

ADMISSION SPRING 2024

AIOU

PROSPECTUS

**Post Graduate Diploma (PGD)
Computer Science**



Allama Iqbal Open University, Islamabad

www.aiou.edu.pk

Help Line: (051) 111-112-468

FOR ONLINE ONLY

PROSPECTUS
OF
POSTGRADUATE DIPLOMA
PROGRAMMES

SEMESTER: SPRING, 2024



Allama Iqbal Open University
Islamabad

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Semester:..... Spring, 2024
Composed/Layout by:..... Hameed Zahid
Printing Incharge:..... Dr. Sarmad Iqbal
Printer:..... AIOU Printing Press, Islamabad.
Publisher: Allama Iqbal Open University, H-8, Islamabad.

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 of a distance and online academic programs, AIOU has now turned into the most favourite university of the country with high international 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 residences and along with continuing their jobs. After assessing the success of many degree programs in Pakistan, AIOU is now going to offer a range of 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 Postgraduate programs at rural and remote areas providing a paralleled opportunity to all the poor and deprived segments 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 programmes using their Learning Management System (LMS) Aaghi portal support online.



Committed to your bright future.

Prof. Dr. Nasir Mahmood
Vice Chancellor

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 the concerned Regional Office for exact schedule of activities. Continuing students are being sent information for all activities through LMS/SMS. Simultaneously information is placed on website (www.aiou.edu.pk), students can download, if not received by post.

REVISED POLICY OF MINIMUM AND MAXIMUM DURATION OF VARIOUS CERTIFICATES/DEGREE PROGRAMS OF AIOU

Background:

The AIOU is striving hard since 1974 to provide learning opportunities to its students irrespective of gender, age etc. and did not impose any duration/limit to complete his/her educational programs for its students.

With the passage of time, it was felt that initially duration limit may be imposed on PhD/MPhil programs after the series of discussion/deliberations. Later on a committee was constituted by the competent authority to submit recommendations on Re-Appear and again Re-Appear, duration of degree etc. with effect from semester Spring 2021.

The committee prepared recommendations and got approval from the competent authority regarding:

- (i) Re-Appear and again Re-Appear matters
- (ii) Duration of degree

Sr. No.	Degree Level	Minimum Duration	Maximum Duration
1	Ph.D	3 Years / 5 semesters	8 years*
2	MS/M.Phil/MSc (Hons)/MBA/COL MBA	2 years / 4 semesters	4 years*
3	MA/MSc (2 years)	2 years / 4 semesters	4 years
4	BS (4-years)	4 years / 8 semesters	6 years
5	Associate Degree (2 years)	2 years / /4 semesters	4 years
6	Postgraduate Diploma (1 year)	1 year / 2 semesters	2 years
7	Certificate (6 Months)	6 months / 1 semester	1 year

Methodology:

In the light of above policy regarding anticipatory approval by the competent authority and after approval by academic council:

- (i) This duration/limit will be reflected in each prospectus (code wise) by admission department and will re-design its existing system to adopt this policy.
- (ii) The Directorate of ICT, Department of Examinations and Directorate of BASR will redesign/re-adjust its checks while issuing certificates/degree etc.

Implementation Strategy:

- (i) The approved duration/limit of each program (code-wise) will be reflected in all related documents of admission department e.g. all prospectuses in each semester.
- (ii) The department of examinations, Directorate of ICT and Directorate of BASR will take necessary measures accordingly.
- (iii) Directorate AP&CP will configure in CMS system after notification from Registrar Department.

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

All fresh and continue students can submit their admission using online system.

Follow these instructions to apply:

APPLY ONLINE (FRESH STUDENTS)

1. Visit website: **<https://aiou.edu.pk/oas-fresh-admission>**
2. Press link “**Application for New Admission** \implies **Click here**”
3. Get register by entering your email or mobile phone number
4. Login into your registered account
5. Fill all the requisite fields of admission form
6. After filling the admission form, print out your “Challan Form”.
7. Using printed challan form and submit your fee in any branch of FWBL, NBP, ABL, MCB or UBL.
8. **You can also deposit fee through Upaisa, Jazzcash & Easypaisa.**

APPLY ONLINE (CONTINUE STUDENTS):

1. Visit website: **<https://aiou.edu.pk/cms-continuing-students>**
2. Press link “**CMS for Continuing Students**”; (**<https://enrollment.aiou.edu.pk>**)
3. Enter your “User ID & Password
4. Select courses and print challan form.
5. Using printed challan form, submit your fee in any branch of FWBL, NBP, 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.
6. You can also deposit fee through Upaisa, Jazzcash & Easypaisa.

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ALLAMA IQBAL OPEN UNIVERSITY

Allama Iqbal Open University, a mega university was established in 1974 under an Act of Parliament. The main campus of the university is situated in sector H-8, Islamabad. It was the second open university of the world and the first of its kind in Asia and Africa. The aim of establishing AIOU was to provide affordable and accessible education through distance learning at the door-steps to those people who could not continue their education journey through formal system of education. The University (AIOU) operates on semester system and admits students in Autumn and Spring semesters. Under graduate admissions are offered in both the semesters whereas 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.

