Gender Issues: Gender Dynamics	3

3rd Semester

1	4691	Sociology of Deviance: Theoretical Explanation	3
2	4692	Deviance, Social Control and Issue of Delinquency	3
3	4693	Sociology of Development: Meanings and Explanation	3
4	4694	Issues in Development	3
5	4695	Sociology of Child Rights & Child Development	3
6	4698	Population Dynamics	3

4th Semester

1	4696	Introduction to Social Works: Methods in Social Work	3
2	4697	Fields of Social Work	3
3	5639	Social Psychology-I	3
4	5640	Social Psychology-II	3
OR			
5	5561	Thesis • Synopsis • Thesisreport Viva-Voce	12

Thesis

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

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

Medium of Instruction:

Medium of instruction is English

Instructional Methodology Assessment

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

Assignments

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

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

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

Workshops:

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

Final Examination

Final Examination (a three hours written examination will take

place at the end of the semester).

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

The requirements to qualify each component are given below:

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

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

The grade will be determined as follow:

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

Fee Tariff (for MSc Sociology)

Registration Fee: (at 1 st admission in University)	Rs.500/-
Admission Fee: (at 1 st admission in Programme)	Rs.1000/-
Technology Fee:	Rs.500/-
Per 3 credit hours course fee Rs.2250/- (2250×5)= 11,250/-	Rs.11250/-
Total fee for 1st Semester	Rs.13250/-
Thesis Fee: Rs.8510/- (12 Credit Hours)	
Viva Voce Fee: Rs.1650/-	

Admission Procedure

Candidates are required to send complete admission forms along with attested copies of all educations certificates, marks

sheet alongwith prescribed fee through designated bank to the university before closing date.

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

FACULTY MEMBERS

1. **Mrs. Farhana Khattak**
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DEPARTMENT OF GENDER AND WOMEN STUDIES

Introduction:

The Department of Gender and Women Studies was established in 1997. The interdisciplinary programme acts as a catalyst to highlight women's role in all aspects of life in the

national development. The aim of the programme is to encourage women's role in the academic disciplines that have been historically male dominated. Gender and Women Studies expands definition and perception of gender, which is a social construction of male and female roles in the society. The discipline encourages critical analysis of the interplay of gender, class, and race in society.

Furthermore, it offers the holistic approach to knowledge by infusing it with a new perspective to shape a better future for all the people. Thus the courses are designed to encourage further research and analysis on women's status in Pakistani society.

The specialization in this subject is equally in demand, in public and private sector. It will prove beneficial in many careers, especially in-service people such as, journalists, educationists, community workers, administrators and human resource managers etc.

Objectives:

- Introduction to Gender and Women Studies as an academic discipline through distance learning system.
- Development of courses and programmes in the discipline of Gender and Women Studies.
- Conducting researches, which are related to contemporary gender issues.
- Creating awareness and sensitization of gender issues at community level through seminars/conferences and workshops.

Programmes Offered:

The Department of Gender and Women Studies offers two academic programmes:

MSc Gender and Women Studies

This is two years' programme (four semesters). Upon completion of 60 credit hours, the students will be awarded the MSc degree.

Successful completers of Post Graduate Diploma in Gender and Women Studies can also continue their studies leading to MSc (by taking course offered in the third and fourth semester).

Basic Eligibility Criteria for Admission

A candidate having BA/BSc degree in second division from a recognized university is eligible for admission in PGD and MSc. The eligible candidate is required to attach attested photocopies of certificates/degrees and mark sheet with the admission form alongwith the requisite fee and submit it in any bank branch of ABL, FWBL or MCB as per prescribed procedure of the university.

Medium of Instruction

Medium of instruction and examination is preferably English but Urdu is also acceptable

Scheme of Studies**1st Semester:**

Sr#	Course	Code	CrHrs
1	Psychology of Gender	4641	3
2	Lifespan Development of Women:	4642	3

Sr#	Course	Code	CrHrs
	A Psychosocial Context		
3	Pakistani Khawateen Ka Sheiri Adab Main Kirdar	4643	3
4	Pakistani Khawateen Ka Nasri Adab Mein Kirdar	4644	3
Total Credit:			12

2nd Semester:

Sr#	Course	Code	CrHrs
1	Research Methods in Gender Studies	4645	3
2	Applied Statistics in Gender Studies	4646	3
3	eminist Debates on Gender Inequalities	4647	3
4	eminism in Islam	4648	3
5	Sociology of Gender Issues: Theoretical Background	4685	3
6	Sociological Theory – I	4682	3
Total Credit:			18

3rd Semester:

Sr#	Course	Code	CrHrs
1	Gender & Development	4651	3
2	Women & Development	4652	3
3	Perspectives of Gender Studies	4653	3
4	Pakistani Perspectives of Gender Studies	4654	3
5	Sociological Theory – II	4687	3
6	Changing Role of Urban Women	876	3
Total Credit:			18

4th Semester:

Sr#	Course	Code	CrHrs
1	Women & Media	874	3
2	Women & Health	877	3
3	Women & Environment	878	3
4	Perspectives of Women Rights in Islam	880	3
OR			
	Thesis	900	12

Assessment System

Under Continuous Assessment (Assignments) system, the students have to submit two assignments for each 3-credit hours course on LMS only. Final examination will be at the end of the semester for each course. Viva Voce is required after the completion of Thesis/ Research Work. The summary of assessment system is given below:

Assessment Component	Total Marks	Passing Marks	Weightage
Assignment – 1	100	40	30%
Assignment – 2	100	40	
Final examination	100	40	70%
Aggregate Marks			100
Aggregate Passing Marks			40
IN EACH COURSE WORKSHOP ATTENDANCE IS COMPULSORY			

Note: Once in a semester, one to two weeks workshop is a compulsory component and students are required to attend as per AIOU schedule and policy.

Fee Tariff:

Registration Fee: (once at the time of 1 st admission in University)	Rs. 500/-
Admission Fee: (once at the time of admission in Programme)	Rs.1000/-
Technology Fee:	Rs.500/-
Per 3 Credit Hours course fee: Rs.2250 × 4 =	Rs.9000/-
Total fee for 1st Semester	Rs.11,000/-

FACULTY MEMBERS:

- Mrs. Atifa Nasir**
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- Mrs. Maria Mustafa**
Assistant Professor
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- Mrs. Aqleem Fatima**
Lecturer
Phone: 051-9057842
- Ms. Mahreen Qaisar**
Lecturer
Phone: 051-9057247
- Ms. Mehmoonah Ambreen**
Lecturer
Staff: Phone: 051-9057848

For further information, please contact:
Department of Gender and Women Studies
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Sector, H-8, Islamabad.

FACULTY OF SCIENCES

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

Realizing the importance of science education and growing needs of the Faculty of Sciences, the University has completed a building, the Research Complex, at a cost of Rs 35 million. The Research Complex now accommodates departments of Agricultural Sciences, Biology, Chemistry, Environmental

Sciences, Home & Health Sciences, Mathematics, Statistics and Physics. These departments are running a variety of postgraduate technical, scientific and professional programmes successfully. The Research Complex also has a Computer Lab with Internet and On-line Library Facility for literature survey, Seminar Room, Lecture Hall and Library. In addition, there are many labs for practical work, teaching and research, and instrumentation labs for analysis. The University is developing these labs through its own resources. The Faculty of Sciences is fortunate to have Prof. Dr. Zia Ul-Qayyum as the University’s Vice-chancellor, who has given personal attention to the development of the Faculty of Sciences by providing generous amount of funds and valuable guidance.

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

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

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

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

DEPARTMENT OF AGRICULTURAL SCIENCES (DAS)

Introduction:

The Department of Agricultural Sciences (DAS) is making earnest efforts aiming at supplementing, supporting and re-enforcing extension services and offering agriculture related programmes at different levels.

Agriculture progress in most developing countries has mainly involved an increase in the production of staple crops, the introduction of industrial crops and development of livestock production.

At present, higher education in agriculture is imparted by four formal agricultural universities in Pakistan, which are not catering in-service personnel. AIOU conducted a survey to get an idea about the higher education in Agricultural Extension, Livestock Management, Forestry Extension & Rural Development and received a positive response from candidates

who could not improve their qualification from formal Agricultural Universities for one or other reason and are now working in different governmental departments and NGOs.

Programmes:

The DAS offers the following programmes/courses at different level.

1. PhD Agricultural Extension
2. MSc (Hons) Livestock Management
3. MSc (Hons) Agricultural Extension
4. MSc (Hons) Rural Development
5. MSc Forestry Extension

Besides Postgraduate programmes the department also offers Higher Secondary School Certificate (HSSC), Secondary School Certificate (SSC) and Short Term Courses.

MSc Forestry Extension

a) Introduction:

Forestry extension is an important vehicle for expansion of forest resources in the country, and a tool for forest resources conservation and development. Planning forestry extension is important for a successful forestry development programme in the country in an efficient, timely and cost-effective way.

