

Admission Spring 2021

AIOU

PGD Programmes

- **Computer Science**
- **Criminology**
- **Early Childhood Education**
- **Educational Leadership and Management (ELM)**
- **Educational Planning and Management (EPM)**
- **Entrepreneurship**
- **Human Resource Management**
- **Mass Communication**
- **Population and Development**
- **Supply Chain Management**
- **Teaching of English as a Foreign Language (TEFL)**



Allama Iqbal Open University, Islamabad

www.aiou.edu.pk

Help Line: (051) 111-112-468

PROSPECTUS
OF
POSTGRADUATE DIPLOMA
PROGRAMMES

For SEMESTER: SPRING 2021



Allama Iqbal Open University
Islamabad

Price Rs.500/-

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| | |
|---------------------------|--------------------------------------------------|
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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.

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

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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 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.

POST GRADUATE DIPLOMA (HUMAN RESOURCE MANAGEMENT)

Objectives:

The objectives of Post Graduate Diploma in HRM are:

1. To inculcate the concepts and practices essential to Human Resource Management,
2. To prepare our graduates for HRM positions,
3. To develop HR professionals to advance their careers.

Duration:

As per guidelines of HEC, Post Graduate Diploma (1 year) programme will be spread over 2 semesters covering 10 courses.

Eligibility:

Applicants having 14 years of education (BA/BSc./BCom/ BBA/Associate Degree Programmes 2-years) from HEC recognized institution with at least second division (45% marks) would be eligible to apply.

Admission Procedure:

- i. Admission in Post Graduate Diploma in Human Resource Management is proposed to be offered once a year. Applications will be invited through the daily newspapers/ AIOU website as per AIOU policy.
- ii. The candidates are required to deposit fee in any branch of ABL, FWBL or MCB along with admission form and attested testimonials.

Scheme of Studies:

The Post Graduate Diploma programme would be offered with the specialization of Human Resource Management. The tentative semester wise offering of courses will be the discretion of the department; it can be changed if desired so. The detail of courses and semester wise offering of courses is as under:

PGD-Human Resource Management FIRST SEMESTER

| S. # | Code | Course Title | Cr. Hrs |
|-------------|-------------|------------------------------------|----------------|
| 1 | 9501 | Fundamentals of Business | 3 |
| 2 | 9502 | Professional Communication | 3 |
| 3 | 9503 | Management Theory and Practice | 3 |
| 4 | 9504 | Human Resource Management | 3 |
| 5 | 9505 | Computer Applications for Business | 3 |

| SECOND SEMESTER | | | |
|------------------------|------|-------------------------------------|---|
| 1 | 9506 | Organizational Behavior | 3 |
| 2 | 9507 | Compensation Management | 3 |
| 3 | 9508 | Performance Management | 3 |
| 4 | 9509 | Labor Management Relations | 3 |
| 5 | 9510 | Strategic Human Resource Management | 3 |

Medium of Instruction:

The medium of instruction and examination would be English Language.

Methods of Instruction:

- i. The Post Graduate Diploma in Human Resource Management would be offered through Open Distance Learning Mode.
- ii. The course outlines along with the required reading materials and assignments will be provided to the students.
- iii. Three days workshop will be conducted for each course.

Evaluation Scheme:

Assignments:

The students will submit two compulsory assignments of each course on LMS as per policy.

Workshops and Presentations:

At the end of each semester, workshops for the courses of PGD-HRM would be held at major regional campuses or online of AIOU or at Main Campus, Islamabad before final

examination as per university policy. The duration of workshop for each course would be three days. Attendance and presentation of the students in workshop is compulsory. If a student fails to obtain 50% marks in workshops, the student shall enroll the course when university offers these courses..

Assessment/Weightage:

For successful completion of each course, the student will be required to qualify in each component. Assessment criteria as per rules and regulations of the university will be as under:

| Assessment Component | Weightage in the aggregate results |
|-----------------------------|-------------------------------------------|
| Assignment No. 1 | 10% |
| Assignment No. 2 | 10% |
| Workshop/Presentation | 10% |
| Final Examination | 70% |

- i. To appear in final examination, the student has to pass in assignments and workshop presentations for the courses studied.
- ii. The conditions to qualify each component are given below:
 - a. A minimum of 50% marks in assignments (aggregate).
 - b. A minimum of 50% marks in Presentations (where applicable).
 - c. A minimum of 50% marks in the final written examination.

Requirements for Award of Post Graduate Diploma:

Following are the requirements for the award of Post Graduate Diploma:

- i. Successful completion of all courses
- ii. The students who intend to discontinue PGD after first semester may be offered a certificate of passed courses as determined by university or Controller of Examinations Office.

Fee Structure:

| Item | Rate |
|-------------------------------------------------------|-------------------|
| Registration Fee: (At the time of first admission) | Rs.500/- |
| Admission Fee: (At the time of first admission) | Rs.1000/- |
| Technology Fee: (in each semester) | Rs.500/- |
| Course Fee: (per 3 credit hours) Rs.3900 x 5 = | Rs.19,500/- |
| Total Fee of First Semester: | Rs.21500/- |

POSTGRADUATE DIPLOMA SUPPLY CHAIN MANAGEMENT (PGD-SCM)

Supply Chain Management (SCM) is a cross-functional approach which deals with the movement of raw materials into an organization, management of internal processing of raw materials into finished goods, and helps the movement of finished goods from point of origin to point of consumption. Considering the significance of SCM, it adds value to the operations of different organizations including educational

institutes, commercial enterprises, social welfare departments, strategic organizations etc. One can easily believe that supply chain management is essential to a company's success and customer satisfaction. Even we cannot deny the contribution of SCM for the society. SCM knowledge and capabilities can be used to support health care, conduct disaster relief operations, and handle other types of emergencies. SCM also plays a role in cultural evolution and helps to improve our quality of life.

Considering the significance of SCM across various sectors, the Post Graduate Diploma in Supply Chain Management has been developed to meet the needs of those professionals who want to establish and enhance insight into theoretical as well as practical knowledge of supply strategies, forecasting, transportation and inventory management.

Objectives:

Key objectives of Post Graduate Diploma in SCM are:

- To provide basic understanding, concepts and practices about effective Supply Chain Management.
- To develop students to work in SCM positions efficiently and effectively.
- To help SCM professionals in their career advancement and growth.

Duration:

Total duration of the diploma in Supply Chain Management would be 1 year, comprising 2 semesters. Students would be required to study 10 courses of 3 credit hours each (total 30 credit hours course load).

Target Market:

- Graduated students with interest in logistics and supply chain
- Professionals and Managers associated with Logistic / Supply Chain Management
- Supply chain specialists (working in *but not limited to* commercial, profit/not-profit, medical, military and academic organizations)

Eligibility:

Applicants with at least 14 years of education in any discipline (BA/BSc/BCom/BBA/Associate Degree Programs 2-years) from HEC recognized institution with at least second division (45% marks) would be eligible to apply.

