

Admission Spring 2023

AIOU

Postgraduate Diploma
(1 year)

Prospectus

Human Resource Management
Supply Chain Management
Entrepreneurship
Population Development
TEFL
Early Childhood Education
Educational Planning & Management
Education Leadership & Management



Allama Iqbal Open University, Islamabad
www.aiou.edu.pk

FOR ONLINE ONLY

PROSPECTUS
OF
POSTGRADUATE DIPLOMA
PROGRAMMES

SEMESTER: SPRING, 2023



Directorate of International Collaboratin & Exchange

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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. Nasir Mahmood
Vice Chancellor, AIOU

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

International & Overseas Students Shall Submit their Admission using Online System

Dear Applicant

Allama Iqbal Open University and Directorate of International Collaboration & Exchange welcome and thanks you for showing your interest in our programs. For online admission, please watch following video guidelines:

Fresh Enrollment: <https://www.youtube.com/watch?v=14IPtu4vnk>
Continuing Students: <https://www.youtube.com/watch?v=d52VGci6XNQ>
Fee Depositing Process: <https://www.youtube.com/watch?v=A33WSSY9pbA&t=9s>

THANKS AND LET US KNOW HOW WE CAN HELP OR GUIDE YOU FURTHER

Admission Schedule for International Students:

From semester Autumn 2021, the AIOU has started offering of Matric, FA, Certificate Courses, AD, BS, B.ED, BBA and PGD Level Programs for international students. Schedule of Admission is given below:

01st March 2023 to 30th March 2023

Address:

Directorate of International Collaboration and Exchange
Room No. 102, Block No. 11, Allama Iqbal Open University
Sector H-8, Islamabad Pakistan
Telephone: 0092519250175 , 0092519572495
Email: overseas@aiou.edu.pk

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 Directorate of International Collaboration & Exchange for exact schedule of activities. Simultaneously all information is placed on website (www.aiou.edu.pk).

It is informed that the students of all Postgraduate programs are required to upload their assignments (in typed form) on AAGHI LMS PORTAL. Handwritten assignments shall not be accepted in any case.

AIOU Grading Scheme *

Marks	Grade
80% and above	A+ Grade
70% to 79%	A-Grade
60% to 69%	B-Grade
50% to 59%	C-Grade
40% to 49%	D-Grade
Below 40%	Fail

* For those students who were enrolled under grading scheme.

AIOU GPA/CGPA Scheme **

Marks %	Grade Point Average	Marks %	Grade Point Average	Marks %	Grade Point Average	Marks %	Grade Point Average
50	2.00	58	2.54	66	3.07	74	3.61
51	2.07	59	2.60	67	3.14	75	3.68
52	2.13	60	2.67	68	3.21	76	3.74
53	2.20	61	2.74	69	3.27	77	3.81
54	2.27	62	2.80	70	3.34	78	3.88
55	2.34	63	2.87	71	3.41	79	3.94
56	2.40	64	2.94	72	3.47	80-100	4.00
57	2.47	65	3.01	73	3.54		

Marks Obtained	Grade	Grade Point Average (GPA)
80-100%	A	4
65-79%	B	3
50-64%	C	2
Below 50%	F	0

** For those students who were enrolled under GPA/CGPA Scheme.

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).

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.

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 is English Language for this program.

Methods of Instruction:

- i. The Post Graduate Diploma in Human Resource Management would be offered through ODL mode.
- ii. The course outlines along with the required reading materials and assignments will be provided to the students on AIOU website.
- 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 (online).

Workshops and Presentations:

Workshops will be conducted as per university policy. Attendance of the students in workshop is graded.

Assessment/Weightage:

- a. Assessment criteria as per revised rules and regulations of the university on page (v)

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:

1	Registration Fee: (At the time of first admission)	US\$ 50
2	Admission Fee: (At the time of first admission)	US\$ 50
3	Course Fee: (per 3 credit hours: US\$ 100x 5)	US\$ 500
4	Total Fee of First Semester:	US\$ 600/-

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.

Medium of Instruction:

The medium of instruction and examination is English Language.

Scheme of Studies:

The Post Graduate Diploma program is 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:

As per AIOU policy.

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:

Workshop will be conducted as per university policy.

Assessment/Weightage:

Assessment criteria as per revised rules and regulations of the university on page (v)

Fee Structure:

1	Registration Fee: (At the time of first admission)	US\$ 50
2	Admission Fee: (At the time of first admission)	US\$ 50
3	Course Fee: (per 3 credit hours: US\$ 100x 5)	US\$ 500
4	Total Fee of First Semester:	US\$ 600/-

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:

Minimum 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.