The MSc Forestry extension programme offered by Department of Agricultural Sciences looks into issues of resource degradation, impact of decreasing resources on rural communities, biodiversity, global climate, silviculture systems, timber harvesting methodology and technology. It is being recognized by the foresters and other professionals involved in the forestry and environment sectors. At present not a single institution in the country is offering Forestry Extension programme at postgraduate level. Allama Iqbal Open University, Islamabad is therefore, the

pioneer in this regard to offer this programme.

b) Objectives:-

The general objectives of the MSc Forestry Extension Programme are:

- * To assist learners to develop and use improved forestry and agricultural technology.
- * To develop non-formal methods of adult education in forestry practices.
- * To introduce behavioral changes of the target group to blend tree growing activities along with other farming activities.
- * To establish linkages between research group and users.

c) Eligibility:-

Candidates possessing BSc or MSc Forestry degree with at least second division or BSc (Hons) Agriculture or MSc (Hons) Agriculture with at least 02nd division from national or international recognized institutions or BSc or MSc in Botany with at least 02nd division with three years field experience in Forestry are eligible for admission.

Note:-Eligible candidates should send the application forms to Chairman, Department Agricultural Sciences, Allama Iqbal Open University, Islamabad.

Selection will be based on merit that will be determined by the departmental admission committee as per AIOU postgraduate admission rules. Rules and Regulations changed from time to time by Authorities of the university will be applicable for both new & old students necessary. The students will have to abide by all such rules and regulations framed and changed from time to time.

**d) Scheme of Studies: - Semester Wise Course Offering
1st Semester**

S. No.	Code	Course Title	Credit Hours
1.	2500	Principles of Rural Sociology-I	3(3+0)
2.	2501	Range Land Management in Pakistan	3(3+0)
3.	2502	Tree Management	3(3+0)
4.	2512	Principles of Rural Sociology-II	3(3+0)

2nd Semester

1.	794	Statistics	3
2.	2504	Research Methods	3(3+0)
3.	2511	Soil Conservation & Watershed Management	3(3+0)
4.	2516	Environment and Forestry	3(3+0)

3rd Semester

1.	2505	Diffusion of Innovation	3(3+0)
2.	2507	Forestry Extension Education	3(3+0)
3.	2510	Agro-Forestry	3(3+0)
4.	2514	Approaches of Rural Development	3(3+0)

4th Semester

1.	2503	Participatory Forestry	3(3+0)
2.	2506	Mass Communication	3(3+0)
3.	2508	Economics of Forestry	3(3+0)
4.	2509	Social & Community Forestry	3(3+0)

5th Semester

1.	798	Thesis	12
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e) Fee Tariff:

Item	Rate
Registration Fee: (once at the time of 1 st admission in University)	Rs.500/-
Admission Fee: (once at the time of 1 st admission in Programme)	Rs.1000/-
Technology Fee + Courier Charges (in each semester)	Rs.500/-
Per 3 Credit Hours course fee: Rs.4500/- For 4 courses Fee:Rs.4500×4=Rs.18000/-	Rs.18000/-
Workshop/Field Visit Fee: Rs.2660/-	Rs.2660/-
1st Semester Fee:	Rs.22660/-
Thesis Fee:	Rs.18000/-

a) Instructional Methodology:

Field Activity Based Assignments:

Students are given two written assignments for each half credit course and four written assignments for each full credit course. The assignments in each course will be field activity based.

Workshop:

The workshop is a compulsory component of the programme and will provide an opportunity for the students to discuss issues raised in the courses and explore their significance for specific course of study and professional development. Attendance of the students in the workshop will be mandatory.

Attainment of Certificate/Degree

On successful completion of the programme the student will have to apply to the Controller of Examination for the issuance of degree.

FACULTY MEMBERS:

- 1. Prof. Dr. Sher Muhammad**
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- 7.**
- 8. Dr. Mahwish Siraj**
Lecturer
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- 9. Dr. Zaid Mustafa**
Lecturer, Ph: 051-9057192

DEPARTMENT OF ENVIRONMENTAL DESIGN, HEALTH AND NUTRITIONAL SCIENCES

Introduction

Pakistan is a developing country and it is need of the hour to improve standard of education in all the disciplines especially in Science, and Technology in order to face the challenges of the 21st century. The Department was established in 1981. During last few years the Department has developed a range of professional programmes in Environmental Design, Health, Nutrition and Home Economics. The teaching/research laboratories for the Environmental Design and Food and Nutrition programmes are now operational to provide a comprehensive environment for imparting practical training at the main campus.