Admission Procedure:

- Admission in Post Graduate Diploma in Supply Chain Management is proposed to be offered once a year. Applications will be invited through the daily newspapers/AIOU website and other advertisements as per AIOU policy.
- The candidates will be required to deposit fee in the designated branches of banks. Details of authorized banks will be provided in the prospectus along with the admission forms and attested testimonials.

Medium of Instruction:

The medium of instruction and examination would be English Language.

Scheme of Studies:

The Post Graduate Diploma program would be offered with the specialization in Supply Chain Management. The semester wise offering of courses are as under:

FIRST SEMESTER

| S. No. | Codes | Course Title | Credit Hours |
|--------|-------|-----------------------------------------|--------------|
| 1 | 9501 | Fundamentals of Business | 3 |
| 2 | 9502 | Professional Communication | 3 |
| 3 | 9503 | Management Theory and Practice | 3 |
| 4 | 9541 | Introduction to Supply Chain Management | 3 |
| 5 | 9505 | Computer Applications for Business | 3 |

SECOND SEMESTER

| | | | |
|---|------|---------------------------------------|---|
| 1 | 9542 | Purchasing and Procurement Principles | 3 |
| 2 | 9545 | Production and Operations Management | 3 |
| 3 | 9543 | Logistics Management | 3 |
| 4 | 9544 | Inventory and Material Management | 3 |
| 5 | 9546 | Distribution Channels | 3 |

Methods of Instruction:

- The Post Graduate Diploma in Supply Chain Management would be offered through Open Distance Learning.
- The course outlines along with the required reading materials and assignments will be provided to the students.
- The schedule of classes will be chalked out by the DRS office as per Credit Hours requirements provided by the department.
- Three days' workshop will be conducted for each course.

Evaluation Scheme:

Assignments:

Students will submit two compulsory assignments on LMS only of each course to their tutors as per schedule, who will return the same after marking and providing necessary academic guidance.

Workshops and Presentations:

At the end of each semester, workshops for the courses of PGD-HRM would be held at major regional campuses of AIOU or at Main Campus, Islamabad before final examination. The duration of workshop for each course would be three days. Attendance and presentation of the students in workshop is compulsory. If a student fails to obtain 50% marks in workshops, the student shall enroll the course when university offers these courses. In case of low enrolment in a particular region, the students would be required to participate in the workshops in other region as directed by the university.

Assessment/Weightage:

For successful completion of each course, the student will be required to qualify in each component. Assessment criteria as per rules and regulations of the university will be as under:

| Assessment Component | Weightage in the aggregate results |
|-----------------------------|-------------------------------------------|
| Assignment No. 1 | 10% |
| Assignment No.2 | 10% |
| Presentation | 10% |
| Final Examination | 70% |

- i. To appear in final examination, the student has to pass in assignments and workshop presentations for the courses studied.
- ii. The conditions to qualify each component are given below:
- iii. A minimum of 50% marks in assignments (aggregate).
- iv. A minimum of 50% marks in Presentations (where applicable).
- v. A minimum of 50% marks in the final written examination.

Fee Structure:

| | | |
|---|------------------------------------------------------|-------------------|
| 1 | Registration Fee (At the time of first admission) | Rs.500/- |
| 2 | Admission Fee (At the time of first admission) | Rs.1000/- |
| 3 | Technology Fee (per student per semester) | Rs.500/- |
| 4 | Course Fee 3900 x 5 = 19500 | Rs.19500/- |
| 5 | Total Fee for First Semester | Rs.21500/- |

Requirements for Award of Post Graduate Diploma:

Following are the requirements for the award of Post Graduate Diploma:

- i. Successful completion of all courses
- ii. The students who intend to discontinue PGD after first semester may be offered a certificate of passed courses as to be determined by university.

PGD ENTREPRENEURSHIP

Entrepreneurship is a cross-functional approach which deals with the willingness to take risks and develop, organize and manage a business venture in a competitive global marketplace that is constantly evolving. Entrepreneurship is a key driver of our economy. Wealth and a high majority of jobs are created by small businesses started by entrepreneurially minded individuals, many of whom go on to create big businesses.

Entrepreneurship, adds value to the economy including educational institutes, commercial enterprises, social welfare departments, strategic organizations etc. That's why entrepreneurship education and its successful implementation would not only generate jobs and income; it will also facilitate innovation and stimulates transfer of wealth, knowledge, and skills. One can easily believe that Entrepreneurship is essential for a country economic growth and enduring progress. Even we cannot deny the contribution of entrepreneurship for the society.

Considering the significance of entrepreneurship for economy and society, the Post Graduate Diploma in Entrepreneurship has been developed to meet the needs of those professionals who want to establish and enhance insight into theoretical as well as practical knowledge of entrepreneurship & innovation management; strategies, theories, and challenges.

Objectives:

Key objectives of Post Graduate Diploma in Entrepreneurship are:

- To provide basic understanding, concepts and practices about entrepreneurship.
- To enable students to develop the insight needed to discover and create entrepreneurial opportunities.
- To equip students with knowledge and skills to successfully start and manage their own businesses to take advantage of these opportunities.
- To help entrepreneurship professionals in their career advancement and growth.

Target Market

- Graduated students with interest in entrepreneurship and innovation.
- Professionals associated with Entrepreneurship development activities/projects.
- Specialists working in but not limited to development sector and academic organizations.

Duration:

Total duration of the diploma in Entrepreneurship would be of 1 year, comprising 2 semesters. Students would be required to study 10 courses of 3 credit hours each (total 30 credit hours course load).

Eligibility:

Applicants with at least 14 years of education in any discipline (BA/BSc/BCom/BBA/Associate Degree Programs 2-years and others) from HEC recognized institution with at least second division (45% marks) would be eligible to apply.

Admission Procedure:

- i. Admission in Post Graduate Diploma in Entrepreneurship is proposed to be offered once/twice a year as decided. Applications will be invited through the daily

newspapers/AIOU website and other advertisements as per AIOU policy.

- ii. The candidates will be required to deposit fee in the designated branches of banks. Details of authorized banks will be provided in the prospectus along with the admission forms.

Medium of Instruction:

The medium of instruction and examination would be English Language.

Methods of Instruction:

- i. The Post Graduate Diploma in Entrepreneurship will be offered through Open and Distance Learning Pedagogy-Blended Mode (online classes, workshops as well as tutorial support) all over Pakistan.
- ii. Students will be provided complete study material including assignments, course outlines and suggested readings.
- iii. Students will be provided tutorial support as per AIOU educational system.

Evaluation Scheme:

Assignments:

Students will submit two compulsory assignments on LMS of each course to their tutors as per schedule.

