

PROSPECTUS

Postgraduate Diploma (PGD)

- Supply Chain Management
- Human Resources Management
- Educational Leadership and Management
- Criminology
- EPM
- TEFL
- Entrepreneurship
- Early Childhood Education
- Computer Science
- Population and Development



FOR ONLINE ONLY

PROSPECTUS
OF
POSTGRADUATE DIPLOMA
PROGRAMMES

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

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.

REVISED POLICY FOR ASSESSMENT FOR PGD PROGRAMS

As per revised formula securing passing marks in assignment/practical and other components is not compulsory w.e.f. Autumn, 2021 onwards, however, passing marks i.e. 50% in final exams will be mandatory. If a student gets 50 marks out of 100 in the final exam and does not score 50% aggregate marks, he/she will be declared Fail in the respective course and he/she will have to re-register/re-admit in the respective course, whenever the said course (s) are offered in any of the subsequent semester (s).

Assignments	Workshop (attendance/quizzes, etc.)	Final Exam	Passing Marks
20%	30%	50%	50% (in aggregate) however 50% marks in final exams is mandatory

There is no change in formula for Teaching Practice 1 & 2, Research Projects, Long Term Internship and such courses where grading formula/scheme of studies is different and workshops/projects are having weightage of marks, students will have clear/pass them too.

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.

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.

CONTENTS

	<i>Page #</i>
ALLAMA IQBAL OPEN UNIVERSITY	1
FACULTY OF SOCIAL SCIENCES & HUMANITIES	1
Department of Business Administration	2
Postgraduate Diploma in Human Resource Management (HRM).....	3
Postgraduate Diploma in Supply Chain Management (SCM).....	5
Postgraduate Diploma in Entrepreneurship	7
Department of Sociology	11
Postgraduate Diploma in Criminology	11
Postgraduate Diploma in Population and Development	12
Department of English Language and Applied Linguistics	15
Postgraduate Diploma in Teaching of English as a Foreign Language (TEFL).....	15

FACULTY OF EDUCATION	18
Departments of the Faculty	18
Postgraduate Diploma in Early Childhood Education (ECE).....	19
Department of Educational Planning, Policy Studies and Leadership (EPPSL)	24
Postgraduate Diploma in Educational Planning and Management (EPM).....	24
Postgraduate Diploma in Educational Leadership and Management (ELM)	27
FACULTY OF SCIENCES	30
Departments of Computer Science	31
Postgraduate Diploma in Computer Science (CS).....	31
General Information.....	36
Fee Depositing Procedure	37
Procedure of Fee Deposit through TELECOS.....	37
Regulations for Refund of Admission Fee.....	41
Important Telephone Numbers	41
Addresses of Part-Time Regional Coordinators	42

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

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 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.

PGD-HUMAN RESOURCE MANAGEMENT (HRM)

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:

Admission in Post Graduate Diploma in Human Resource Management is proposed to be offered. Applications will be

invited through the daily newspapers/AIOU website as per AIOU policy.

Note: For online submission of admission see page

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:

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 online.
- ii. The course outlines along with the required reading materials and assignments will be provided to the students.
- iii. Workshop will be conducted as per university policy.

Evaluation Scheme:**Assignments:**

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

Workshops and Presentations:

Workshops will be conducted as per university policy.

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.19500/-
Total Fee of First Semester:	Rs.21,500/-

PGD-SUPPLY CHAIN MANAGEMENT (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:

- i. Admission in Post Graduate Diploma in Supply Chain Management is proposed to be offered. 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.

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. #	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:

- i. The Post Graduate Diploma in Supply Chain Management would be offered through online mode.
- ii. The course outlines along with the required reading materials and assignments will be provided to the students.
- iii. The schedule of classes will be chalked out by the DRS office as per Credit Hours requirements provided by the department.
- iv. Workshop will be conducted for each course as per university policy.

Evaluation Scheme:**Assignments:**

Students will submit two compulsory assignments 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-SCM would be held at major regional campuses of AIOU or at Main Campus, Islamabad before final examination. 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%
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 (3900 x 5) =	Rs.19,500/-
5	Total Fee for First Semester	Rs.21,500/-

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.

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 of each course to their tutors as per schedule for evaluation, who will return the same after marking and providing necessary academic guidance.

Workshops:

At the end of each semester, workshops for the courses of this programme.

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.