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 in soft form including assignments, course outlines and suggested readings.
- iii. Students will be provided tutorial support as per AIOU educational system.

Evaluation Scheme

As per AIOU policy.

Assignments:

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

Workshops and Presentation

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

Assessment criteria as per revised rules and regulations of the university as on page (v).

Fee Structure:

1	Registration Fee: (At the time of first admission)	US\$ 50
2	Admission Fee: (At the time of first admission)	US\$ 50
3	Course Fee: (per 3 credit hours: US\$ 100x 5)	US\$ 500
4	Total Fee of First Semester:	US\$ 600/-

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. **Dr. Muhammad Majid Mahmood Bagram**
Associate Professor/Chairman
Ph: 051-9576616
Email: majid_mahmood@aiou.edu.pk
3. **Dr. Adnan Riaz**
Assistant Professor
Ph: 051-9576625
Email: adnan_riaz@aiou.edu.pk
4. **Dr. Salman Ali Qureshi**
Assistant Professor
Ph: 051-9576624
Email: salman_qureshi@aiou.edu.pk
5. **Dr. Mubashar Hassan Zia**
Assistant Professor
051-051-9576623
Mubashar.hassan@aiou.edu.pk
6. **Dr. Ali Haider**
Assistant Professor
7. **Mr. Mahmood-ul-Hassan**
Lecturer
Email: mehmoood_ul_hassan@aiou.edu.pk
8. **Mr. Sadar Ayub Khan**
Lecturer
Ph: 051-051-9576635
Email: Sadar_ayub@aiou.edu.pk
9. **Mrs. Mobashira Hamid Alvi**
Lecturer
Ph: 051-051-9576638
Email: Mobashira.alvi@aiou.edu.pk
10. **Syeda Attiya Rahat (on study leave)**
Lecturer
11. **Mr. Ahmed Hassan Jamal**
Lecturer
Ph: 051-051-9576634
12. **Mr. Ehsan Javaid**
Lecturer
Ph: 051-9576637
13. **Staff:**
Ph: 051-051-9576647, 051-9576601

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, PGD-Criminology, BS 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-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

Bachelor's degree/14-years of Education with at least/ Minimum, second division (45% marks)

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 evaluation criteria as on page (v) 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 Structure:

1	Registration Fee: (At the time of first admission)	US\$ 50
2	Admission Fee: (At the time of first admission)	US\$ 50
3	Course Fee: (per 3 credit hours: US\$ 100x 6)	US\$ 600
4	Total Fee of First Semester:	US\$ 700/-

Admission Procedure for:

- PGD in Population and Development

Candidates are required to apply online for admission and complete all the fields carefully.

FACULTY MEMBERS

1. **Dr. Syed Imran Haider**
Associate Professor/Chairman
Ph: 051-9576650, 051-9250083
imran.haider@aiou.edu.pk
2. **Mrs. Farhana Khattak**
Assistant Professor
Ph: 051-9576672
3. **Dr. Nasim Khan Mahsud**
Assistant Professor/Programme Coordinator PGD
Population & Development
Ph: 051-9576676
nasim.khan@aiou.edu.pk
4. **Dr. Asma Khalid**
Assistant Professor
asma.khalid@aiou.edu.pk
Ph: 051-9576673
5. **Ms. Aleena Saif**
Lecturer
Aleena.saif@aiou.edu.pk
Ph: 051-9576687

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

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

Duration: One year (two semesters) including workshop (compulsory) having 6 credit hours.

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 Structure:

1	Registration Fee: (At the time of first admission)	US\$ 50
2	Admission Fee: (At the time of first admission)	US\$ 50
3	Course Fee: (per 3 credit hours: US\$ 100x 4)	US\$ 400
4	Total Fee of First Semester:	US\$ 500/-

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

FACULTY MEMBERS

1. Dr. Malik Ajmal Gulzar

Chairman

Ph: 051-9576650

Email: ajmal.gulzar@aiou.edu.pk

2. Dr. Mohammad Kamal Khan

Associate Professor

Ph: 051-9576653

Email: kamal.khan@aiou.edu.pk

3. Dr. Saira Maqbool

Assistant Professor

Ph: 051-9576675

Email: saira.maqbool@aiou.edu.pk

4. Dr. Rashida Imran

Assistant Professor

Ph: 051-9576576

Email: rashida.imran@aiou.edu.pk

5. Dr. Muneer

Assistant Professor

Cell No. 0310-8338295

Email: munir.khan@aiou.edu.pk

6. Dr. Furrakh Abbas

Assistant Professor

Email: furrakh.abbas@aiou.edu.pk

7. Dr. Ubaidullah Khan

Lecturer

Ph: 051-9576581

Email: ubaid.khan@aiou.edu.pk

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	5065	Arts, Craft & Calligraphy	3
4	5076	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.