Workshops and Presentations:

At the end of each semester, workshops for the courses of PGD-HRM would be held before final examination. The duration of workshop for each course would be three days. Attendance and presentation of the students in workshop is

compulsory. If a student fails to obtain 50% marks in workshops, the student shall enroll the course when university offers these courses. In case of low enrolment in a particular region, the students would be required to participate in the workshops in other region as directed by the university.

Scheme of Studies

The Post Graduate Diploma program would be offered with the specialization in Entrepreneurship. The semester wise offering of courses are as under:

| S. No. | Codes | Course title | Credit Hours |
|--------|-------|--------------|--------------|
|--------|-------|--------------|--------------|

FIRST SEMESTER

| | | | |
|---|------|------------------------------------|---|
| 1 | 9501 | Fundamentals of Business | 3 |
| 2 | 9502 | Professional Communication | 3 |
| 3 | 9503 | Management Theory and Practice | 3 |
| 4 | 9551 | Introduction to Entrepreneurship | 3 |
| 5 | 9505 | Computer Applications for Business | 3 |

SECOND SEMESTER

| | | | |
|---|------|-------------------------------|---|
| 1 | 9552 | Innovation Management | 3 |
| 2 | 9553 | Entrepreneurial Finance | 3 |
| 3 | 9554 | Marketing for Entrepreneurs | 3 |
| 4 | 9555 | Entrepreneurial Supply Chain | 3 |
| 5 | 9556 | New Venture Planning & Launch | 3 |

Evaluation Scheme:

Assignments:

Students will submit two compulsory assignments on LMS of each course to their tutors as per schedule.

Presentations:

Students would be required to deliver mandatory presentations of their 2nd assignments during workshop. No relaxation on any ground will be provided to the students in this regard.

Assessment/Weightage:

For successful completion of each course, the student will be required to qualify in each component. Assessment criteria as per rules and regulations of the university will be as under:

| Assessment Component | Weightage in the aggregate results |
|----------------------|------------------------------------|
| Assignment No. 1 | 10% |
| Assignment No. 2 | 10% |
| Presentation | 10% |
| Final Examination | 70% |

- i. To appear in final examination, the student has to pass in assignments and workshop presentations for the courses studied.
- ii. The conditions to qualify each component are given below:
 - a. A minimum of 50% marks in assignments (aggregate).
 - b. A minimum of 50% marks in Presentations (where applicable).
 - c. A minimum of 50% marks in the final written examination.

Fee Structure:

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| 1 | Registration Fee (At the time of first admission) | Rs.500/- |
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| 5 | Total Fee for First Semester | Rs.21500/- |

Requirements for Award of Post Graduate Diploma:

Following are the requirements for the award of Post Graduate Diploma:

- i. Successful completion of all courses
- ii. The students who intend to discontinue PGD after first semester may be offered a certificate of passed courses as to be determined by university.

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DEPARTMENT OF SOCIOLOGY

Introduction

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

Aims and Objectives

The major objectives are:

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

Post Graduate Diploma (PGD) in Criminology:

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

Objectives

The major objectives of the programme are:

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

Duration

One year/ A minimum of two semesters.

Eligibility

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

Scheme of Studies 1st Semester

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

2nd Semester

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

Post Graduate Diploma (PGD) in Population and Development:

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

Objectives

The major objectives of the programme are:

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

- To provide students an understanding of the basic development concepts and their link with population dynamics.

Duration: One year / A minimum of two semesters.

Eligibility to Apply

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

1st Semester

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

2nd Semester

| | | | |
|---|-------------------------------|------|---|
| 1 | Dynamics of Population Change | 9610 | 3 |
| 2 | Community Development | 9611 | 3 |
| 3 | Population and Development | 9612 | 3 |
| 4 | Methods of Social Research | 9607 | 3 |
| 5 | Sociology of Health | 9613 | 3 |
| 6 | Social Psychology | 9609 | 3 |

Medium of Instruction for both the PGDs

Medium of instruction is English

Instructional Methodology for PGDs Assessment

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

Assignments

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

After completion, you will submit these assignments on LMS within a time schedule for assessment. The tutor is supposed to return the same (Through LMS) after marking and providing necessary academic guidance.

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

Workshops:

Workshops for the PGD Courses will be held at LMS online as decided by the university from time to time.

Final Examination

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

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

The requirements to qualify each component are given below

- * A minimum of 40% in assignments.
- * A minimum of 40% in the final written examination.

An aggregate of 40% in both the components i.e. assignments and final examination.

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

Fee Tariff (for PGD)

| | |
|-------------------------------------------------------------------|---------------------|
| Registration Fee: (at 1 st admission in University) | Rs.500/- |
| Admission Fee: (at 1 st admission in Programme) | Rs.1000/- |
| Technology Fee + Courier Charges | Rs.500/- |
| Per 3 credit hours course fee Rs.3900/- 3900×6 = 23,400 | Rs.23,400/- |
| Total fee for 1st Semester | Rs.25,400 /- |

Admission Procedure for:

- PGD in Criminology
&
- PGD in Population and Development

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

FACULTY MEMBERS

1. **Mrs. Farhana Khattak**
Incharge/Assistant Professor
Ph: 051-9057806, 051-9250083
2. **Dr. Syed Imran Haider**
Assistant Professor/Programme Coordinator
MSc Sociology / PGD Criminology
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3. **Ms. Nasim Khan Mahsud**
Lecturer/Programme Coordinator PGD Population & Development
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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).

Postgraduate Diploma (PGD)

If a student wants to discontinue his/her masters programme somewhere along the line, he/she may become eligible for the award of a Post Graduate Diploma in Mass Communication on successfully completing the following courses out of the above

given master's scheme 5625, 5626, 5627, 5628 ,967, 968, 5631, 5632, 964, 965, and a two months internship. The diploma so achieved will have to be surrendered to the university, if the student wants to complete his/her master's programme.

Internship

A two months internship in a professionally relevant and accredited media organization; e.g. mass media organizations, advertising agencies, PR firms, news agencies etc. is a prerequisite for the award of degree. The student will be responsible for finding an internship for himself/herself and immediately reporting it to the department about the commencement and expiry dates of the internship period. He will be required to submit an internship report detailing with proof, the work done during the two months internship period and duly signed by the competent authority of organization where the student is employed or working as an internee. The student's work as an internee shall be judged by the department on the basis of report of the organization.

The full time working journalists employed in some accredited media organization seeking exemption from internship and internship report shall have to conclusively satisfy the department of his/her job status etc. Upon satisfaction, department can allow exemption to the currently employed journalists and professionals.