Scheme of Studies:

The Post Graduate Diploma program would be offered with the specialization in Entrepreneurship. The semester wise offering of courses is 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	9551	Introduction to Entrepreneurship	3
5	9505	Computer Applications for Business	3

SECOND SEMESTER

S. No.	Codes	Course title	Credit Hours
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

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:

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 (3900 x 5) =	Rs.19,500/-
5	Total Fee for First Semester	Rs.21,500/-

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.

FACULTY MEMBERS:**1. Prof. Dr. Syed Hassan Raza**

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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 of the Department

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.

PGD-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 Code	Course Title	Credit Hours
1	4681	Introduction to Sociology: Culture and Society	3
2	4685	Sociology of Gender Issues: Theoretical Background	3
3	4695	Sociology of Child Rights and Child Development	3
4	9601	Conflict Resolution	3
5	9602	Social Problems	3
6	9603	Criminology	3

2nd Semester

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

PGD-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 Code	Course Title	Credit Hours
1	4681	Introduction to Sociology: Culture and Society	3
2	4685	Sociology of Gender Issues: Theoretical Background	3
3	4686	Introduction to Sociology: Social Change and Social Institutions	3
4	4684	Population Studies	3
5	4693	Sociology of Development	3
6	9602	Social Problems	3

2nd Semester

S. No.	Course Code	Course Title	Credit Hours
1	9610	Dynamics of Population Change	3
2	9611	Community Development	3
3	9612	Population and Development	3
4	9607	Methods of Social Research	3
5	9613	Sociology of Health	3
6	9609	Social Psychology	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:	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 online 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

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DEPARTMENT OF ENGLISH

Introduction

The Department of English was established with the inception of Allama Iqbal Open University in 1974, keeping in view 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 online learning mechanisms combining with 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 enhance their professional competence and skills through Diploma and Master's level.
- 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.

PGD-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 cover 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.

Medium of Instruction: English

Teaching Methodology

The Students have to attend the required number (70%) of compulsory online 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.#	Code	Course Title	Cr. Hrs
1	5655	Psycholinguistics and Language Teaching Methodology	3
2	5656	Sociolinguistics	3
3	5657	Grammar	3
4	5658	Phonology	3

2nd Semester: Autumn

S.#	Code	Course Title	Cr. Hrs
1	5659	The Language Skills–I	3
2	5660	The Language Skills–II	3
3	5661	EFL in the Classroom–I	3
4	5662	EFL in the Classroom –II	3
5	5663	Workshop	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 a 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:	Rs.500/-
Per Credit Hours Fee:	Rs.1000/-
Per 18 Credit Hours Course Fee:	Rs.18,000/-
First Semester Total Fee:	Rs.20,000/-

Admission Procedure for Dip/MA TEFL Programme

Only the selected candidates will be informed online, and all the processes will also be completed online by the Department of Admission of the University, about their selection for admission to the programme.

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 submit online 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 for the admission. The selected candidates will be able to generate fee proforma online to deposit fee.

CHAIRMAN
Department of English
Allama Iqbal Open University
Sector H-8, Islamabad

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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) 1.5 year
- BEd (Bachelor of Education) 2.5 year
- BEd (Bachelor of Education) 4 year
- PG (Diploma Educational Planning & Management)
- PG (Diploma in Special Education)
- Associate Degree in Education (2 year)
- 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), Postgraduate Diploma in Early Childhood 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.

PGD-EARLY CHILDHOOD EDUCATION

Programme Description:

Duration One Year	(Two 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	Online/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 two 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

Semester 1

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

Semester 2

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)
- v. 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 dully 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 (3 days):

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
Below 80%	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:

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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/-

Department of 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 (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 PGD in Educational Planning and Management.

4) Semester-wise scheme of study with credit hours

First Semester

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

2nd Semester

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: (once at the time of 1 st admission in University)	Rs.1000/-
Technology Fee: (per student per semester)	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.

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/Mid-Term 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

Dr. Tahira Bibi

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Faculty of Education AIOU,

Sector H – 8, Islamabad.

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PGD-EDUCATIONAL LEADERSHIP AND MANAGEMENT (ELM)

1. Introduction:

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:

- (i) 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.