Aims and Objectives

- i. To prepare learners for the career related disciplines considering the professional interests of individuals in the areas of Environmental Design, Health, Home Economics, Nutrition, and Dietetics etc.
- ii. To prepare the individuals/professionals for the development and up gradation of community & environment.
- iii. To enable the individual to integrate and apply knowledge and skills of Environmental Design, Food and Nutrition & Home Economics, for future studies.

Currently the department is offering following programmes (for new + continue students):

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

- v. MS Community Health & Nutrition (for continue Students)
- vi. MSc Public Nutrition
- vii. PGD Dietetics/Nutrition (**for continuing students**)
- viii. HSSC courses in Home Economics
- ix. SSC courses in Health/Home Economics

MSc Sustainable Environmental Design *(Minimum 2 years)*

Introduction:

The emergence of environmental movement has brought forward the interconnection between ecological conditions and built environment. The failure of many buildings on account of performance, functionality and environmental quality (for example poor thermal comfort, heavy reliance on artificial lighting, inadequate noise control and deficient indoor air quality causing redness in eyes, headache and sore throat) has now motivated an increasing number of designers, developers and building users to pursue more environmentally sustainable design and construction strategies.

As part of wide-spread movement for the sustainable development and realization for the significant impact of building design and construction on the overall environment AIOU initiated the continuing education programme for the built environment professionals in 2003. After running this programme for last fifteen years as MSc and MS Environmental Design.

Department is offering Master's Degree with course work under Professional Track in the form of MSc Sustainable Environmental Design.

Objectives:

1. Understand the application of ecological principles in the

- design of sustainable cities.
2. Understand sustainable urban technologies and design strategies.
 3. Comprehend issues of equity and social justice as they relate to sustainable cities and regions.
 4. Evaluate and monitor the present state and future potential of built environments in terms of sustainability.

Note: Pakistan Engineering Council has endorsed the MSc /MS degree of Environmental Design as value added professional qualification for Engineers, which may be considered for CPD credit points for PEC registered engineers.

Salient features:

Development of MSc/MS Environmental Design programme is facilitated by British Council under the DFID Higher Education Link Scheme. Experts from a foreign university (Roland Ashcroft, Prof. Jeanette Paul, University of Dundee) and local Engineering Universities/Colleges (UET, Lahore, NED University, UET Taxila, MUET, Jamshoro, NCA, Lahore) have participated in curriculum designing. The programme is designed to address local environment issues for better design and construction practices.

c) Eligibility:

At least sixteen years of education at least with 2nd class in the following disciplines eligible for admission in this programme:

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

Duration of the programme

Course work duration will be as per AIOU rules.

Course Work Evaluation

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

- | | |
|--------------------------------------------------------|-----------------------|
| a) Continuous Assessment | 30% |
| b) Final examination | 70% Total:100% |
| (Pass percentage in each component will be 40%) | |

c) Applying for Admission Fresh Candidates:

University offers admission twice a year i.e. Autumn and Spring, but admission to new students of this discipline is advertised only once a year i.e. in Spring Semester.

- ii. A student will be generally allowed to register for a maximum of 18 credit hour courses to be offered in each semester. (See semester wise course offering for MSc Sustainable Environmental Design.
- iii. Students will have to submit their admission form either online or through registered post to the parent department at the given address.
- iv. Admission forms prescribed for the programme are entertained only. Incomplete admission forms will not be entertained in any case. Selection of candidates in the programme will be made strictly on basis of merit against a limited number of seats.
- v. Candidates are required to send complete admission forms along with attested copies of all academic certificates, testimonials at the following address before closing date mentioned in the advertisement.
- vi. Only those candidates who qualify admission criteria will be informed about their selection.
- vii. On receipt of admission offer a candidate is allowed to pay

- dues (as detailed in fee section) within due date as per procedure mentioned in the intimation letter.
- viii. The study material inclusive of textbooks, assignments, tutorial schedule and reference material is mailed to the students.
- ix. For clarification about academic matters please contact on the following address:

Programme Coordinator
 Department of EDH&N Sciences
 Block No. 06, AIOU, Sector H-8 Islamabad
 051-9057744,051-9250063,051-9057746
 Email: nazia.iftakhar@aiou.edu.pk
 omer.shujat@aiou.edu.pk

For Continuing Students of Sustainable Environmental Design

The admission for the semester Spring and Autumn are offered in the months of February and August respectively. The continuing students are sent computerized admission forms. However, if for any reason a student does not receive the computerized form, he/she may continue the Programme by submitting fresh admission form. Continue admission form can also be downloaded from university's website (www.aiou.edu.pk). The rest of the prevalent terms and conditions are applicable to all fresh and continuing students.

d) Scheme of Studies & Course Contents
Duration: Minimum 4 Semesters (2year)
Credit Hours Requirement: 60 Credit Hours

After the completion of course work, the students will be allowed to undertake research work. Minimum duration for submission of research project is one Semester (six months).