Fee Tariff: (for PGD Mass Communication)

| | |
|----------------------------------------------------------------|-------------------|
| Registration Fee: (at 1 st admission in University) | Rs.500/- |
| Admission Fee: (at 1 st admission in Programme) | Rs.1000/- |
| Technology Fee + Courier Charges: (in each semester) | Rs.500/- |
| Per 3 credit hours course fee Rs.2250/- (2250×6)=13500 | Rs.13500/- |
| Total fee for 1st Semester | Rs.15500/- |
| Thesis Fee: Rs.9000/- (12 Credit Hours) | |

Fee Depositing Procedure

Only on receipt of admission offer, the candidate would pay dues in accordance with the fee tariff as directed by admission office.

Note:

- No fee is required at the time of submission of the admission form.
- **Course 'Language skills and communicative abilities' Code No. 964 can only be attempted in English language**

Admission Procedure

Candidates are required to send complete admission forms alongwith attested copies of all educational certificates/marks sheets at the following address before the closing date.

Chairman

Department of Mass Communication

AIOU, Sector H-8, Islamabad

1. Incomplete admission forms will not be accepted.
2. A candidate passing Bachelor's from AIOU is required to submit a copy of the transcript and not semester result cards.
3. No need to attach unnecessary and irrelevant documents/papers with the admission form.

FACULTY MEMBERS

1. **Dr. Saqib Riaz**
PhD (Pak),
Post Doctorate (USA)
Chairman
Ph:051-9250076
2. **Dr. Bakht Rawan**
PhD (Germany)
Associate Professor
Ph:051-9057263
3. **Dr. Shahid Hussain**
PhD Mass Communication
Assistant Professor
Ph: 051-9057245
4. **Mrs. Saadia Anwar Pasha**
MPhil Mass Communication
Assistant Professor
Ph: 051-9057283
5. **Dr. Babar Hussain Shah**
PhD Media Studies Lecturer
Ph: 051-9057687
6. **Dr. Asad Munir**
PhD Media Studies Lecturer
Ph: 051-9057172

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

Official Email: masscom@aiou.edu.pk

DEPARTMENT OF ENGLISH LANGUAGE AND APPLIED LINGUISTICS

Introduction

The Department of English Language & Applied Linguistics was established with the inception of Allama Iqbal Open University in 1974. Animated to the present dynamics of English language learning and teaching in Pakistan, the Department offers programmes with the following objectives:

Objectives

- To bring education to the students' doorsteps through distance learning mechanisms combining the print and multimedia support.
- To offer English language courses at SSC, HSSC and Bachelor's levels.
- To offer teacher training programmes for in-service and aspiring school, college and university teachers who wish to further enhance their professional competence and skills at Diploma and Master's levels.
- To develop understanding of the teachers about theoretical and practical implications of English language teaching.
- To facilitate research in English language teaching.
- To create awareness among the prospective teachers about the latest pedagogical trends, methodologies and techniques of English language teaching.

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

The Diploma in Teaching of English as a Foreign Language (Dip TEFL) is the first stage towards the MA TEFL degree

which aims at creating awareness about approaches, methods and techniques of learning and teaching of English in the classroom. The Dip TEFL offers a range of courses which covers different aspects of English language teaching.

Eligibility

Candidates with the following qualification are eligible for admission:

MA/BS (16 years' education/degree in English Language/ Linguistics/Literature)

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

Medium of Instruction: English

Teaching Methodology

Students have to attend the required number (70%) of compulsory classes. They have to write two assignments for each of the courses they study. The second assignment is based on practical/research work as a project on which they have to give presentations. At the end of each semester, the students have to appear in the final examination for each of the courses.

Credit Hours Required: It is a 30 credit hour study programme.

Duration: One year (two semesters)

COURSES OFFERED

1st Semester Spring

| S.# | Course Title | Code | Cr. Hrs |
|-----|-----------------------------------------------------|------|---------|
| 1 | Psycholinguistics and Language Teaching Methodology | 5655 | 3 |
| 2 | Sociolinguistics | 5656 | 3 |
| 3 | Grammar | 5657 | 3 |
| 4 | Phonology | 5658 | 3 |

2nd Semester: Autumn

| S.# | Course Title | Code | Cr. Hrs |
|-----|--------------------------|------|---------|
| 1 | The Language Skills-I | 5659 | 3 |
| 2 | The Language Skills-II | 5660 | 3 |
| 3 | EFL in the Classroom-I | 5661 | 3 |
| 4 | EFL in the Classroom –II | 5662 | 3 |
| 5 | Workshop | 5663 | 3+2+1=6 |

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

Fee Tariff (Diploma TEFL)

| | |
|--------------------------------------------------------------|------------|
| Registration Fee (one at 1 st time in university) | Rs.500/- |
| Admission Fee (once at 1 st time of programme) | Rs.1000/- |
| Technology Fee + Courier Charges | Rs.500/- |
| Per 3 Credit Hours course fee | Rs.3000/- |
| Per 6 Credit Hours course fee | Rs.6000/- |
| Thesis Fee (12 credit Hours) | Rs.12000/- |

Admission Procedure for Dip/MA TEFL Programme

Only the selected candidates will be informed by the Admission Section of the University about their selection for admission to the programme. A proforma will be provided with the admission intimation letter. They will pay the required fee and send the proforma (duly filled in) to the University as directed by the Admission Section.

Applicants are advised not to pay/send fee until they are informed by the admission section about their final selection for admission.

Candidates are required to send complete admission forms along with the attested copies of certificates/degrees, domicile certificates (may be needed), detailed mark sheets and other documents/ testimonials as required at the following address.

Chairman
Department of English Language & Applied Linguistics
Allama Iqbal Open University, H-8, Islamabad

FACULTY MEMBERS

- 1. Dr. Malik Ajmal Gulzar**
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- 2. Dr. Shamim Ali**
Assistant Professor
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- 3. Dr. Saira Maqbool**
Assistant Professor
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- 4. Dr. Mohammad Kamal Khan**
Assistant Professor
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Email: kamal.khan@aiou.edu.pk
- 5. Ms. Rashida Imran**
Lecturer
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Email: rashida.imran@aiou.edu.pk
- 6. Ms. Lubna Umar**
Lecturer
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FACULTY OF EDUCATION

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

DEPARTMENTS OF THE FACULTY

Faculty of Education comprises of the following six departments:

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

Programmes of Faculty of Education

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

The faculty is offering the following academic programmes:

- PhD (Education) (MPhil Based) Elementary Teacher Education
- PhD Education (MPhil Based) Distance, Non-Formal and Education Specialization
- PhD Education (MPhil Based) Educational Planning and Management Specialization
- PhD Education (MPhil Based) Teacher Education Specialization
- PhD Education (MPhil Based) Special Education Specialization
- PhD Education (MPhil Based) Science Education
- MPhil (Education) Distance & Non Formal Education
- MPhil (Education) Educational Planning & Management
- MPhil (Education) Elementary Teacher Education
- MPhil (Education) Teacher Education
- MPhil (Education) Special Education
- MPhil (Education) Science Education
- MEd (Distance and Non-Formal Education)
- MEd (Science Education)

- MEd (Special Education)
- MEd (one year) Elementary Education
- MEd (Teacher Education)
- MA (Distance and Non-Formal Education)
- MA (Educational Planning and Management)
- MA (Elementary Teacher Education)
- MA (Teacher Education)
- MA (Special Education)
- BEd (Bachelor of Education) 1.5year
- BEd (Bachelor of Education) 2.5year
- BEd (Bachelor of Education) 4year
- PG (Diploma Educational Planning &Management)
- PG (Diploma in Special Education)
- Associate Degree in Education (2year)
- SSC Level Courses Related to the Faculty
- HSSC Level Courses Related to the Faculty
- BA Level Courses Related to the Faculty
- Non Credit Research Courses

EARLY CHILDHOOD EDUCATION AND ELEMENTARY TEACHER EDUCATION

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

Childhood Education and Elementary Teacher Education Department.

