

**PROSPECTUS****TEACHER TRAINING PROGRAMMES**

- **MA Distance & Non Formal Education**
- **MA Teacher Education** ■ **MA EPM**
- **MA Special Education**
- **MEd (One Year) with following Specializations:**
  - **Elementary Teacher Education - Teacher Education**
  - **Distance & Non Formal Education**
  - **Science Education - Special Education**



FOR ONLINE ONLY

**PROSPECTUS**  
**OF**  
**MA Education / M.Ed Education**  
**FOR**  
**SEMESTER: SPRING, 2022**



**Allama Iqbal Open University**  
**Islamabad**

Price Rs.500/-

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## Vice-Chancellor's Message

Dear Student,

السلام عليكم

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

Committed for your bright future.



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

## CONTENTS

	<i>Page #</i>
Vice-Chancellor's Message .....	iii
Important Activities to be Remembered .....	vi
Minimum and Maximum Duration/Semesters for each Programme .....	vii
Complete Procedure to Enroll in AIOU Programmes and Submission of Form in AIOU .....	viii
Allama Iqbal Open University .....	1
Faculty of Education .....	1
Departments of Faculty of Education .....	2
M.A Educational Planning and Management (M.A - EPM) .....	4
MA Distance and Non-Formal Education .....	8
MA (Education) Teacher Education .....	9
MA Special Education .....	11

M.Ed Programme Specialization in Distance and Non-Formal Education .....	14
M.Ed Programme Specialization in Elementary Teacher Education.....	14
M.Ed Programme Specialization in Teacher Education .....	16
M.Ed Programme Specialization in Science Education .....	17
M.Ed Programme Specialization in Special Education .....	18
General Information.....	23
Fee Depositing Procedure .....	24
Important Telephone Numbers .....	24
Procedure of Fee Deposit through TELECOS.....	25
Addresses of Part-Time Regional Coordinators .....	29

## **IMPORTANT ACTIVITIES TO BE REMEMBERED**

<b>Activity</b>	<b>Spring Semester</b>	<b>Autumn Semester</b>
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](http://www.aiou.edu.pk)), students can download if not received by post.

### **Minimum and Maximum Duration/Semesters for each Programme**

<b>Sr. No.</b>	<b>Degree Level</b>	<b>Minimum Duration</b>	<b>Maximum Duration</b>
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.**

### **Revised Policy: Reappear and Again Reappear**

**The policy of Re-Appear and Again Re-appear is being discontinued and the concerned students will have to Re-register/Enroll or Re-admit in the failed course(s).**

## **COMPLETE PROCEDURE TO ENROLL IN AIOU PROGRAMMES 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 “**OAS For Fresh Applicants**”
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 “**CMS For Continuing 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.

## **ALLAMA IQBAL OPEN UNIVERSITY**

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

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

counselling through face-to-face education. AIOU is also offering four years under-graduate degrees.

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

## **FACULTY OF EDUCATION**

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

## **Departments of Faculty of Education**

Faculty of Education comprises of the following six departments:

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

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

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

## **Educational Planning, Policy Studies and Leadership (EPPSL)**

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

## **Secondary Teacher Education**

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

The programmes/courses of this department comprise MA, MEd, BS Instructional Design and Technology & B.Ed as professional degree programmes. The department also offers MPhil and PhD in Education, which are aimed to prepare highly skilled leadership in the field of teacher education.

## **Early Childhood Education & Elementary Teacher Education**

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

The Department offers Associate Degree in Education, Postgraduate Diploma in ECE, BEd (1-½ year), BEd (2-½), BEd (4 year), MEd, MPhil and PhD programmes. It also offers “Education” as subject at Matric, Intermediate & Graduate level. The department plans to offer non-credit research courses and postgraduate diploma for teaching in higher education.