Fee Structure:

1	Registration Fee: (At the time of first admission)	US\$ 50
2	Admission Fee: (At the time of first admission)	US\$ 50
3	Course Fee: (per 3 credit hours: US\$ 100x 6)	US\$ 600
4	Total Fee of First Semester:	US\$ 700/-

For Academic Assistance:

Dr. Rukhsana Durrani
 Programme Coordinator
 Phone: 051-9057412
 Email: rukhsana.durrani@aiou.edu.pk

FACULTY MEMBERS

Prof. Dr. Fazal-ur-Rahman

Chairman
 Phone: 051-9250167
 PA 9057718
 Email: fazal@aiou.edu.pk

Dr. Rahmatullah Bhatti

Assistant Professor Ph: 051-9057346
 E-mail: rehmat.ullah@aiou.edu.pk

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

Dr. Syed Nasir Hussain Shah
Assistant Professor
Phone: 051-9057275

Dr. Jahan Ara Shams
Assistant Professor
Phone: 051-9057278

Dr. Rukhsana Durrani
Lecturer/Programme Coordinator
Phone: 051-9057412
Email: rukhsana.durrani@aiou.edu.pk

Dr. Mubeshera Tufail
Lecturer, Ph: 051-9057716

Mr. Salman Khalil
Lecturer, Ph: 051-9057718
Email: salman.khalil@aiou.edu.pk

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

PGD-Educational Planning & Management comprises 30 credit hours with one-year duration.

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 Structure:

1	Registration Fee: (At the time of first admission)	US\$ 50
2	Admission Fee: (At the time of first admission)	US\$ 50
3	Course Fee: (per 3 credit hours: US\$ 100x 4)	US\$ 400
4	Total Fee of First Semester:	US\$ 500/-

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) **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: 051-9574350, 051-9574395, 051-9250059

Program Coordinator

Dr. Muhammad Zafar Iqbal

mzafar.iqbal@aiou.edu.pk

Ph: 051-9574375, 051-9574395

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 within 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

Fee Structure:

1	Registration Fee: (At the time of first admission)	US\$ 50
2	Admission Fee: (At the time of first admission)	US\$ 50
3	Course Fee: (per 3 credit hours: US\$ 100x 5)	US\$ 500
4	Total Fee of First Semester:	US\$ 600/-

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. Study material will be available on AIOU website only.

(ii) Online Mode

Online learning Management System and typed assignments shall be included.

Evaluation Scheme

As per AIOU policy.

Assignments

Two assignments for each course (100+100 marks)

Workshops

A three-days 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.

Quiz

An online quiz is to be attempted after workshop.

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: Apply for admission online only.

Incharge

Dr. Afshan Huma

afshan.huma@aiou.edu.pk

Educational Planning,

Policy Studies & Leadership Department

Faculty of Education AIOU

Sector H – 8, Islamabad.

Ph: 051-9574350, 051-9574395, 051-9250059

Program Coordinator

Dr. Farkhunda Rashid

Farkhunda.rasheed@aiou.edu.pk

Ph: 051-9574373, 051-9574395

GENERAL INFORMATION

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A course taken by any student cannot change during the semester. However, in real hardship cases, the change in courses will be allowed by Director Admission within fifteen days after deposit of prescribed fee.
- iii. The address of a student will not be changed during the semester.
- iv. Admission to courses for both the Spring and Autumn semesters are generally offered in the months of March and September, respectively, whereas examinations commenced in November and May respectively. Admission schedule is announced on University website <https://aiou.edu.pk> during this period. The students are required to submit their online application for admission as per schedule.
- v. Fee cannot be refunded once paid for admission nor can it be adjusted for any other programme.
- vi. On payment of the registration fee, each student will be issued a registration number. The registration number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.
- vii. Rules and regulations framed, enhanced and changed from time to time by the authorities, bodies of the university will be effective as applicable. The student must abide by all such rules and regulations from the date of their implementation.
- viii. 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.
- ix. It would be responsibility of the student to remain in touch with the department regarding the selected programme.
- x. 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.
- xi. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree as per guided process by the Directorate of International Collaboration & Exchange.
- xii. The university reserves the right to change contents of this prospectus without any prior notice as per university policy.
- xiii. Online admission forms incomplete in any respect will not be entertained and after closure of admissions students would be informed about the deficiency in clear terms with advice to request for refund of fee.
- xiv. Online admission form received without prescribed fee less fee or fee deposited after due date will not be considered.
- xv. 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.
- xvi. 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.
- xvii. International students having international degree equivalent to SSC/HSSC degree are required to get it verified by the IBCC and provide the equivalence certificate to AIOU.