The Department offers BEd (1.5 year), BEd (2.5 years), BEd (4 years), Associate Degree in Education (ADE), MEd, MA (Elementary Teacher Education), MPhil and PhD programme, it also offers “Education” as subject at Matric, Intermediate and Graduate level.

The department also planned to offer non-credit research courses and Postgraduate Diploma for Teaching in Higher Education.

Programme Description:

| | | |
|----------------------------------|-----------------|-------------------------------|
| Duration | 1 Year | (2 Semesters) |
| Semester Duration | | 16-18 weeks |
| Maximum Course load per semester | 18 credit/hours | Total |
| Credit Hours | | 30 |
| Medium of Instruction | | English/Urdu |
| ❖ Entry Qualification | | Bachelor degree (45%marks) |
| Delivery Mode | | Distance learning |

- ❖ The eligible candidates submit the admission form alongwith copy of credentials and fee in designated branches of bank.

Programme Description

Early childhood age is the most important stage in term of child development and growth. Keeping in view its importance and growing demand from private and public enterprize in the country and overseas, Allama Iqbal Open University planned to launch postgraduate diploma in Early Childhood Education (ECE). This is a unique and intensive programme in the country. During the programme, the prospective graduates will be introduced to ECE, child physical/social/emotional and cognitive development processes. The graduate will learn about ECE curriculum, assessment, classroom management and art work. The programme also aimed to equip the graduates with necessary quality training and skills for ECE. It will also help in developing understanding of the graduates about how toddlers learn the skills they need for life. The programme will provide interactive sessions via tutorial/online sessions/workshops, practice teaching and seminar. Another important feature of this diploma is that it will provide hands on practice to graduates for conducting observation of kids in action. Another strong area of the programme is interactive practice session for the graduates. It is expected that the postgraduate diploma programme will produce quality early childhood education teachers/instructors and planners so that they can pursue career successfully.

Programme Objectives

The objectives of programme are to:

- Equip the graduate with essential professional skills and competencies for Early childhood education
- Upgrade pedagogical skills of practicing preschool teachers
- Provide knowledge about child cognitive/emotional and social development
- Develop insight and understanding relating ECE philosophy/beliefs and its significance.
- Introduce reflective practices in curriculum planning and instruction.
- Link theory and practice in early childhood education
- Setup knowledge of various classroom management techniques for early childhood class
- Provide Skill of selection of appropriate teaching aid for early childhood class
- Provide knowledge and use of different classroom observation and assessment techniques
- Apply national standards for early childhood education
- Enhance career prospects of the graduates.

Mode of Delivery

Flexible study option available through distance learning. Graduates can study at their own pace. They can take one course or complete six courses in a semester for completion of diploma. For each course there will be 2 days workshop. The student will also get tutorial support and there will be 9 tutorial meetings for each course in a study centre. The student will get tutorial schedule along with course books.

Prospective Students

Early childhood education is a popular and well- established area of study within sub sector of teacher education. This diploma is designed for those who wished to work with early childhood education within the country or overseas. The primary focused of the programme is:

- Early childhood education teachers
- Childcare workers
- Preschool teachers
- ECE planners
- Childcare managers/directors
- Family day care staff

Career Prospects

The postgraduate diploma holders will be qualified kindergartens having appropriate knowledge, skills and dispositions. This will open new venues and opportunities to get into a rewarding career

into early childhood school/centers in the country. There is an also great demand for preschool and childcare workers in overseas having professional diploma in ECE.

Further Education

The postgraduate diploma in early childhood education can lead to further degree in ECE.

Scheme Structure

Semester1

| S. No | Course Code | Course | Credit Hours |
|-------|-------------|-------------------------------------------|--------------|
| 1 | 1624 | Introduction to Early Childhood Education | 3 |
| 2 | 1625 | Early Childhood Curriculum | 3 |
| 3 | 1626 | Child Development | 3 |
| 4 | 1627 | Classroom Assessment | 3 |
| 5 | 1628 | Teaching Literacy | 3 |
| 6 | 1629 | Language Learning in Early Childhood | 3 |

Semester2

| | | | |
|---|------|-------------------------------------|---|
| 1 | 1630 | Practicum | 3 |
| 2 | 6403 | Classroom Management | 3 |
| 3 | 6410 | Arts, Craft & Calligraphy | 3 |
| 4 | 6413 | Introduction to Inclusive Education | 3 |

For each 3 credit hour course there will be a workshop for 2 days (5 hours/day). Attendance in the workshop is compulsory. Those who do not attend will be considered fail in the workshop. They will have to reappear in the workshop

when conducted. The workshop and seminar shall be conducted at Main Campus, Islamabad only. The department may change offering of the courses/adopt existing courses as per availability.

PRACTICUM (CODE 1630)

This segment consists of:

- i. Teaching Practice (two weeks)
- ii. Professional portfolio
- iii. Class room observation
- iv. Workshop (one week)
End of Practicum Seminar (3days)

i. Teaching Practice:

Two weeks teaching practice in early childhood class (2 hours/day) is mandatory for each graduate. The student will submit a certificate of practice teaching duly signed by the concerned school principal/Head. The graduate will also submit 20 lesson plans taught during teaching practice.

ii. Professional Portfolio:

Each graduate will prepare a professional portfolio and submit it to the department.

iii. Classroom Observation Report (Montessori/ kindergarten classroom observation):

Each student also requires to observe a session in kindergarten/Montessori class for one hour and submit a

report of the observation to the ECE&ET department as per guidelines.

iv. Workshop (One Week)

A one-week workshop is also mandatory part of practicum. Workshop will be conducted before practice teaching in the classroom. The workshop includes **components** like:

- Language learning
- Pre-observation guide
- Techniques for observation in the classroom
- Preparation of professional portfolio
- Planning unit of instruction
- Preparing portfolios
- Practical issues of teaching and learning
- Development of AV aid/artwork
- Classroom assessment
- Classroom management

v. End of Practicum Seminar (3days):