### **Science Education**

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

### **Special Education**

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

### **Programmes of Faculty of Education**

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

### **PhD in Education with following specializations:**

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

### **MPhil Education with following specializations:**

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

### **MEd Education with following specializations:**

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

### **MA Education with following specializations:**

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

## **B.Ed/PGD/ADE/SSC/HSSC/BA Level Educational Programs**

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

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

### **MA EDUCATION PROGRAMMES**

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

### **Eligibility:**

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

## **MA-EDUCATIONAL PLANNING AND MANAGEMENT (EPM)**

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

### **1) Objectives of Program**

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

### **2) Duration of Program**

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

### **3) Admission criteria/eligibility**

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

#### 4) Semester-wise scheme of study with credit hours

##### 1<sup>st</sup> Semester

Course Code	Course Title	Cr. Hrs
6557	Basic Concepts of Educational Planning-I	3
6558	Basic Concepts of Educational Planning-II	3
6561	Plan Implementation and Management-I	3
6562	Plan Implementation and Management-II	3

##### 2<sup>nd</sup> Semester

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

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

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

##### 3<sup>rd</sup> Semester

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

Course Code	Course Title	Cr.Hrs
6557	Basic Concepts of Educational Planning-I	3
6558	Basic Concepts of Educational Planning-II	3
6561	Plan Implementation and Management-I	3
6562	Plan Implementation and Management-II	3
6565	Economics and Financing of Education-I	3

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

#### 4<sup>th</sup> Semester

Student can take maximum 06 courses

Course Code	Course Title	Cr.Hrs
6559	Processes of Educational Planning-I	3
6560	Processes of Educational Planning-II	3
6563	Curriculum Planning and Evaluation-I	3
6564	Curriculum Planning and Evaluation-II	3
6567	Development Education-I	3
6568	Development Education-II	3
6571	Project Implementation, Monitoring & Evaluation-I	3
6572	Project Implementation, Monitoring & Evaluation-II	3
6573	Planning for Population Education-I	3
6574	Planning for Population Education-II	3
510	Research Thesis	12
826	Elementary Education	3
827	Secondary Education	3
828	Higher Education	3
829	Teacher Education	3

#### Option “A”

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

#### Option “B” (Research Thesis)

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

#### Note:

1. Fresh students are offered only 4 courses (EPM–6557, 6558, 6561 and 6562) in the first semester i.e. Spring Semester.
2. Students can take course work equivalent to 18 credit hours in a semester (Except 1st Semester)
3. A student must complete EPM (6569, 6570) courses before enrolling in EPM Research Thesis-510.
4. A student can apply for award of Diploma in EPM after completing 30 credit hours courses work required for PGD EPM.
6. A student must opt courses in pair (I & II) (e.g. Process of Educational Planning-I also take Process of Educational Planning-II)
7. Student may opt maximum four collateral area courses (Spring/Autumn) for completion of MA-EPM

### 5) Award of degree

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

### 6) Method of instructions

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

### 7) Evaluation scheme

#### i. Assignments

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

#### ii. Workshops

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

#### iii. Presentation

Nil

#### iv. Final/mid-term examination

One 100 marks final written paper of each course

### 8) Fee Structure

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

### Fee Tariff of MA EPM

<b>Registration Fee:</b> (at 1 <sup>st</sup> Admission in University)	<b>Rs. 500/-</b>
<b>Admission Fee:</b> (at 1 <sup>st</sup> Admission in University)	<b>Rs. 1000/-</b>
<b>Technology Fee:</b>	<b>Rs. 500/-</b>
Per credit hours' fee: Rs.750/- Fee for 12 credit hours: (750 x 12)=9000/-	<b>Rs. 9,000/-</b>
<b>Total Fee of 1<sup>st</sup> Semester</b>	<b>Rs. 11,000/-</b>

### 9) Research work/thesis project (if Applicable)

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

### 10) Concluding Remarks

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

#### Chairperson

Dr. Afshan Huma

[afshan.huma@aiou.edu.pk](mailto: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

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Educational Planning, Policy Studies & Leadership  
Department