- (ii) 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:

First Semester:

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

Second Semester:

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

6. Fee Tariff:

Registration Fee: (once at the time of 1 st admission in University)	Rs.500/-
Admission Fee: (once at the time of 1 st admission in University)	Rs.1000/-
Technology Fee: (per student per semester)	Rs.500/-
Per 3 credit hours coursefeeRs.3900/- (Rs.3900×5)= 19500/-	Rs.19,500/-
Total fee for 1st Semester	Rs.21,500/-

Note: PGD degree in ELM can be awarded only when the student has completed 30 credit hours.

Method of instructions

Medium of instructions for PGD (ELM) 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.

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/Mid-Term 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

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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 thousand 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).

PGD-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
 - 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**

Sr. No.	Code	Title	Credit Hours
1	3575	Software Engineering	4 (4+0)
2	3576	Introduction to ICT	4 (3+1)
3	3577	Programming in C/C++ Language	4 (3+1)
4	3578	Professional Communication	3(3+0)
5	3579	Database Applications	4 (3+1)

Semester-2

1	3435	Visual Basic & Database Interface	4(3+1)
2	3581	Data Structure and Applications	4 (4+0)
3	3582	Internet Programming Language	4(3+1)
4	3583	Operating Systems Concepts	4 (4+0)
5	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
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 @ Rs.1500/-	
19 Credit Hours Fee: (1500 x 19) =	Rs.28,500/-
Total Fee:	Rs.30,500/-

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

Director Admission & Mailing

Any other matter: Computer Science Department
For further information, you may contact the department by email dcscs@aiou.edu.pk and by telephone 051-9057260

xii. Assessment: (PGD(CS))

Assessment Type	Face to Face		Online	
	Qty	Wt (%)	Qty	Wt (%)
Continuous Assessment		20%	5%	
Assignments			02	10
Workshop		30%		
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.

FACULTY MEMBERS:

Contact Addresses (Academics):

1. Dr. Saleem Iqbal

Chairman
Ph: 051-9057809
Email: saleem.iqbal@aiou.edu.pk

2. Dr. Aftab Khan

Associate Professor
Ph: 051-9057158
Email: aftab.khan@aiou.edu.pk

3. Dr. Moiz Uddin Ahmed Siddiqui

Assistant Professor, DCS, AIOU
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Email: moiz.ahmed@aiou.edu.pk

4. Mr. Muhammad Qasim Khan

Assistant Professor, Coordinator PGD (CS) Program
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5. Dr. Muhammad Arshad Awan

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6. Dr. Muhammad Babar

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7. Mr. Tahir Javed

Lecturer, DCS, AIOU
Ph: 051-9057440
Email: tahir@aiou.edu.pk

8. Ch. Muhammad Shahbaz Anjum

Lecturer, DCS, AIOU
Ph: 051-9057183
Email: shahbaz.anjum@aiou.edu.pk

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

ADDRESS OF PART-TIME REGIONAL COORDINATORS

PUNJAB

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4.	Mr. Azmat Farooq Ahmad Khurram, Regional Coordinator, Allama Iqbal Open University, Assistant Director Education, Mohallah Ameer, Near Town Committee Phalia, District Mandi Bahauddin, 0300-7740150	5.	Mr. Muhammad Javid, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Higher Secondary School, Kallar Kahar District Chakwal.	6.	Mr. Muhammad Siddique Awan, Regional Coordinator, Allama Iqbal Open University, Headmaster, Village & P.O Khairpur, Chakwal. 0334-8743874
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		Ordinary	Duplicate
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2.	SSC(Matric)/HSSC(Intermediate)/PTC/CT/ATTC	Rs.500/-	Rs.2000/-
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4.	BS / BBA (4 years) Associate Degree (4 years) etc.	Rs.1200/-	Rs.4800/-
5.	B. Ed. (old programme)	Rs.1000/-	Rs.4000/-
6.	B.Ed. (1.5 years / 2.5 years / 4 years)	Rs.1200/-	Rs.4800/-
7.	M.A/M.Sc/M.Ed/MBA/M.Com/MBA & MPA Executive	Rs.1200/-	Rs.4800/-
8.	Postgraduate Diploma / Certificate	Rs.1000/-	Rs.4000/-
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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
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		Rs.600/-	Rs.1000/-
		USD 100*	
		* including USD 25 for Courier Charges	

Sr. No.	Re-Appeal Exams Fee for Programme	Fee Rate Per Course
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2.	ATTC	Rs.180/-
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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.



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