DEPARTMENT OF COMPUTER SCIENCE

1. INTRODUCTION:

The 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 programs 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 & Data Science.

The department is equipped with latest computers, IT infrastructure and services including a digital classroom, smart classroom and next generation video conferencing classrooms. 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) and (Data Science). The facilities of Video/Teleconferencing are also in use for lectures/consultations in research-oriented degree of MS/PhD (Computer Science). In addition, the department also has a flavor of distance teaching in selected courses of Bachelor, HSSC and SSC level etc.

2. POSTGRADUATE DIPLOMA (COMPUTER SCIENCE):

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

1. Objectives:

The objectives of this program are to:

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

2. Salient Features:

- i. Ease of learning from office or home
- ii. LMS based interactive online teaching
- iii. Quality learning Materials
 - a) Access to online materials
- iv. Flexible learning timings

3. Duration:

The PGD (CS) is 39 credit hours diploma program and may be completed in a period of one year (Two Semesters).

4. Eligibility:

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

5. Award of Degree

Degree will be awarded to all those candidates who have successfully completed the scheme of study of the program and passed all the courses.

6. Program Status:

Post Graduate Diploma in Computer Science

Program is non-merit based program.

7. Scheme of Studies:

Semester-1

Code	Title	Cre. Hrs.
CS4501	Software Engineering	4(4+0)
CS4502	Introduction to Computer Concepts	4(3+1)
CS4503	Programming in C/C++ Language	4(3+1)
CS4504	Professional Communication	3(3+0)
CS4505	Database Applications	4(3+1)

Semester-2

Code	Title	Cre. Hrs.
CS4506	Visual Basic & Database Interface	4(3+1)
CS4507	Data Structure and Applications	4(4+0)
CS4508	Internet Programming Language	4(3+1)
CS4509	Operating Systems Concepts	4(4+0)
CS4510	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 due to various reasons.

3. GENERAL GUIDELINES:

1. Method of Instruction:

The medium of instruction of the above PGD programs is English, all courses are being offered through English medium with blended learning mode. Detailed Academic Guidelines are given here.

2. Attendance Guidelines:

- i. 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.
- ii. Midterm examination is held during the semester. It is compulsory for all students of all subjects.
- iii. In case of less attendance in online sessions and absence in midterm, student will have to re-admit in the concerned courses by paying full fee as per AIOU rules.
- iv. Failure in (Sessional) Assignments and Midterm examination results into re-admission in the course by paying full fee for that course as per AIOU rules.

3. Course Admission Criteria:

Note: Only 5 courses can be taken generally.

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.

4. Course Calendar:

Course calendar will contain the timetable of classes & guidelines for the whole semester for PGD programs. 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 an important announcement at the website.

5. Online Tutorial Sessions:

Students prepare the solution and uploads the solution (in Microsoft Word format) before due date.

6. Midterm Examination:

Midterm has a weightage of 20% for each course. The course Instructor will conduct the mid-term as per schedule during the semester, failing in midterm will result in re-admission of the course with full fee as per AIOU rules.

7. Reading Materials:

The university provides reading material and OER for each course. In some cases, recommended reading materials may be provided or uploaded on the website.

8. Announcements:

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

9. 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.

10. Fail:

A student, who fails in continuous assessment (30%), must re-admit himself/herself in that course by paying requisite fee, as per AIOU rules.

11. Evaluation Scheme:

The evaluation of the program including different activities are given below:

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.

- Assignments are mailed to students before the start of semester.
- Assignments are also available on website.
- Students can download the assignment questions.
- Students prepare the solution and uploads the solution (in Microsoft Word format) before due date.

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.

12. Final & Mid Term Examination:

Final examination has a weightage of 70% for the whole course. Final examination is being conducted by the Examinations Department of the university at respective regional centers according to the schedule given by examination department. Roll No slips are posted on Campus Management System (CMS) and exams are being conducted at Regional Offices. Students can also download Roll Number from CMS.

The Assessment/evaluation criteria of the PGD programs including the continuous assessment and final exam is enclosed at page:

Assessment Type	Face to Face		Total	
	Qty	Wt. (%)	Qty	Wt. (%)
Continuous Assessment				
Assignments	2	10%		30%
Mid Term Test/Quiz	1	20%		
Final Examination				
*Written Paper	1	70		70%
Total Marks	100			

* Conducted at major cities, by the examination department.

4. FEE TARIFF:

PGD PROGRAM

DESCRIPTION	FEE
Registration (if not registered) once at the time of first admission in the university	Rs.550/-
Admission fee (Payable in advance at the time of first admission)	Rs.1100/-
Technology fee (Per semester per student)	Rs. 550/-
Per credit hour Course fee @ Rs.1650/-	
(PGD-CS) 19 Credit Hours Fee: (1650 x 19) =	Rs.31,350/-
Total Fee PGD-CS:	Rs.33,550/-

Since this program is offered in face to face mode of learning through LMS. It comprises interactive tutorial support, online submission of assignments and other online activities.