Faculty of Education AIOU, Sector H – 8, Islamabad,  
Ph: 051-9057715, 9057717

## MA-DISTANCE AND NON-FORMAL EDUCATION (DNFE)

### **Eligibility**

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

### **Objectives**

Objectives of the programme are:

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

### **Breakup of the Programme**

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

following details:

#### **1st Semester 18 Credits Hours**

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

#### **2nd Semester 18 Credits Hours**

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

**3<sup>rd</sup> Semester 12 Credits Hours**

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

**4<sup>th</sup> Semester 12 Credits Hours**

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

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

Distance, Non-Formal & Continuing Education Department  
Allama Iqbal Open University  
Sector H-8, Islamabad.  
Ph: 051-9057450

## **MA-TEACHER EDUCATION**

### **Eligibility**

Applicant having Bachelor's degree with minimum 45% marks (2<sup>nd</sup> division) from any HEC recognized institution.

### **Objectives**

The programme intends to achieve the following specific objectives:

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

## Breakup of Programme

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

### 1<sup>st</sup> Semester 18 Credits Hours

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

### 2<sup>nd</sup> Semester 18 Credits Hours

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

**AND**

**Please select any one cluster from the following two clusters.**

1	6509	Teaching of Urdu	3
2	6511	Teaching of Pakistan Studies	3
<b>OR</b>			
1	6515	Teaching of Mathematics	3
2	6516	Teaching of Physics	3

### 3<sup>rd</sup> Semester 12 Credits Hours

S. No.	Code	Course Title	Credit Hours
1	6502	Educational Management and Supervision	3
2	6506	Education in Pakistan	3
3	6554	Workshop and Teaching Practice-I	3
4	6555	Workshop and Teaching Practice-II	3

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

### 4<sup>th</sup> Semester 12 Credits Hours

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

#### Note:

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

**Chairperson**

**Department of Secondary Teacher Education  
Allama Iqbal Open University,  
Sector H – 8, Islamabad Ph: 051-9057705**

## MA-SPECIAL EDUCATION

### Objectives:

Objectives of the MA Special Education programmes are as:

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

### Eligibility:

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

### Breakup of Programme

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

#### 1st Semester

#### 18 Credits Hours

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

#### 2<sup>nd</sup> Semester

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

#### A. VISUAL IMPAIRMENT

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

#### B. HEARING IMPAIRMENT

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

#### C. MENTAL RETARDATION

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

#### D. PHYSICAL DISABILITY

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

**3<sup>rd</sup> Semester****18 Credit hours**

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

**Note: - Course code 3600 comprises three components:**

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

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

**4th Semester**

694	Thesis	12
<b>OR</b>		
<b>ANY OTHER COURSES (12 CREDIT HOURS)</b>		
<b>OFFERED BY THE FACULTY</b>		
826	Elementary Education	03
827	Secondary Education	03

828	Higher Education	03
829	Teacher Education in Pakistan	03
833	Students Support Services in Distance Education	03
834	Educational Technology	03
835	Foundations of Adult Education	03
841	Educational Measurement and Evaluation	03
842	Concepts and Method of Distance Education	03
843	Educational Guidance & Counseling	03
851	The System of Distance Education	03
852	Broadcast Media in Distance Education	03
853	Non Broadcast Media in Distance Education	03
854	Developing Material for Distance and Non Formal Education	03
677	Independence Training for the Visually Handicapped	03
678	Special Education for the Visually Handicapped	03
680	General Introduction to the Hearing Impairment	03
681	Psychology of Deafness and Child Development	03
682	Speech and Hearing	03
683	Audiology and Audiometry	03
3601	Braille Practical Course Urdu	03
3602	Braille Practical Course English	03
3603	Introduction and Assessment of Mentally Retarded Children-I	03

3604	Introducing and Assessment of Mentally Retarded Children–II	03
3605	Education of the Mentally Retarded Children–I	03
3606	Education of the Mentally Retarded Children-II	03
3607	Physical Handicaps-I	03
3608	Physical Handicaps-II	03
3609	Education Adaptation for Children with Physical Disabilities-I	03
3610	Education Adaptation for Children with Physical Disabilities-II	03

