

Admission Spring 2024

AIOU

PROSPECTUS

Post Graduate Diploma (PGD)

- » Educational Leadership and Management
- » Educational Planning and Management
- » Entrepreneurship in Early Childhood Care and Education »TEFL
- » Human Resource Management » Early Childhood Education (ECE)
- » Supply Chain Management » Entrepreneurship
- » Criminology » Population and Development
- » Gender & Women Studies » Islamic Finance



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,

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 distance education 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, who can now select and join the programs of their choice, while sitting at their residence along with continuing their jobs. After assessing the success of many degree programs in Pakistan, AIOU is now going to offer a wide 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 many Undergraduate and Postgraduate 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 will enable AIOU students to get all kinds of educational facilities using their Learning Management System (LMS) Aaghi portal support online.



Committed for your bright future.

**Prof. Dr. Nasir Mehmood
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.

It is informed that the students of all Postgraduate programs are required to upload their assignments in composed form on “AAGHI LMS PORTAL”. Now Spring, 2024 Semester onward for evaluation by tutors etc. Hand written assignments shall not be accepted in any case.

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. 40% 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. The chance of reappear and again reappear will be given w.e.f. Semester Spring, 2023 onward if he gets less than 40% marks in Final Exams.

| Assignments | Workshop (attendance/quizzes, etc.) | Final Exam | Passing Marks |
|--------------------|--|-------------------|---|
| 20% | 30% | 50% | 50% (in aggregate), however 40% 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 of Semester-Wise: Programs on ODL Mode

| Sr. No. | Degree Level | Minimum Duration | Maximum Duration |
|----------------|--------------------------------------|-------------------------|-------------------------|
| 1 | SSC/HSSC | 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 |

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, 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, 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 being 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 consists of 14 departments offering masters programmes in major areas of Social Sciences and Humanities like, Business Administration, Economics, Mass Communication, Sociology, Urdu, Library & Information Sciences, History, Pakistan Studies and Teaching of English as a foreign Language (TEFL). Additionally, efforts are afoot to plan and launch post-graduate programmes in Pakistani Languages and Law.

The Commonwealth-collaborated master's programmes in the areas of Business and Public Administration, which are specially tailored for the modern day busy executives, were launched in Spring 2002 semester.

In tune with the government's policy of promoting and strengthening a culture of higher education and research in the country, the AIOU's Faculty of Social Sciences and Humanities has shown a lot of dynamism over the past few years. It has launched MPhil/PhD programmes in Iqbaliat, Urdu and Mass Communication and History while preparations are being made to launch MPhil Business Administration, Applied Linguistics.

The Faculty of Social Sciences & Humanities also offers several bachelors' level programmes in such professional areas like Bachelors in Library & Information Sciences (BLIS), BS-Business Administration, BS-Commerce and Mass communication. Tens of thousands of students comprising all demographic groups and, from all over the country, enroll, each year, in these bachelor's level programmes.

The Faculty has expanded vitally and its programmes have gained a high popularity as is clear from rapidly rising trend of enrolment during the past decade. During the period under report, the Faculty accorded high priority towards quality improvements and to modify its programmes in accordance with the current challenges of 21st century.

The Faculty proposed to launch Post-Graduate programmes in the disciplines of Political Science and International Relations, Psychology, Public Administration and Social Work

DEPARTMENT OF BUSINESS ADMINISTRATION

Introduction:

The Department of Business Administration was established in 1986 with the objective to impart managerial education and skills in the discipline of Business Administration. Since its inception, the Department has made tremendous progress towards achieving its ultimate goal of becoming a Centre of Excellence in Business Management education and research in Pakistan. The Department has assembled outstanding teaching faculty and developed extensive teaching material for the improvement of education in Pakistan. The Department is offering programs from BBA to PhD levels with various specializations. These programs contribute significantly to the national goals by developing the professionals equipped with modern business techniques. The graduates from the department are well recognized in the human resource market and enjoy a respectable status in public and private sector organizations, operating in Pakistan and abroad. The department is also publishing a HEC recognized research journal namely "Journal of Contemporary Management Sciences". The Department has well qualified faculty members including MPhil/ MS and PhD both from national and foreign universities.

The Department is offering various programmes for students to achieve objectives such as:

- i. To prepare graduates for public and private sector organizations and to equip them to cater the needs of complex and changing business environment.