PROPOSED SCHEME OF STUDY:

1st Semester

S. No.	Code	Course Title	Credit Hours
1.	3671	Environmental Planning & Practice	4(3+1)
2.	3672	Climate Responsive Design	4(3+1)
3.	3673	Ecological Building Design & Materials	4(3+1)
4.	3674	Environmental Aesthetics	4(3+1)

2nd Semester

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

3rd Semester

1.	3680	Ecology & Ethics in Design and Architecture	4(3+1)
2.	3681	Environmental Control Systems (Heating, Cooling and Lighting)	4(3+1)
3.	3682	Waste Management	4(3+1)
4.	3684	Research Methods	3(2+1)

4th Semester

1.	3683	Culture and Building Design	4(3+1)
2.	3685	Basic Statistics	3(2+1)
3.	3686	Project	6
Total Credits			60

Note:

Student failing to opt any course in any particular semester amongst the courses offered in that semester will have to wait for at least one semester in order to get admission in that particular course since all the courses are being offered on alternate basis.

g) Instructional Methodology:

Allama Iqbal Open University employs media mix or blended mode of learning as methodology of instruction in which study material in the form of practical books/notes/study manuals is supported with non-broadcast audio-visual programmes and lecture sessions (video conference/LMS Technology etc.).

Course Books: The University provides especially written/compiled/reprinted course books and allied materials depending on the needs of the students.

(Lecture Sessions/ Course Workshops)

Twenty-seven hours interactive lecture sessions for each 03-04 credit hour course are arranged at AIOU Main Campus and Regional Offices of AIOU.

Three days workshops are conducted for each course towards the end of each semester before the commencement of final examinations. Workshops comprise lectures from eminent professionals.

(Course workshops)

Workshops at MSc level will be conducted at the region or main campus on LMS mode. There will be one workshop of interactive teaching/ research work of three days for each course in each semester. Attendance in these workshops is

compulsory. **In case a viable group of 20 to 30 students is not formed of MSc in any region, the students are normally merged in the student groups of nearby region.**

A student failing to attend any workshop is generally declared fail in final result. However, any student who could not manage to attend the workshop may appear in the final examination and may cover the missed workshop component in the later semesters. The students will have three chances in total to complete the workshop component but they will have to deposit the workshop fee at the start of the semester in which it is offered (in case they avail another chance). AIOU does not bear any cost incurring on boarding/lodging or TA/DA during the commencement of workshops. The university provides hostel facility on nominal charges for the course/thesis workshop held in the main campus, Islamabad. However, university is not responsible to provide accommodation for the workshops that are conducted in the regions.

Practical Work:

1. Applied field based activities will be offered with 04 credit hour courses in each semester.
2. Field visits will be conducted during the workshops to boost the practical knowledge of the students.

Research Project:

During the fourth semester a student is required to carry out research project under the supervision of a research supervisor. The research could be design based, experimental or survey. The department according to the respective field of interest of the student will assign the research supervisor. Both the research work and writing of research report will be done

under the close supervision of an advisor/supervisor. On completion of research and writing of research report, the student is required to submit two copies of the research project on the given format duly signed by the advisor/ supervisor to the department.

Viva Voce:

After evaluation of the research report by evaluator, the student has to appear for Viva-Voce examination. (Rules and regulations as approved by AIOU statutory bodies are to be followed for procedural details). In case the research report submitted by the student is found to be a plagiarized version of another document, research work/text, etc. published or unpublished, his/her candidature for MSc shall be cancelled and the student shall be debarred for ever for admission to any programme of the University.

h) Assessment System:

During the semester the students are required to submit two assignments for each 03 credit hour course and these assignments not only help the students to go through the course contents completely but also are a preparation for the final examination.

- i. Assignment 1 is the theoretical assignment based on units 1– 7 of your course.
- ii. Assignment 2 is applied and includes a research activity followed by the submission of a research report OR an observational visit/ survey followed by the submission of a report. This assignment is designed to judge the understanding of the students in the specific areas and to assess its application.