### Chairperson

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

### Fee Tariff of MA Education

<b>Registration Fee:</b> (at 1 <sup>st</sup> Admission in University)	<b>Rs. 500/-</b>
<b>Admission Fee:</b> (at 1 <sup>st</sup> Admission in University)	<b>Rs. 1000/-</b>
<b>Technology Fee:</b>	<b>Rs. 500/-</b>
Per credit hours fee: Rs.750/- Fee for 18 credit hours: ( 750×18) =13500/-	<b>Rs. 13500/-</b>
<b>Total Fee of 1<sup>st</sup> Semester</b>	<b>Rs. 15,500/-</b>
Thesis fee: Rs. 9000/- (only students opting for thesis. Thesis Evaluation: Rs. 1775/- (only students opting for thesis) (to be paid at the time of submission of thesis final evaluation).	

**Total Fee of 1<sup>st</sup> Semester:**  
**For MA Education is Rs. 15500/- Specialization in**

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

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

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

#### 2. Secondary Teacher Education

Dr. Tooba Saleem  
Ph: 051-9057890  
Email: tooba.saleem@aiou.edu.pk

#### 3. Special Education

Dr. Hina Noor  
Ph: 051-9057857  
Email: hina.noor@aiou.edu.pk

**MEd PROGRAMME  
SPECIALIZATION IN  
(DISTANCE & NON-FORMAL  
EDUCATION)**

**Eligibility**

Applicant having Bachelor's degree and BEd/BSEd with minimum 45% marks (2<sup>nd</sup> division) in both degrees from any HEC recognized institution.

**Scheme of Studies**

*1<sup>st</sup> Semester: 18 Credit Hours*

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

**2<sup>nd</sup> Semester: 18 Credit Hours**

S. No.	Code	Course Title	Credit Hours
1	852	Broadcast Media in DNFE	3
2	853	Non –Broadcast Media in DNFE	3

3	854	Developing Material for DNFE	3
4	834	Educational Technology	3
5	841	Educational Measurement and Evaluation	3
6	846	Teaching Strategies	3
<b>OR</b>			
1	852	Broadcast Media in DNFE	3
2	854	Developing Material for DNFE	3
3	839	Thesis	12

**For any information, please contact:**

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

**MEd PROGRAMME  
SPECIALIZATION IN (ELEMENTARY  
TEACHER EDUCATION)**

**Eligibility**

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

**1<sup>st</sup> Semester: 18 Credit Hours**

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

**2<sup>nd</sup> Semester: 18 Credit Hours**

1	625	Perspective of Elementary Education	3
2	627	ICT in Education	3
3	831	Foundations of Education	3
4	623	Teaching Strategies at Elementary Level	3
5	629	Guidance & Counselling in Elementary School	3
6	626	Elementary Teacher Education	3
		<b>OR</b>	
1	625	Perspective of Elementary Education	3
2	627	ICT in Education	3
3	699	Thesis	12

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

**For any information, please contact:**

**Chairman**  
 Early Childhood Education & Elementary  
 Teacher Education Department  
 Allama Iqbal Open University  
 Sector H-8, Islamabad.  
 Ph: 051-9057718, 051-9057719

**MED PROGRAMME**  
**SPECIALIZATION IN**  
**(TEACHER EDUCATION)**

**Eligibility**

Applicant having Bachelor's degree and BEd/BSEd with minimum 45% marks (2<sup>nd</sup> division) in both degrees from any HEC recognized institution.