- ii. To encourage continuous learning and habitual receptiveness, explore new ways of identifying and dealing with opportunities and problems, to face future business challenges.
- iii. To provide the business students bottom to top management orientation skills, enhance their business skills, enable them to integrate theory business into practice in their daily lives.

PGD-HUMAN RESOURCE MANAGEMENT (HRM)

Objectives:

The objectives of Post Graduate Diploma in HRM are:

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

Duration:

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

Eligibility:

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

Admission Procedure:

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

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

Note: For online submission of admission see page (vii)

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 assignments of each course to their tutors as per schedule.

Workshops and Presentations:

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

Assessment/Weightage:

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:

| Item | Rate |
|---|--------------------|
| Registration Fee: (At the time of first admission) | Rs.550/- |
| Admission Fee: (At the time of first admission) | Rs.1100/- |
| Technology Fee: (in each semester) | Rs.550/- |
| Course Fee: (per 3 credit hours) $Rs.4290 \times 5 =$ | Rs.21450/- |
| Total Fee of First Semester: | Rs.23,650/- |

PGD-SUPPLY CHAIN MANAGEMENT (SCM)

Supply Chain Management (SCM) is a cross-functional approach which deals with the movement of raw materials into an organization, management of internal processing of raw materials into finished goods, and helps the movement of finished goods from point of origin to point of consumption. Considering the significance of SCM, it adds value to the operations of different organizations including educational institutes, commercial enterprises, social welfare departments, strategic organizations etc. One can easily believe that supply chain management is essential to a company's success and customer satisfaction. Even we cannot deny the contribution of SCM for the society. SCM knowledge and capabilities can be used to support health care, conduct disaster relief operations, and handle other types of emergencies. SCM also plays a role in cultural evolution and helps to improve our quality of life.

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

Objectives:

Key objectives of Post Graduate Diploma in SCM are:

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

- To help SCM professionals in their career advancement and growth.

Duration:

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

Target Market:

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

Eligibility:

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

Admission Procedure:

- i. Admission in Post Graduate Diploma in Supply Chain Management is proposed to be offered. Applications will be invited through the daily newspapers/ AIOU website and other advertisements as per AIOU policy.
- ii. The candidates will be required to deposit fee in the designated branches of banks.
- iii. For guidance, visit university website for online admission.

Medium of Instruction:

The medium of instruction and examination is in 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 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:

| Item | Rate |
|--|--------------------|
| Registration Fee: (At the time of first admission) | Rs.550/- |
| Admission Fee: (At the time of first admission) | Rs.1100/- |
| Technology Fee: (in each semester) | Rs.550/- |
| Course Fee: (per 3 credit hours) Rs.4290 x 5 = | Rs.21450/- |
| Total Fee of First Semester: | Rs.23,650/- |

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.
- ii. The candidates will be required to deposit fee in the designated branches of banks or through TELECOS procedure.

Medium of Instruction:

The medium of instruction and examination would be in 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 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.

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:

| Item | Rate |
|--|--------------------|
| Registration Fee: (At the time of first admission) | Rs.550/- |
| Admission Fee: (At the time of first admission) | Rs.1100/- |
| Technology Fee: (in each semester) | Rs.550/- |
| Course Fee: (per 3 credit hours) Rs.4290 x 5) = | Rs.21450/- |
| Total Fee of First Semester: | Rs.23,650/- |

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:

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DEPARTMENT OF SOCIOLOGY

Introduction

The department of Sociology, Social Work and Population studies is a part of Faculty of Social Sciences and Humanities. It was established in 1985. The department offers MSc Sociology, 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-CRIMINOLOGY

In accordance with the vision of Allama Iqbal Open University and demand from the relevant stakeholders as well as current rising needs of the society, a new Postgraduate Diploma in

Criminology is offered by the Department of Sociology. The programme combines an emphasis on basic concepts and theoretical understanding of crime and criminal behavior as well as different approaches of criminal justice, crime detection and prevention.

Objectives

The major objectives of the programme are:

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

Duration

One year/A minimum of two semesters.

Eligibility

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

Scheme of Studies 1st Semester

| S. No. | Course Code | Course Title | Credit Hours |
|--------|-------------|--|--------------|
| 1 | 8226 | Introduction to Sociology: Culture and Society | 3 |
| 2 | 8223 | Sociology of Gender Issues: Theoretical Background | 3 |
| 3 | 8230 | Sociology of Child Rights and Child Development | 3 |
| 4 | 9601 | Conflict Resolution | 3 |
| 5 | 9602 | Social Problems | 3 |
| 6 | 9603 | Criminology | 3 |

2nd Semester

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

PGD-POPULATION AND DEVELOPMENT

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

Objectives

The major objectives of the programme are:

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

Duration: One year / A minimum of two semesters.