- iii. Final Examination (A three hour written examination will take place at the end of the semester for each course) and compulsory workshops for each course.
- iv. For working out the final course grade the marks of continuous assessment and final examination are calculated in the ratio of 30:70 for both the programmes.
- v. Student failing in the continuous assessment (assignments, practical and field project) will not be eligible to sit in the final examination.
- vi. Only those students will be allowed to take final examinations that have passed the assignments. The student failing in the continuous assessment (Assignments, practical and field project) will not be eligible to sit in the final examination. The minimum qualifying marks for each component are as follow:
 - i) A minimum of 40% in continuous assessment.
 - ii) A minimum of 40% in the final examination.
 - iii) As aggregate of 50% in the two components i.e. continuous assessment (practical and theory assignments) and final examination.

**Fee Tariff
1stSemester**

Items	Rate
Registration Fee:	Rs.500/-
Admission Fee:	Rs.1000/-
Technology Fee:	Rs.500/-
Per Credit Hours Fee: Rs.2400/- Fee for 16 credit Rs.2400 × 16 =	Rs.38400/-
Field visit	Rs.2660/-
Total Fee for 1st Semester:	Rs.43,060/-

Attainment of Certificate/Degree

On successful completion of the programme the student will have to apply to the Controller of Examination for the issuance of Degree.

FACULTY MEMBERS:

- 1. Dr. Hajra Ahmad**
Chairperson/Associate Professor
Ph. #051-9057742,051.9250063
E-mail:hajra.ahmad@aiou.edu.pk
- 2. Dr. Zaheer Ahmad**
Associate Professor
(Food Bio Technology)
Ph. #051-9057265
E-mail: zaheer_863@yahoo.com
- 3. Dr. Mahpara Safdar**
Assistant Professor (Human Nutrition)
Ph. #051-9057748

- E-mail:mahpara.jadoon@gmail.com
- 4. Ms. Asma Afreen**
Lecturer (Food & Nutrition)
Ph #051-9057741
E-mail: asma.ibd@hotmail.com
 - 5. MsRabeea Zafar**
Lecturer (on study leave)
Environmental Design
Ph. # 051-9057746
E-mail: rabeea.zafar@aiou.edu.pk
 - 6. Ar. Nazia Iftakhar**
Lecturer,
(Environmental Design)
(Architecture/Urban Planning)
Ph. # 051-9057744
E-mail: nazia.iftakhar@aiou.edu.pk
 - 7. Ar. Omer Shujat Bhatti**
Research Associate
(Architecture/Environmental Design/Project Management)
Ph # 051-9057744
E-mail: omer.shujat@aiou.edu.pk

Adjunct Faculty Members:

- 1. Prof. Dr. Nomana Anjum**
(Environmental Design)
Former Chairperson, EDH&N Sciences
AIU, Islamabad.
- 2. Dr. Tabasum Zahidi**
Associate Professor (Urban Design) F/7/2 College,
Islamabad

3. **Ar. Gul Najam Sami**
(The world Bank) (Architecture/Design)
4. **Engr. Muhammad Abid**
(Agriculture & Water, PMRT) (Civil Engineering)
5. **Ar. Uzma Zain,**
(Architecture/Consultant)
6. **Dr. Naeem Ejaz**
Associate Professor
UET Taxila (Civil & Environmental Engineering)
7. **Engr. Hafiz Ehsan-ul-Haq Qazi**
Director, CDA (Urban Planning)
8. **Dr. Riffat Haq**
(Gender & Environment)
9. **Engr. Muhammad Sohail**
PD. Pir Mehr Ali Shah
Arid Agricultural University, Rawalpindi
(Environmental Design)
10. **Ms. Ghazala Naheed**
IMCG F-7/2, Islamabad (Environmental Psychology)

MSc Public Nutrition (Minimum 2 Years)

1. Introduction

Health care in the whole world has changed substantially in this century. New disciplines have emerged and role of traditional health disciplines has broadened to keep pace with the changing emphasis from curative to preventive health care. The discipline of nutrition has been remarkably grown over the years. A variety of sister disciplines such as Dietetics, Biochemistry, Microbiology, Food Science, Agriculture and Home Sciences have contributed to its advancements and discoveries. Achieving

the optimal nutritional status of the public is the prime objective of using the knowledge of nutrition.

The department offers MSc Public Nutrition with course work. The context for the programme is also provided by department's drive to play its role in resolving persisting nutritional issues of the society.

This programme will help to develop a comprehensive understanding of the role of diet and nutrients in the etiology, prevention, treatment and management of diseases by offering a variety of subjects like basic to applied Food and Nutrition courses, nutrition education, nutrition for fitness, clinical nutrition, nutritional assessment, epidemiology and biostatistics.

2. OBJECTIVES

The objectives of the programme are given as under:

- To provide guidance/educational opportunities to in-service nutritionists and other health professionals to improve their qualification and skills, who could not continue their education through formal system.
- To support the careers of aspiring public health professionals and to encourage them for further study at MS level.