**Scheme of Studies**

**1<sup>st</sup> Semester: 18 Credit Hours**

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

**2<sup>nd</sup> Semester: 18 Credit Hours**

Code	Course Title	Cr. Hrs
826	Elementary Education	3
827	Secondary Education	3
828	Higher Education	3
829	Teacher Education in Pakistan	3
6552	Textbook Development-I	3
6553	Textbook Development-II	3

**For any information, please contact:**

**Chairperson**  
Department of Secondary Teacher Education  
Allama Iqbal Open University  
Sector H-8, Islamabad.  
Ph: 051-9057705

**M.Ed PROGRAMME**  
**SPECIALIZATION IN**  
**(SCIENCE EDUCATION)**

**Eligibility**

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

**Scheme of Studies**

**1<sup>st</sup> Semester: 18 Credit Hours**

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

**2<sup>nd</sup> Semester 18 Credit Hours**

Code	Course Title	Cr. Hrs
697	Assessment in Science Education	3
698	Laboratory Organization, Management and Safety Methods	3
848	Thesis (Credit Hours)	12
<b>OR (in Lieu of Thesis)</b>		
846	Teaching Strategies	3
855	Computers in Education	3
6506	Education in Pakistan	3
6507	Educational Measurement & Evaluation	3

**Fee Tariff of M.Ed.**

<b>Registration Fee:</b> (at 1 <sup>st</sup> Admission in University)	<b>Rs. 500/-</b>
<b>Admission Fee:</b> (at 1 <sup>st</sup> Admission in University)	<b>Rs. 1000/-</b>
<b>Technology Fee:</b>	<b>Rs. 500/-</b>
Per credit hours fee: Rs.750/- Fee for 18 credit hours: ( 750×18) =13500/-	<b>Rs. 13500/-</b>
<b>Total Fee of 1<sup>st</sup> Semester</b>	<b>Rs. 15,500/-</b>

**For any information, please contact:**

**Dr. Aftab Ahmed**

Department of Science Education

Ph: 051-9057249

**MED PROGRAMME**  
**SPECIALIZATION IN (SPECIAL**  
**EDUCATION)**

**Eligibility**

Applicant having Bachelor's Degree 2nd Division and BEd/BS.Ed with minimum (2<sup>nd</sup> division) from any HEC recognized institution.

**1<sup>st</sup> Semester: 18 Credit Hours**

**Core Courses**

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

**2<sup>nd</sup> Semester:**

**18 Credit Hours**

**Specialization Courses:**

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

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

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

<b>D. PHYSICAL DISABILITIES</b>		
3607	Physical Handicaps-I	3
3608	Physical Handicaps-II	3
3609	Educational Adaptations for Children with Physical Disabilities-I	3
3610	Educational Adaptations for Children with Physical Disabilities-II	3

**Chairperson**

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

**Fee Tariff:**

<b>Registration Fee:</b> (at 1 <sup>st</sup> Admission in University)	<b>Rs. 500/-</b>
<b>Admission Fee:</b> (at 1 <sup>st</sup> Admission in University)	<b>Rs. 1000/-</b>
<b>Technology Fee:</b>	<b>Rs. 500/-</b>
Per credit hours fee: Rs.750/- Fee for 18 credit hours: ( 750×18) =13500/-	<b>Rs. 13500/-</b>
<b>Total Fee of 1<sup>st</sup> Semester</b>	<b>Rs. 15,500/-</b>

**Thesis (12 Credit hours) Fee:** Rs.9000/-

**Thesis Evaluation Fee:** Rs.1775/-

At the time of submission of thesis evaluation and viva voce

**Fee Depositing Procedure:**

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

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

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

**Instructions**

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

**Programme Coordinators**

**Please contact to concern coordinators, if need, any help**  
**Specialization in:**

1. **Distance and Non-Formal Education**  
Dr. Naila Naseer
2. **Science Education**  
Dr. Aftab Ahmed  
051-9057249  
Email: [aftab.ahmed@aiou.edu.pk](mailto:aftab.ahmed@aiou.edu.pk)
3. **Secondary Teacher Education**  
Dr. Tooba Saleem  
Ph: 051-9057890  
Email: [tooba.saleem@aiou.edu.pk](mailto:tooba.saleem@aiou.edu.pk)
4. **Special Education**  
Dr. Hafiz Tahir Jameel  
Ph: 051-9057858  
Email: [tahir.jameel@aiou.edu.pk](mailto:tahir.jameel@aiou.edu.pk)
5. **Early Childhood Education & Elementary Teacher**  
Dr. Muhammad Athar Hussain  
Ph: 051-9057703  
Email: [muhhammad.athar@aiou.edu.pk](mailto:muhhammad.athar@aiou.edu.pk)