Availability of Learning Material

- i. Learning material can be downloaded from university website: www.aiou.edu.pk
- ii. All learning material would be available online for international/overseas students after the commencement of classes.
- iii. Student shall download the learning material and tally with the course codes for which he/she had been registered in the semester.
- iv. Students can get their learning material through AAGHI LMS portal.

Procedure for Fee Payment

International and Overseas Students will have to pay their fee Online as per Guided Procedure:

1. Go to olpay.aiou.edu.pk
2. Enter challan number and **click on "search"** button.
3. Check & tally your challan details with the generated challan then **click on "submit fee"** button.
4. Enter credit/debit card number, card holder name, expiry and CVV code (mentioned on back side of card).
5. **Click on "pay now"** button.
6. A successful payment notification will be appeared with an Order ID.
7. Write Order ID and Transaction Date on the space given below.

8. Save the Order ID in your record till confirmation of your admission.

REGULATIONS FOR REFUND OF ADMISSION FEE

- The students who have submitted their fees for Admission but do not wish to continue and have applied for refund of fee will be refunded after deduction @ 10% of total fee.
- The student who was not eligible but deposited fee for Admission, the fee shall be refunded after deduction @ 15% of total fee.
- The students who have deposited their fee in excess of due fee the total excess amount shall be refunded adjusted as the case may be.
- The Treasurer Department shall verify the fee of students and shall send the case to the audit for pre-audit.
- Cheque will be issued to the candidate by the campus payment section, Treasurer Department.
- Admission fee will be refunded/ adjusted maximum up to one year.
- Refund of Fee for all international and overseas students is subject to the University policy time to time.

GENERAL CONDITIONS FOR REFUND

1. The University must have received the fees in its bank account.
2. All refund requests must be submitted on the Fee Refund Application form. Deposit Slip, any other record of fee and ID Card copy must be attached to it.
3. All applications shall be addressed to the Treasurer and will be received directly in the Treasurer Department with full particulars. The Treasurer Department will get report from concerned Department and verify the amount from system as the case may be and will process the case accordingly.
4. The refund will be made after deduction of any recoverable amount.
5. The refund will be made to the same person or firm from whom the payment was received, through cross cheques.
6. If the University makes an offer on the basis of incorrect or incomplete information, misstatements, concealment of facts, fake certificates or use of any other unfair means by the applicant/ student, the admission will be cancelled, and refund will not be allowed. Department reserves the right to take disciplinary action also.
7. Any type of Processing Fee will not be refunded.
8. In the case of death or physical incapacity, the full refund will be made only in instances of severe unavoidable and incapacitating circumstances.
9. In case the students who are not allowed/granted admission to a program offered by the University due to less enrolment/non formation of viable group/ non-offering of courses, full fee will be refunded to them.

REFUND OF OTHER FEE

1. All kind of other fee including but not limited to Degree fee, Re-appear exams fee, change off name/father name, examiner registration fee, tutor registration fee, late assignment evaluation fee, analysis fee, rechecking of answer scripts fee, NOC fee, subject/group change fee, thesis evaluation fee, thesis extension fee, job fee, tender fee tec. will not be refunded. Only excess fee deposited will be refunded/ adjusted.
2. The extension in thesis fee in excess shall be refunded on approval of concerned Dean with certificate that fee was deposited in excess.
2. The amount deposited in University accounts by any person/firm (other than student), by mistake or in excess shall be refunded after verification of the amount deposited.

IMPORTANT TELEPHONE NUMBERS

Sr. #	Name	Telephone Nos.
1.	Director Admissions	051-9057298 051-9250043 051-9250162 (Fax)
2.	Controller of Examinations	051-9057310 051-9057328 051-9250012
3.	Director Students Affairs	051-9250174
Directorate of International Collaboration & Exchange		
1.	Dr. Zahid Majeed Director email: Zahid_majeed@aiou.edu.pk	+92-51-9057294
2.	Sehrish Khan Assistant Director sehrish.khan@aiou.edu.pk	+92-51-9057811
3.	Mr. Muhammad Ajab Superintendent overseas@aiou.edu.pk	+92-51-9057165 +92-51-9250175