A three-day seminar will be conducted at the end of the practicum. This is also mandatory component. The seminar will cover following areas:

- Reflect/review what has been learned in the field
- Share observation reports
- Sharing of professional portfolio

SCORING GUIDE FOR PRACTIUM

| S. No. | Component | Marks Allocated |
|--------|-------------------------------------------------------------|-----------------|
| 1 | Teaching practice/20 Lesson plan | 20 |
| 2 | Professional Portfolio | 20 |
| 3 | Classroom observation report | 20 |
| 4 | Attendance in Workshop | 10 |
| 5 | Presentation of observation report & Professional Portfolio | 20 |
| 6 | Attendance in End of Practicum Seminar | 10 |
| | Total marks | 100 |
| | Pass percentage | 50% |

Workshop/Seminar attendance marks distribution

| | |
|------------|------------------|
| 95 %&above | 10marks |
| 90-94% | 09marks |
| 85-89% | 08marks |
| 80-84% | 07marks |
| Below80% | Does not qualify |

The graduate has to pass each component of the practicum separately. In case of failure in any component, the student has to take fresh admission in the practicum.

For Academic Assistance:

Dr. Rukhsana Durrani
Programme Coordinator
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FACULTY MEMBERS

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Dr. Muhammad Sami Ullah
Assistant Professor, Ph: 051-9057851

Dr. Syed Nasir Hussain
Lecturer

Dr. Rukhsana Durrani
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Ms. Mubeshera Tufail
Lecturer, Ph: 051-9057716

Mr. Salman Khalil
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FEE TARIFF

| | |
|-------------------------------------------------------------------------------------------------|--------------------|
| Admission fee (At the time of first admission in Programme) | Rs. 1000/- |
| Registration fee (At the time of first admission in University) | Rs. 500/- |
| Fee for 3 credit hours course: Rs.3900/- Fee for 6 courses: 3900×6= Rs.23400/- | Rs. 23400/- |
| Technology fee (per student per semester) | Rs. 500/- |
| Total Fee for 1st Semester | Rs.25400/- |
| Practicum fee: Rs.4800/- | Rs. 4800/- |

Educational Planning, Policy Studies and Leadership (EPPSL)

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

PGD-Educational Planning and Management (PGD-EPM)

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

1) Objectives of Program

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

2) Duration of Program

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

3) Admission criteria/eligibility

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

4) Semester-wise scheme of study with credit hours

| 1st Semester | Course code | Course title | Cr.Hrs | Category |
|---------------------|--------------------|----------------------------------------|---------------|-----------------|
| Spring | 6557 | Basic Concept of Education Planning-I | 3 | Comp |
| | 6558 | Basic Concept of Education Planning-II | 3 | Comp |
| | 6561 | Plan Implementation and Management-I | 3 | Comp |
| | 6562 | Plan Implementation and Management-II | 3 | Comp |
| 2nd Semester | Course code | Course title | Cr.Hrs | Category |
| Autumn | 6559 | Processes of Educational Planning-I | 3 | Comp |
| | 6560 | Processes of Educational Planning-II | 3 | Comp |
| | 6563 | Curriculum Planning and Evaluation-I | 3 | Comp |
| | 6564 | Curriculum Planning and Evaluation-II | 3 | Comp |

| | | | | |
|--|------|-----------------------------------------------------|---|------|
| | 6567 | Development Education-I | 3 | Elec |
| | 6568 | Development Education-II | 3 | Elec |
| | 6571 | Project Implementation, Monitoring & Evaluation -I | 3 | Elec |
| | 6572 | Project Implementation, Monitoring & Evaluation -II | 3 | Elec |
| | 6573 | Population Education-I | 3 | Elec |
| | 6574 | Population Education-II | 3 | Elec |

Fee Tariff

| | |
|------------------------------------------------------------------------------------|--------------------|
| Registration Fee: (once at the time of 1 st admission in University) | Rs.500/- |
| Admission Fee: | Rs.1000/- |
| Technology Fee: | Rs.500/- |
| Per 3 credit hours course fee Rs.2250/- (Rs.2250×4)= 9,000/- | Rs.9,000/- |
| Total fee for 1st Semester | Rs.11,000/- |

Note:

1. Students can take course work equivalent to 18 credit hours in a semester (Except 1st Semester)

2. A student must opt courses in pair (I & II) (e.g. Process of Educational Planning-I also **Award of degree** Post graduate diploma in Educational Planning and Management can be awarded only when the students have completed 30 credit hours.

3. Method of instructions

Medium of instructions for PGD (EPM) is English.

There are two modes

- i. **Correspondence mode:** In which printed learning material and hand written assignments are included
- ii. **Online Mode:** Online learning Management System and typed assignments shall be included.

4. Evaluation scheme

i. Assignments

Two assignments for each course (100+100 marks)

ii. Workshops

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

iii. Presentation

Nil

iv. Final/midterm examination

One 100 marks final written paper of each course

1) Fee structure

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

Research work/thesis project (if Applicable)

Not Applicable

Concluding Remarks

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

Chairperson

Dr. Afshan Huma

afshan.huma@aiou.edu.pk

Educational Planning, Policy Studies & Leadership
Department

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

Ph: 051-9057714, 9057717, 051-9250059

Program Coordinator

Ms. Tahira Bibi

tahira.naushahi@aiou.edu.pk

Educational Planning, Policy Studies & Leadership
Department

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

Ph: 051-9057715, 9057717

Post Graduate Diploma in Educational Leadership and Management (PGD -ELM)

- The diploma in Educational Leadership and Management is a one year program. The aim of this program is to inculcate leadership and managerial skills in prospective in-service school principals. This innovative program is designed to prepare individuals for leadership role improving prepare individuals for leadership role improving teaching and learning through improving management and administration of school. This program will prepare exemplary leaders with strong commitment to educational change.
- The aim of Educational Leadership and Management program is to serve current and future educational leaders in Pakistan by offering advance learning opportunities in educational leadership and engaging in scholarly activities to advance knowledge and practice in the field of educational leadership.

2.Objectives of the Programme:

- To produce a cadre of professional for educational institutions and other organizations of the country for all level of managerial and administrative job by equipping them with the knowledge and skills of educational leadership and management.

- To prepare and guide interested students for pursuing higher studies and research in (EPM)

3.Duration:

- Duration of PDG ELM programme is one year comprising 2 Semester. A student shall have to successfully complete 30 credit hour course and research project.
- PGD ELM programme comprises of 30 credits course work along with the research Project with following details (Medium of Instruction will be in English)

4.Eligibility for Admission:

- i. Applicant having 14 years of Education from HEC recognized institution with at least 2nd division (45%) marks or equivalent CGPA are eligible to apply.
- ii. PGD (ELM) candidates shall not submit the fee they should submit only the admission form with all the relevant attested documents including experience certificates to the concerned department Chairman AIOU Islamabad.
- iii. After determination of the merit, selected candidates will be offered to submit their fee with in stipulated time period.