## Scheme of Studies

### Method of Instruction

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

#### i) Self-Instructional Material

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

#### ii) Tutorials (if applicable)

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

#### iii) Workshops (Compulsory)

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

## Evaluation Procedure

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

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

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

## Grading System

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

## Specific Information

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

## Attainment of Certificate/Degree

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

## **FACULTY MEMBERS**

### **Chairpersons of Departments**

1. **Dean /Professor Dr. Nasir Mahmood**  
Science Education Department  
Ph: 051-9057719, 051-9057718  
Email: Nasir.mahmood@aiou.edu.pk
2. **Dr. Tanzila Nabeel**  
Special Education Department  
Ph: 051-9057853, 051-9250078  
Email: tanzilanabeel@gmail.com
3. **Dr. Naveed Sultana**  
Secondary Teacher Education Department  
Ph: 051-9057890  
Email: drnaveeda@gmail.com
4. **Dr. Muhammad Ajmal Chaudhary**  
Distance, Non-Formal & Continuing Education  
Department Ph: 051-9250055  
Email: drajmal@aiou.edu.pk
5. **Dr. Fazal ur Rehman**  
Early Childhood Education & Elementary Teacher  
Education Department  
Ph: 051-9250167  
Email: fazalaiou@yahoo.com
6. **Dr. Afshan Huma**  
Educational Planning, Policy Studies & Leadership  
Department Ph: 051-9250059  
Email: afhsan.hum@aiou.edu.pk

## **Associate Professor**

### **Dr. Muhammad Athar Hussain**

Distance, Non-Formal & Continuing Education Department,  
Ph: 051-9057268  
Email: Muhammad.athar@aiou.edu.pk

## **Assistant Professors**

1. **Dr. Munazza Ambreen**  
Secondary Teacher Education Department  
Ph: 051-9057713  
Email: munazza.ambreen@aiou.edu.pk
2. **Dr. Azhar Mumtaz Saadi**  
Educational Planning, Policy Studies & Leadership  
Department Ph: 051-9057709  
Email: azhar.mumtaz@aiou.edu.pk
3. **Dr. Muhammad Tanveer Afzal**  
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4. **Dr. Rehmatullah Bhatti**  
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Department Ph: 051-9057706  
Email: rehmat.ullah@aiou.edu.pk
5. **Dr. Hafiz Tahir Jameel**  
Department of Special Education  
Ph: 051-9057858
6. **Dr. Muhammad Samiullah**  
Early Childhood Education & Elementary Teacher  
Education Department  
Ph: 051-9057851

7. **Dr. Zafar Iqbal Lilla**  
Distance, Non-Formal & Continuing Education  
Department Ph: 051-9057720  
Email: zafarar72@yahoo.com
8. **Dr. Amtul Hafeez**  
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Department Ph: 051-9057706  
Email: amtulhafeezch@yahoo.com
9. **Dr. Sidra Rizwan**  
Secondary Teacher Education Department  
Ph: 051-9057707  
Email: sidra.rizwan@aiou.edu.pk
10. **Dr. Farkhunda Rasheed Ch.**  
Science Education Department Ph: 051-9057797  
Email: farkhunda.rasheed@aiou.edu.pk
11. **Dr. Hina Noor**  
Special Education Department
12. **Dr. Naila Naseer**  
Distance, Non-Formal & Continuing Education Deptt.  
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### **Lecturers**