3. ELIGIBILITY

At least 14 years of schooling or 2 years of education after HSSC/F.Sc/Grade 12 equivalent to Bachelor of Science in the relevant discipline with minimum second division is the basic eligibility criteria. Candidates with following degree are eligible for admission in this program:

- BSc/ BS Nursing
- BS Physiotherapy
- BS Medical Technology

- Bachelors of Homeopathic Medical Sciences (BHMS)
- MD Alternative Medicine
- Bachelor of Eastern Medicine
- BS in Medical Emergency & Intensive Care Technology
- B.Sc./BS Vision Sciences
- BS/B.Sc. Home Economics
- BS Nutrition
- BS Medical Sciences
- BS/B.Sc. Biotechnology
- B.Sc. (Hons.) in Agriculture with specialization in Nutrition/Food technology
- BS/B.Sc. Biochemistry
- BS/B.Sc. Microbiology
- BS/B.Sc. Biology with combination of courses at least chemistry and zoology

4. ADMISSION/REGISTRATION PROCEDURE

Although the University offers admission twice a year i.e. Autumn and Spring, but admission to new students of this discipline is advertised only once a year i.e. in Autumn semester.

- a. A student will be generally allowed to register for a maximum of 18 credit hour courses to be offered in each semester. See Section No.6 for semester wise course offering for MSc Public Nutrition.
- b. Admission procedure detail are at page 3 (Merit Based)
- c. Admission forms prescribed for the specified programme only will be entertained.
- d. Incomplete admission forms will not be entertained in any case. Selection of candidates in the programme will be made strictly on basis of merit against a limited number of seats.

- e. Only those candidates who qualify admission criteria will be informed about their selection.
- f. On receipt of admission offer letter, candidate is allowed to pay dues (as detailed in fee section at Serial No.10) within due date as per procedure mentioned in the intimation letter.
- g. Students will have to submit the acceptance letter along with submitted fee challan to Admission Department within one-week time to ensure their admission confirmation.
- h. The study material inclusive of text books, assignments, tutorial schedule and reference material is mailed to the students.
- i. For submission of admission form and clarification about academic matters please contact on the following address:

Note: Only online admission is available.

Dr. Mahpara Safdar
(Programme Coordinator)

Department of Environmental Design,
Health & Nutritional Sciences
Block No. 6, AIOU, Sector H-8, Islamabad.
Email: mahpara.jadoon@aiou.edu.pk
Ph: No.051-9057748, 051-9057265,
051-9057741, 051-9057742

5. SCHEME OF STUDIES

Duration	:	Minimum four semesters (2 years)
Credit hours requirement	:	60 credit hours
Course/Practical Work	:	54 credit hours
Research Project	:	06 credit hours

After the completion of course work, the students will be allowed to undertake research project in the community or in laboratories at AIOU. Student at distance can use PCSIR Labs or Food Science & Nutrition Laboratory of local teaching institutions or other scientific institutions to be approved by the University. Minimum duration for submission of project is one semester (6 months).

6. SEMESTER-WISE OFFERING OF COURSES

1st Semester

Sr.#	Codes	Title of Course	Credit Hours
1	3641	Macro Nutrients	4(3+1)
2	3642	Micro Nutrients	4(3+1)
3	3643	Nutrition Education	4(3+1)
4	3644	Basics of Food Sciences	4(3+1)

2nd Semester

1	3645	Nutrition –A Life Span Approach	4(3+1)
2	3646	Nutrition for Fitness	4(3+1)
3	3647	Nutritional Assessment-I	4(3+1)
4	3648	Nutritional Assessment - II	4(3+1)

3rd Semester

1	3653	Research Methods	3(2+1)
2	3654	Basic Biostatistics	3(2+1)
3	3649	Maternal & Child Health	4(3+1)
4	3652	Clinical Nutrition	4(3+1)

4th Semester

1	3650	Applied Epidemiology	4(3+1)
2	3651	Food Microbiology	4(3+1)
3	3655	Research Project	06
Total Credit Hours			60

Note: A student failing to opt any course in any particular semester amongst the courses offered in that semester will have to wait for at least one semester in order to get admission in that particular course since all the courses are being offered on alternate basis.

7. MODE OF INSTRUCTIONS

Allama Iqbal Open University employs distance learning/ media mix or blended mode as methodology of instruction. In view of the special requirements of Health and Nutrition Postgraduates studies, the following combination of media mix is being used.