Eligibility to Apply

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

First Semester

| S. No. | Course Code | Course Title | Credit Hours |
|--------|-------------|--|--------------|
| 1 | 8226 | Introduction to Sociology: Culture and Society | 3 |
| 2 | 8223 | Sociology of Gender Issues: Theoretical Background | 3 |
| 3 | 8228 | Introduction to Sociology: Social Change and Social Institutions | 3 |
| 4 | 8227 | Population Studies | 3 |
| 5 | 8229 | Sociology of Development | 3 |
| 6 | 9602 | Social Problems | 3 |

Second 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) for each 3 credit hours course. Two assignments each of 100 marks will be provided by AIOU. The student will have submitted duly filled these assignments within stipulated period and will be evaluated by the tutor.

Workshops

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

Final Examination

As per AIOU policy.

Fee Tariff (for PGD)

| | |
|--|--------------------|
| Registration Fee: (at 1 st admission in University) | Rs.550/- |
| Admission Fee: (at 1 st admission in Programme) | Rs.1100/- |
| Technology Fee: | Rs.550/- |
| Course Fee: (per 3 credit hours Rs.4290 x 6) = | Rs.25,740/- |
| Total Fee for First Semester | Rs.27,940/- |

Admission Procedure for:

- PGD in Criminology &
- PGD in Population and Development

Candidates are required to apply online for admission and complete all the fields carefully. Deposit the fee through designated bank to the university before the closing date.

FACULTY MEMBERS:

1. **Dr Syed Imran Haider**
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DEPARTMENT OF GENDER & WOMEN STUDIES

Introduction:

Gender and women Studies Department was established in 1997. Besides, BS program currently, the department is offering postgraduate diploma and M.Sc. program in Gender and Women Studies. The department caters to the needs of both public and private sector clientele. The aim is to highlight the gender roles, historically taught with only male perspectives. Through our curriculum, we offer the alternative, the woman perspective to the students for having a balanced point of view. The courses are designed to encourage research and analysis on gender with perspective of Pakistan. Considering the demand, the department is offering BS in Gender and Women Studies. In 2019, The Department of Gender and Women Studies launched its flagship BS degree program in Gender Studies (4-Year) with a distinctive and inclusive array of courses centered around gender, women's studies, and related fields, The BS Gender Studies program is designed to furnish young learners with foundational education and instruction in the realms of gender studies and women's issues. This program's primary goal is to cultivate essential research competencies, enabling students to engage with matters concerning Pakistani society at large, with a specific focus on practices related to gender studies and women's rights.

Objectives:

The main objective is to achieve the highest possible standards of education, teaching and research in Gender and Women

Studies. More specific objectives are to:

- Enhance the qualification of those who could not continue their education after HSSC through formal universities.
- Impart sound theoretical and applied knowledge of interdisciplinary field of Gender and Women Studies.
- Develop students critical thinking and approach to become future potential social scientists in the field of Gender and Women Studies.
- Provide a thorough understanding of the feminist concerns pertaining to local, national, and international gender issues that hinder sustainable development and HDI ranking of Pakistan.

Learning Outcomes:

- To provide the general knowledge of the basic concepts, terminology, and perspectives to understand socially embedded gender discrimination and inequalities.
- To provide the basic knowledge of various feminist theories concerning health, education, development, religion, economy, literature, psychology, and other fields of life.
- To enable the students to attain basic understanding of the core courses of the discipline.
- To empower the students for getting different theoretical and analytical skills.
- To strengthen the students for understanding the policy formulation processes at various levels that hinder the goal to attain sustainable development.

PGD-GENDER AND WOMEN STUDIES

Introduction

The Department of Gender and Women Studies offers one-year program/minimum of two semesters) Those students who successfully complete 30 credit hours will be awarded a Post Graduate Diploma in Gender and Women Studies.

Eligibility Criteria

2nd Class bachelor's degree from any HEC-recognized institution

Selection Process

Direct Admission

Duration

1 Year (2 semesters)

AIOU Required Credit Hours **30**

Medium of Instruction

English/ Urdu

Teaching Methodology

The study guides are available on the AIOU website. Online workshops are held online for each semester. The students will prepare two assignments each of 100 marks and submit it to the concerned tutor which will evaluate accordingly.