5. Semester Course Detail:

Semester-1

| Course Code | Course Titles | Credit Hours |
|-------------|---------------------------|--------------|
| 1645 | Educational Leadership | 03 |
| 1647 | Instructional Supervision | 03 |
| 1646 | Organizational Leadership | 03 |
| 1648 | Institutional Development | 03 |
| 1649 | Educational Research | 03 |

Semester-2

| Course Code | Course Titles | Credit Hours |
|-------------|-------------------------------------|--------------|
| 1690 | School Administration & Supervision | 03 |
| 1691 | School Community Relations | 03 |
| 1692 | Comparative Perspective of ELM | 03 |
| 1693 | Educational Resource Management | 03 |
| 1694 | Research / Project | 03 |

Fee Tariff

| | |
|------------------------------------------------------------------------------------|--------------------|
| Registration Fee: (once at the time of 1 st admission in University) | Rs.500/- |
| Admission Fee: | Rs.1000/- |
| Technology Fee: | Rs.500/- |
| Per 3 credit hours coursefeeRs.3900/- (Rs.3900×5)= 19500/- | Rs.19500/- |
| Total fee for 1st Semester | Rs.21,500/- |

Note:- P.G.D degree in ELM can be awarded only when the student have completed 30 credit hours.

Method of instructions

Medium of instructions for PGD (ELM) is English.

There are two modes

Correspondence mode: In which printed learning material and hand written assignments are included

Online Mode: Online learning Management System and typed assignments shall be included.

Evaluation scheme

Assignments

Two assignments for each course (100+100 marks)

Workshops

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

Presentation

Nil

Final/midterm examination

One 100 marks final written paper of each course

Fee structure

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

Research work/thesis project (Applicable)

One research/project (1694) is to be conducted, submitted and presented in the department before external evaluation

Concluding Remarks

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

Incharge

Dr. Afshan Huma

afshan.huma@aiou.edu.pk

Educational Planning, Policy Studies & Leadership
Department

Faculty of Education AIOU, Sector H – 8, Islamabad,
Ph: 051-9057714, 9057717, 051-9250059

Program Coordinator

Dr. Sarwat Maqbool

Sarwat.maqbool@aiou.edu.pk

Educational Planning, Policy Studies & Leadership
Department

Faculty of Education AIOU, Sector H – 8, Islamabad,
Ph: 051-9057704, 9057717

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 COMPUTER SCIENCE

Introduction:

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

The department is equipped with latest computers and services including a digital classroom. The department practices the multi-method teaching methodology i.e. face-to- face regular

classes for BS (Computer Science) and MS (Computer Science). *The online methodology is practiced for PGD (Computer Science). The facilities of Video/ Teleconferencing are also in use for lectures/consultations in research oriented degree of MS/PhD (Computer Science).* In addition, the department also has a flavor of distance teaching in selected courses of BS (Computer Science) programme like English, Pakistan Studies and Islamic Studies, etc.

Post Graduate Diploma (Computer Science)

Introduction:

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

Objectives:

The objectives of this programme are to:

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

Salient Features:

- i. Ease of learning from office or home

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

Duration:

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

Eligibility:

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

Attendance Rules/Guidelines:

- i. Attendance is compulsory for all students in one-day orientation workshop before the start of semester.
- ii. 70% attendance is compulsory in online session held according to timetable that is communicated before the start of semester. Timetable is also made available on

DCS website.

- iii. 100% attendance is compulsory in Programme Workshop conducted at AIOU, main campus, Islamabad.
- iv. Midterm examination is held during programme workshop. It is compulsory for all students for all subjects.
- v. In case of less attendance in online sessions and absence in workshop/midterm, student will have to re-admit in the concerned courses by paying full fee as per AIOU rules.
- vi. Failure in Assignments and Mid Term examination results into re-admission in the course by paying full fee for that course as per AIOU rules.

Scheme of Studies

Semester-1

| Code | Title | Credit Hours |
|------|-----------------------------------|--------------|
| 3575 | Software Engineering | 4 (4+0) |
| 3576 | Introduction to Computer Concepts | 4 (3+1) |
| 3577 | Programming in C/C++ Language | 4 (3+1) |
| 3578 | Professional Communication | 3 |
| 3579 | Database Applications | 4 (3+1) |

Semester-2

| | | |
|------|-----------------------------------|---------|
| 3435 | Visual Basic & Database Interface | 4(3+1) |
| 3581 | Data Structure and Applications | 4 (4+0) |
| 3582 | Internet Programming Language | 4(3+1) |
| 3583 | Operating Systems Concepts | 4 (4+0) |
| 3584 | Data Communication and Networks | 4 (4+0) |

Total: 39 Credit Hours

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

Fee Tariff:

PGD (CS) Online Programme

| Description | Fee Rs. |
|--------------------------------------------------------------------------------------|-------------------|
| Registration(if not registered)once at the time of first admission in the university | Rs.500/- |
| Admission fee (Payable in advance at the time of first admission) | Rs.1000/- |
| Technology fee (Per semester per student) | Rs. 500/- |
| Per credit hour Course fee | |
| Course feeRs.1560 x 19 = 28500/- | Rs.28500/- |
| Total Fee: | Rs.30500/- |

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

Instructional Methodology:

This programme is offered in a mix of online & face-to-face mode of teaching. It comprises online tutorial support, online submission of assignments and other online activities. A programme workshop is conducted for practical courses with lab component at AIOU Main Campus, Islamabad.

Detailed Academic Guidelines are given here.

i. Orientation Workshop:

Before the start of semester, an orientation workshop will be held at AIOU, main campus H-8, Islamabad. The students will

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

ii. Course Calendar:

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

iii. Online Tutorial Sessions:

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

iv. Assignments:

Students are given two assignments for each course. The assignments in each course have a weightage of 10%. Following

procedure of assignment submission & marking should be followed by the students

- i) Assignments are also available on website.
- ii) Students can download the assignment questions.
- iii) Students prepare the solution and uploads the solution before due date on LMS.

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

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

v. Programme Workshops:

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

vi. Mid-term Examination:

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

vii. Final Examination:

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

viii. Books and Reading Materials:

The university provides course material soft forms only for each course. In some cases recommended reading materials may be provided or uploaded on the website.

ix. Announcements:

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

x. News & Discussion Forums:

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

xi. Contacts:

For all matters contact the following. Contact numbers are available on website.