- Reference ebooks will be shared.
- Tutorials and workshops will be conducted online through Learning Management System (LMS).
- There will be one workshop of interactive teaching of three days for each course in each semester. Attendance in these workshops is compulsory.

8. INSTRUCTIONAL METHODOLOGY

Allama Iqbal Open University employs media mix methodology of instruction in which study material in the form of practical book/notes/study manuals is supported with non-broadcast audio-visual programmes and tutorial meetings. In view of the special requirements of Health and Nutrition

Postgraduate studies, the following combination of media mix is being used.

- **Course Books**
The University recommends reference books from Open Education Resource (OER)
- **Tutorial Meetings/Student Teacher Contact**
Student teacher contact for each of three/four credit hour courses at LMS will be arranged, as per University's policy.
- **Course Workshops**
Workshops at MSc level will be conducted through LMS or it can be arranged on Main Campus depending upon the situation at that time. There will be one workshop of interactive teaching of three days for each course in each semester. Attendance in these workshops is compulsory.

In case a viable group of 20 to 30 students is not formed in any region, the students are normally merged in the students' group of nearby region.

A workshop has lectures of eminent subject experts and students' presentations based on the field/community work followed by discussion on each presentation. A student failing to attend any workshop is generally declared fail in final result. However, any student who couldn't manage to attend the workshop may appear in the final examination and may cover the missed workshop component in the later semesters. The students will have three chances in total to complete the workshop component but they will have to deposit the workshop fee at the start of the semester in which it is offered. In case the workshops are conducted at Main Campus, AIOU does not bear any cost incurring on boarding/ lodging or TA/DA during the workshops. The students are required to

make their own arrangements for their stay during the workshops. A student's hostel (Exchange No. 051-9250098-99) within the campus also provides accommodation facilities at nominal charges on first come first serve basis.

- **Practical Work**
Applied field based activities will be offered with 04 credit hour courses in each semester. During the study period the students are required to complete their community/field work and submit their mini-research reports to their respective tutor on the prescribed format.

a. Research Project
During the fourth semester a student is required to carry out research project under the supervision of a research supervisor. The research could be study design based, experimental or survey. The department, according to the respective field of interest of the student will assign the research supervisor. Both the research work and writing of research project will be done under the close supervision of the supervisor. On completion of research and writing of research report, the student is required to submit three copies of the research project on the given format duly signed by the supervisor to the department.

b. Viva Voce
After evaluation of the research report by evaluator, the student has to appear for Viva-Voce examination (Rules and regulations as approved by AIOU statutory bodies are to be followed for procedural details). In case the research report submitted by the student is found to be a plagiarized version of another document, research work/text, etc. published or unpublished, his/her candidature for MSc

shall be cancelled and the student shall be debarred for ever for admission to any programme of the University.

9. ASSESSMENT

During the semester the students are required to submit 2 assignments for each 3 or 4 credit hours course and these assignments not only help the students to go through the course contents completely but also for a preparation for the final exam.

- i. Assignment I is the theoretical assignment based on unit 1 to 7 of the course.
- ii. Assignment II is applied and includes a research activity followed by the submission of research report OR an observational visit/survey followed by the submission of the report. This assignment is designed to judge the understanding of the students in the specific areas and to assess its application.
- iii. Final examination (A three hour written examination takes place at the end of semester for each course) and compulsory workshop for each course.
- iv. For working out the final course grade the marks of continuous assessment and final examination are calculated in the ratio of 30:70.
- v. Students failing to submit any one of the course assignment will be considered fail in that course and they will have to apply for re-admission in that course.
- vi. The minimum qualifying marks for each component are as follows:
 - a. A minimum of 40% in continuous assessment
 - b. A minimum of 40% in the final examination
 - c. An aggregate of 40% in the two components i.e. continuous assessment (theory & practical assignments) and final examination.

vii. The grade will be determined as under:

Grade A	–	80% or above
Grade B	–	65% to 79%
Grade C	–	50% to 64%
Fail	–	Below 40%

viii. Only those students will be allowed to take final examinations who has passed the assignments. The students failing in the continuous assessment (assignments, practical and field project) will not be eligible to sit in the final exam.

Semester wise payment to be made by the student on the basis of above mentioned fee tariff:

1st Semester Fee:

Registration Fee	Rs.500/-
Admission Fee	Rs.1000/-
Technology Fee	Rs.500/-
Per one credit hour Fee Rs. 1500/-	
Course Fee (1500x16 credit hour)	Rs.24000/-
Total fee for 1st Semester	Rs. 26000/-

Note: *Only selected students will be intimated for depositing fee. No fee is required with admission form.*

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

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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