Courses for PGD

Semester I

| S. No. | Course Code | Course Title | Credit Hours |
|---------------|--------------------|---|---------------------|
| 1 | 9151 | Psychology of Gender | 3 |
| 2 | 8308 | Lifespan Development of Women: A Psychosocial Context | 3 |
| 3 | 9153 | Pakistani Khawateen Ka Sheri Adab Mein Kirdar | 3 |
| 4 | 8309 | Pakistani Khawateen Ka Nasri Adab Mein Kirdar | 3 |

Semester II

| | | | |
|---|------|---|---|
| 1 | 9155 | Research Methods in Gender Studies | 3 |
| 2 | 9156 | Applied Statistics in Gender Studies | 3 |
| 3 | 9157 | Feminist Debates on Gender Inequalities | 3 |
| 4 | 8310 | Feminism and Islam | 3 |
| 5 | 9434 | Sociological Theory-I | 3 |
| 6 | 8223 | Sociology of Gender Issues-I | 3 |

Fee Tariff

| Item | Rate |
|--|--------------------|
| Registration Fee: (At the time of first admission) | Rs.550/- |
| Admission Fee: (At the time of first admission) | Rs.1100/- |
| Technology Fee: (in each semester) | Rs.550/- |
| Course Fee: | Rs.9960/- |
| Total Fee of First Semester: | Rs.12,160/- |

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

First 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 |

Second 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 | 5078 | Workshop | 6(0+6) |

In Diploma TEFL, during the second semester, the students are required to attend the workshop. The workshop spans over two weeks. During a 1st week, resource persons deliver lectures on

different aspects of ELT. During the second week, the students are required to prepare three lesson plans based on ELT and present any two of these plans in the classroom.

Fee Tariff (Diploma TEFL)

| | |
|---|--------------------|
| Registration Fee: (one at 1 st time in University) | Rs.550/- |
| Admission Fee: (once at 1 st time of programme) | Rs.1100/- |
| Technology Fee: | Rs.550/- |
| Per Credit Hours Fee: | Rs.1100/- |
| Per 12 Credit Hours Course Fee: | Rs.13,200/- |
| First Semester Total Fee: | Rs.15,400/- |

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:

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Chairman

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6. Dr. Furrakh Abbas

Assistant Professor

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Lecturer

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FACULTY OF EDUCATION

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

DEPARTMENTS OF THE FACULTY

Faculty of Education comprises of the following six departments:

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

Programmes of Faculty of Education

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

The faculty is offering the following academic programmes:

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

- MEd (Science Education)
- MEd (Special Education)
- MEd (one year) Elementary Education
- MEd (Teacher Education)
- MA (Distance and Non-Formal Education)
- MA (Educational Planning and Management)
- MA (Elementary Teacher Education)
- MA (Teacher Education)
- MA (Special Education)
- BEd (Bachelor of Education) 1.5 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

Dr Muhammad Sami Ullah

Assistant Professor, Ph: 051-9057851

Dr Syed Nasir Hussain Shah

Assistant Professor

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Dr Jahan Ara Shams

Assistant Professor

Phone: 051-9057278

Dr Rukhsana Durrani

Lecturer/Programme Coordinator

Phone: 051-9057412

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Dr Mubeshera Tufail

Lecturer, Ph: 051-9057716

Mr Salman Khalil

Lecturer, Ph: 051-9057718

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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 |
|--------------------|---|----------------|-----------------|
| 8238 | Basic Concepts of Educational Planning-I | 3 | Comp |
| 8239 | Basic Concepts of Educational Planning-II | 3 | Comp |
| 8240 | Plan Implementation and Management-I | 3 | Comp |
| 8241 | Plan Implementation and Management-II | 3 | Comp |

2nd Semester

| Course Code | Course Title | Cr. Hrs | Category |
|-------------|--|---------|----------|
| 8231 | Processes of Educational Planning-II | 3 | Comp |
| 8232 | Curriculum Planning and Evaluation-II* | 3 | Comp |
| 8233 | Processes of Educational Planning-I | 3 | Comp |
| 8235 | Curriculum Planning and Evaluation-I | 3 | Comp |

Select any 6 credit hours courses having name title from Elective Subjects.