5. CONTACTS:

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

1. Academic Matters:

Program 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

5. Admissions

Director Admission & Mailing

6. Any Other Matter

Computer Science Department

For further information, you may contact the department by e-mail dcs@aiou.edu.pk or by telephone **051-9250091**.

6. FACULTY MEMBERS:

Contact Addresses (Academics):

1. **Dr. Saleem Iqbal**
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GENERAL INFORMATION

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A candidate is required to apply for admission (LMS) online only.
- 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 changed during the semester. However, in real hardship cases, the change in courses will be allowed before the start of study period after deposit of prescribed fee. Study period schedule is available on AIOU website.
- v. The address of a student will not be changed during the semester.
- vi. On payment of the registration fee, each student will be issued a student ID. This number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.
- vii. Study material shall be available at the LMS and Website at their given addresses.
- viii. After confirmation of admission students are usually intimated about the part time tutors for each course through student CMS/Aaghi portal. If you do not find information about tutors, you are required to contact the concerned AIOU Regional Office immediately without any delay.
- ix. 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.
- x. 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.
- xi. It is the responsibility of the student to remain in touch with the department regarding the selected programme.
- xii. 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.
- xiii. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.

- xiv. The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.
- xv. 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.
- xvi. Admission form received without prescribed fee, less fee or fee deposited after due date will not be considered in any case.
- xvii. 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 Examinations Department shall also issue certificate/ degree on the said name.
- xviii. 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.
- xix. The degree/diploma/certificate of the student will be quashed:
 - i) If any mistake found in compilation or declaration of result at any stage.
 - ii) If any candidate found ineligible for a degree/ diploma/certificate during the cross verification process of result and documents at any stage.

- iii) If found that candidate submitted forged/fake/ illegal document(s) in the University at any stage.

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 (Through Banks)

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
National Bank of Pakistan.**

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

- (i) The Applicant/candidate/student who have submitted his/her fee for Admissions but do not wish to continue and applied for refund of fee before the start of his/her study period as per Academic Calendar available on the AIOU website corresponding to his/her respective semester i.e Autumn or Spring, the fees will be refunded after the deduction @ 10% of the total fee.
- (ii) The Applicant/Candidate who was not eligible but deposited the fee for admission and applied for refund within one year from the date of fee deposit, the fee shall be refunded after deduction @15% of total fee.
- (iii) The student who has deposited his/her fee in excess of due fee that total excess amount shall be refunded or adjusted as the case may be.

- (iv) The Treasurer Department shall verify the fee of students and shall send the case to the Audit Department for pre-audit.
- (v) The cheque will be issued to the candidate by the Campus Payment Section (CPS), Treasurer's Department.
- (vi) In the case of death, the full fee will be refunded through crossed cheque in favour of the Blood Relative of deceased student, after fulfilling all the codal formalities. The refund case must be submitted within one year of fee deposit.
- (vii) In case the students who are not allowed/granted admission to a program offered by the University due to less enrollment/non formation of viable group/non offering of courses, full fee will be refunded to them.
- (viii) If the admission of an Applicant/Candidate is not matured due to any reason beyond the control of the University or due to unforeseen issues, the whole paid fee, without any deductions shall be refunded to the respective applicant/candidate. The refund case must be submitted within one year of fee deposit.

DISABILITY COORDINATORS

In compliance with Higher Education Commission (HEC) revised policy i.e., "Policy for students with disabilities at HEIs in Pakistan 2021", the following Officers have been appointed as Disability Coordinators to facilitate the students with disabilities at AIOU:

Sr. #	Name of the Officer	Telephone Nos.
1.	Dr. Hira Ibrahim, Medical Officer	051-9571110
2.	Mr. Umair Bin Nadeem, Assistant Director Press & Media, Directorate of Public Relations	051-9571372

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2.	Assistant Registrar (Mailing)	051-9250185
3.	Controller of Examinations	051-9250012
4.	Director Students Affairs	051-9250174
5.	Assistant Registrar (Postgraduate)	051-9057403

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24	Muzaffarabad	Mr. Zia Arif Awan, Regional Coordinator, Allama Iqbal Open University, SST, C/o Hamdani Book Dept. Main Bazar, Tehsil Hattian, Distt. Jhelum Vallery, Hattian	0345-5594444
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4	Dera Ghazi Khan	Mr. Muhammad Adnan Saeed, Regional Coordinator, Allama Iqbal Open University, Lecturer, Govt. Graduate College Tehsil & District Muzaffargarh	0321-7800009
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9	Gilgit	Mr. Ahmad Raza, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Girls High School, Tehsil Chalt , District Nagar	0346-9239995