1. **Dr. Aftab Ahmed**  
Science Education Department  
Ph: 051-9057249  
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2. **Dr. Zaheer Ahmad**  
Distance, Non-Formal & Continuing Education  
Deptt. Ph: 051-9057720  
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3. **Mr. Arshad Mehmood Qamar**  
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Email: arshad.mehmood@aiou.edu.pk
4. **Ms. Tahira Bibi**  
Educational Planning, Policy Studies & Leadership  
Deptt. Ph: 051-9057715 / 051-9057717  
Email: tahira.naushahi@aiou.edu.pk
5. **Dr. Sarwat Maqbool**  
Educational Planning, Policy Studies & Leadership  
Deptt. Ph: 051-9057704  
Email: sarwatmaqbool@gmail.com
6. **Mr. Hamid Ali Nadeem**  
Educational Planning, Policy Studies & Leadership  
Deptt. Ph: 051-9057709  
Email: hamid.ali@aiou.edu.pk
7. **Dr. Rukhsana Durrani**  
Early Childhood Education and Elementary Education
8. **Ms. Mubeshera Tufail**  
Early Childhood Education and Elementary Education

## GENERAL INFORMATION

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A candidate is required to submit complete admission form and upload scan documents through online system before or on the closing date.
- iii. If an applicant of post-graduate/research level programme does not receive any information regarding admission within three months from submission of application, he/she should presume non-selected.
- iv. A course taken by any student cannot be changed during the semester.
- v. The address of a student will not be changed during the semester.
- vi. Admission to courses for both the Spring and Autumn semesters are generally offered in the months of January and July, respectively, whereas, examinations commenced in November and May respectively. The continuing students will enroll online on AIOU website and deposit fee within due date.
- vii. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme
- viii. On payment of the registration fee, each student will be issued a registration number. This number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.
- ix. Study material shall be available on university website.
- 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 contents of this prospectus without any prior notice as per university policy.
- xvi. 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.
- xvii. In case provision of forged documents for admission, not only the admission will be refused to the applicant but the fee deposited by him/her will also be forfeited. The university may proceed further in the matter.

## PROCEDURE FOR DEPOSITING FEE

- Eligible candidates for (**Merit Based Programmes**) are required to deposit admission fee in any branch of the following banks:
  1. First Women Bank Limited (FWBL)
  2. Allied Bank Limited (ABL)
  3. Muslim Commercial Bank (MCB)
  4. United Bank Limited (UBL)
- Fee can also be Deposited through Jazz Cash, Easy Paisa and Upaisa Mobile App/USSD String \*786#, Retailer Agent, Franchise and Branches of Mobilink, Telenor and Ubank. For more detail please visit university website.
- The Banks/Mobile App/Retailer Agents/Franchise/Branches will provide Transaction ID of deposited fee.

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

## IMPORTANT TELEPHONE NUMBERS

Sr.#	Name	Telephone Nos.
1.	Director Admissions	051-9250043 051-9250162 (Fax)
2.	Controller of Examinations	051-9250012
3.	Director Students Affairs	051-9250174
4.	Superintendent (Postgraduate)	051-9057422
<b>Helpline: (051) 111 112 468</b> <b>Help Desk: support.aiou.edu.pk/</b>		

## **PROCEDURE OF FEE DEPOSIT THROUGH TELECOS**

### **Easypaisa**

#### **Through Easypaisa App**

The account may be created after downloading the Easypaisa Mobile App from Play store. 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 Play Store. 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 handover 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 handover the fee amount to retailer/franchisee/teller
7. Once the fee amount is handed over, the retailer/franchisee/teller will process the fee transaction
8. Fee will be paid and student will receive confirmation SMS on mobile number. Transaction charges will be mentioned in the confirmation SMS
9. Student will write **Transaction ID** and **“Paid via Jazzcash Agent/Franchisee/Teller”** on the challan and admission form. Bank stamp will be embossed only in case the fee is paid through Mobilink Microfinance Bank branches. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU.

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

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