1. Academic matters:

Programme Coordinator/Computer
Science Department

2. **Administrative matter:**
Computer Science Department/ Regional Office
3. **Examination**
(Roll No Slip not received, Conflict in date sheet etc) Controller of Examination
4. **Financial Support**
Student Advisory Cell/Regional Office

Admissions, Books/CDs not received

Director Admission & Mailing

Any other matter: Computer Science Department
For further information, you may contact the department by email dcs@aiou.edu.pk and by telephone 051-9057158

xii. Assessment: (PGD(CS))

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

* Conducted at major cities, by the examination department.

xiii. Reappear:

A student is required to reappear in a course, if he/she fails in

the final examination and pass the continuous assessments along with 70% attendance. The student can avail three such chances as per AIOU rules; however, they are advised to clear their courses as soon as possible.

xiv. Fail:

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

FACULTY MEMBERS:

Contact Addresses (Academics):

1. **Dr. Moiz Uddin Ahmed**
Assistant Professor, Incharge DCS,
AIOUmoiz.ahmed@aiou.edu.pk
Contact#:051-9057809
2. **Mr. Mohammad Qasim Khan**
Assistant Professor, Incharge/DCS, AIOU
qasim@aiou.net.pk
3. **Dr. Mohammad Arshad Awan**
Assistant Professor
DCS, AIOU
m99arshad@gmail.com
4. **Ch. Muhammad Shahbaz Anjum**
Lecturer, DCS, AIOU
5. **Ms Sana Nasim Karam**
Lecturer/Programme Coordinator (PGD(CS) DCS,
AIOU
6. **Mr. Tahir Javed**
Lecturer DCS, AIOU

GENERAL INFORMATION

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

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

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

FEE DEPOSITING PROCEDURE

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

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

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

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

PROCEDURE OF FEE DEPOSIT THROUGH TELECOS

Easypaisa

Through Easypaisa App

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

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

Through USSD String *786#

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

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

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

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

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

Upaisa

Through Upaisa App

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

payment through Upaisa App.

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

Through USSD String *786#

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

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

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

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

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

Jazz Cash **Through Jazzcash App**

The account may be created after downloading the Jazzcash

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

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

Through USSD String *786#

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

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

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

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

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

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

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

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

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

REGULATIONS FOR REFUND OF ADMISSION FEE

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

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

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

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

IMPORTANT TELEPHONE NUMBERS

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

AIOU WEBSITE: <https://www.aiou.edu.pk>



ALLAMA IQBAL OPEN UNIVERSITY

“Education for All”

Admission

Examination

Mailing

Download

Department

Programme

Education for All



Admissions

Admission Confirmation
Admission Objectionable Forms
Books Dispatch Status
Admissions Amendments
Admission Refund of Fee
Tutors Information
Workshop Schedule
More....

Examinations

Result
Result Rechecking Application
Date Sheet
Roll Number Slip
Assignment Marks
Degree Tracking System
Assignments Schedule
Assignments



ALLAMA IQBAL OPEN UNIVERSITY
(DEPARTMENT OF EXAMINATIONS)

FEE TARIFF*

| Sr.# | Programme | Fee Rates for | | |
|------|---------------------------------------------------------------------------------------------|---------------|-----------|------------|
| | | Ordinary | Urgent | Duplicate |
| 1. | Course Certificate of SSC/HSSC/Bachelor programme/ Elementary Arabic/Non Credit | Rs.400/- | Rs.800/- | Rs.1600/- |
| 2. | SSC(Matric)/HSSC(Intermediate)/PTC/CT/ATTC | Rs.500/- | Rs.1000/- | Rs.2000/- |
| 3. | BA/B.Com/BBA(old)/BLIS/BCS/Associate Degree (2 years)/ Undergraduate Diploma/Certificate | Rs.800/- | Rs.1600/- | Rs.3200/- |
| 4. | BS / BBA (4 years) Associate Degree (4 years) etc. | Rs.1200/- | Rs.2400/- | Rs.4800/- |
| 5. | B. Ed. (old programme) | Rs.1000/- | Rs.2000/- | Rs.4000/- |
| 6. | B.Ed. (1.5 years / 2.5 years / 4 years) | Rs.1200/- | Rs.2400/- | Rs.4800/- |
| 7. | MA/M.Sc/M.Ed/MBA/M.Com/MBA & MPA Executive | Rs.1200/- | Rs.2400/- | Rs.4800/- |
| 8. | Postgraduate Diploma / Certificate | Rs.1000/- | Rs.2000/- | Rs.4000/- |
| 9. | M.Phil/MS/LLM/M.Sc (Honors) | Rs.2000/- | Rs.4000/- | Rs.8000/- |
| 10. | Ph.D | Rs.3000/- | Rs.6000/- | Rs.12000/- |

| | | |
|-----|-------------------------------------------------------------------------|------------|
| 11. | Fee of Triplicate Certificate/Degree from Matric to Bachelor Programme | Rs.5000/- |
| | Fee of Triplicate Degree of B.Ed /BS (4years)/Master/MS/MPhil Programme | Rs.10000/- |

| | | |
|-----|----------------------------------------------------------------------------|-----------|
| 12. | Change of Examination Center | Rs.600/- |
| 13. | Duplicate Result Card Per Semester (Beyond Two Current Semesters) | Rs.100/- |
| 14. | Rechecking of per Answer Script ATTC /CT/PTC/B.Ed / all Graduate Programme | Rs.700/- |
| | Rechecking of per Answer Script BS / MA / MSc / PGD & equivalent | Rs.800/- |
| | Rechecking of per Answer Script MS / MPhil / PhD & equivalent | Rs.1000/- |

| | | |
|-----|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| 15. | Change in name or any other correction in Certificate/ Degree (made by Board/University or Court decision) | Double Fee of Ordinary Prescribed for Programme |
|-----|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------|

| | | | |
|-----|-------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------------------|
| 16. | Verification of Certificate/Degree (By Students or Departments) | By Post Rs.600/- | By hand (same day) Rs.1000/- |
| | Verification of Certificate/Degree from Foreign Organizations/Oversees Countries | USD 100* * including USD 25 for Courier Charges | |

| Sr. No. | Re-Appear Exams Fee for Programme | Fee Rate Per Course |
|---------|-------------------------------------------------------|---------------------|
| 1. | SSC / PTC / Elementary Arabic | Rs.100/- |
| 2. | ATTC | Rs.180/- |
| 3. | HSSC / CT / Diploma 10 + 3 | Rs.200/- |
| 4. | Bachelor / Associate Degree (2 years) | Rs.300/- |
| 5. | BS / BBA / Associate Degree (4 years) | Rs.400/- |
| 6. | B. Ed. (old) / B.Ed (1.5 years / 2.5 years / 4 years) | Rs.400/- |
| 7. | M.A / M.Sc / MBA / M.Ed / PGD / MS / M.Phil | Rs.500/- |
| 8. | Ph.D | Rs.800/- |

*Applicable with effect from 01st January 2020.