| | | | |
|----------------------------|---|-----------|------|
| 8236 | Development Education-I | 3 | Elec |
| 8237 | Development Education-II | 3 | Elec |
| 8242 | Project Implementation, Monitoring & Evaluation -I | 3 | Elec |
| 8243 | Project Implementation, Monitoring & Evaluation -II | 3 | Elec |
| 8244 | Population Education-I | 3 | Elec |
| 8245 | Population Education-II | 3 | Elec |
| Total Credit Hours: | | 30 | |

Fee Tariff

| | |
|--|------------------|
| Registration Fee: (once at the time of 1 st admission in University) | Rs.550/- |
| Admission Fee: (once at the time of 1 st admission in University) | Rs.1100/- |
| Technology Fee: (per student per semester) | Rs.550/- |

| | |
|--|--------------------|
| Course Fee: (per 3 credit hours) Rs.2490 x 4 = | Rs.9,960/- |
| Total fee for 1st Semester | Rs.12,160/- |

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 (see page v).

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 before final admission. 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:

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 Muhammad Zafar Iqbal

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PGD-EDUCATIONAL LEADERSHIP AND MANAGEMENT (ELM)

1. Introduction:

The diploma in Educational Leadership and Management is a one-year program. The aim of this program is to inculcate leadership and managerial skills in prospective in-service school principals. This innovative program is designed to prepare individuals for leadership role improving prepare individuals for leadership role improving teaching and learning through improving management and administration of school. This program will prepare exemplary leaders with strong commitment to educational change.

The aim of Educational Leadership and Management program is to serve current and future educational leaders in Pakistan by offering advance learning opportunities in educational leadership and engaging in scholarly activities to advance knowledge and practice in the field of educational leadership.

2. Objectives of the Programme:

- (i) To produce a cadre of professional for educational institutions and other organizations of the country for all level of managerial and administrative job by equipping them with the knowledge and skills of educational leadership and management.
- (ii) To prepare and guide interested students for pursuing higher studies and research in (EPM)

3. Duration:

- Duration of PDG ELM programme is one year comprising 2 Semester. A student will have to successfully complete 30 credit hour course including research project.
- Mode of study will be 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 will 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 |

Total Credits Hours:

30

6. Fee Tariff:

| | |
|---|--------------------|
| Registration Fee: (once at the time of 1 st admission in University) | Rs.550/- |
| Admission Fee: (once at the time of 1 st admission in University) | Rs.1100/- |
| Technology Fee: (per student per semester) | Rs.550/- |
| Course Fee: (per 3 credit hours) Rs.4290 × 5 = | Rs.21,450/- |
| Total Fee for First Semester | Rs.23,650/- |

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

Mode

Typed assignments shall be uploaded on LMS (Learning Management System)

Evaluation Scheme

As per AIOU policy.

Assignments

Two assignments for each course (100+100 marks)

Workshops

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.

Final Examination

100 marks final written paper of each course will be taken.

Fee

The student will select at the end of each semester admission form with all the relevant attested documents including experience certificates will be sent to the EPPSL department, AIOU, Islamabad. After determination of the merit, selected candidates will be offered to submit their prescribed fee within stipulated period.

Research Work/Thesis Project (Applicable)

The research project is the part of academic programme so students will conduct research and submit its report; viva voce will be taken as well.

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.

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Program Coordinator

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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(ECE)

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/Scheme of Study (PGD)

First Semester

| 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 | 5077 | Classroom Assessment | 3 |
| 5 | 1628 | Teaching Literacy | 3 |
| 6 | 1629 | Language Learning in Early Childhood | 3 |

Second Semester

| | | | |
|---|------|-------------------------------------|---|
| 1 | 1630 | Practicum | 3 |
| 2 | 5079 | 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 hours for 6 days. 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 | 10 Marks |
| 90–94% | 09 Marks |
| 85–89% | 08 Marks |
| 80–84% | 07 Marks |
| 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 TERIFF:

| | |
|--|--------------------|
| Admission fee: (At the time of first admission) | Rs. 1100/- |
| Registration fee: (At the time of first admission in University) | Rs. 550/- |
| Technology fee: (per student per semester) | Rs. 550/- |
| Fee for 3 credit hours course: Rs.4290/- Fee for 6 courses: $4290 \times 6 =$ | Rs. 25740/- |
| Total Fee for 1st Semester | Rs.27940/- |
| Practicum fee: Rs.5280/- | Rs. 5280/- |

For Academic Assistance:

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

FACULTY MEMBERS:

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Dean Faculty of Education
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FACULTY OF ARABIC & ISLAMIC STUDIES

INTRODUCTION:

The Faculty of Arabic & Islamic Studies was provided in the University Act, 1974. It started functioning as an institute of Arabic & Islamic studies comprising of the departments of Arabic and Islamic studies. The Institute of Arabic and Islamic Studies was upgraded as a full-fledged faculty in 1998. The Faculty of Arabic and Islamic consists of the following departments:

1. Quran and Tafseer
2. Hadith & Hadith Sciences
3. Shariah
4. Islamic Thought, History & Culture
5. Arabic Language & Literature
6. Seerah Studies
7. Interfaith Studies
8. Islamic Economics

OBJECTIVES OF THE FACULTY

1. To teach Islamic Studies and Arabic Language from Matric to PhD levels as per contemporary requirements.
2. To conduct advance research on the different aspects of Islamic Studies, Islamic Culture, Arabic Language, Literature and Civilization.
3. To protect Islamic Heritage with the help of modern research tools and techniques.
4. To play leading role in the interpretation of Islamic Teachings, according to the needs of contemporary Pakistani society.

5. To reconstruct Islamic Thought and defending Islam and Islamic identity of Pakistan at national & international forums.
6. To prepare Scholars of Islamic Studies who have the grasp on the different issues of the Islamic Studies in general and command over the different areas of specialization such as Quran, Tafseer, Hadith, Shariah & Law, Islamic thought, History, Culture, Civilization and Muslim languages particularly Arabic language.
7. To establish a cadre of specialists and professionals' experts in different fields of Islamic Studies who can provide effective leadership in guiding and conducting quality research in the various disciplines of Islamic and Arabic Studies.
8. To provide opportunity of professional growth and development to the scholars of Islamic studies in general and in service personals in particular.
9. To develop linkage between different highly reputed institutions of Islamic learning in general and institutions of Muslim world in particular.
10. To create interfaith harmony and environment of dialogue between Islamic and other civilizations.

PROGRAMMES OFFERED BY THE FACULTY

1. Postdoctoral Fellowship
2. Ph.D Islamic Studies (General)
3. Ph.D Islamic Studies (with specialization in Quran & Tafseer)
4. Ph.D Islamic Studies (with specialization in Seerat Studies)
5. Ph.D Islamic Studies (with specialization in Interfaith Studies)
6. Ph.D Shariah

7. Ph.D Arabic
8. M.Phil Islamic Studies (General)
9. M.Phil Islamic Studies (with specialization in Quran & Tafseer)
10. M.Phil Islamic Studies (with specialization in Seerat Studies)
11. M.Phil Islamic Studies (with specialization in Interfaith Studies)
12. M.Phil Islamic Studies (with specialization in Hadith and Hadith Sciences)
13. M.Phil (Arabic Language and Literature)
14. M.S Shariah
15. Post Graduate Diploma "IFTAA"
16. Diploma "Islamic Finance"
17. BS Arabic
18. BS Islamic Finance
19. BS Islamic Studies (International)
20. BS Islamic Studies (General)
21. BS Islamic Studies (Specialization in Quran & Tafseer)
22. BS Islamic Studies (Specialization in Hadith)
23. BS Islamic Studies (Specialization in Seerat Studies)
24. BS Islamic Studies (Specialization in Sharia)
25. BS Islamic Studies (Specialization in Dars-e-Nizami)

26. BS Islamic Studies (Specialization in Interfaith Studies)
27. Certificate Course "IFTAA"
28. Certificate Course "Imam and Khateeb"
29. Arabic Teachers Training Course (ATTC)
30. Al-Lisan-ul-Arabi
31. Darse-e-Nizami Program (Matric to BA)
 - Al Shahada al-Sanavia al-Aama
 - Al Shahada al-Sanavia al-Khasa
 - Al Shahada al-Aliya

JOURNALS/INDEX OF THE FACULTY:

1. Maaraf-e-Islami (from 2002)
2. Seerat Studies (from 2016)
3. Al-Bahs-ul-Arabi (from 2018)
4. Islamic Research Index.IRI (from 2014)

FUTURE PLANE:

1. Shifting of Programs to Online Mode
2. Strengthening of Dars-e-Nizami Program
3. Launching of Associate Degrees to address Professional Needs
4. Faculty Development/Training for designing research Projects/ language Proficiency
5. Development of newly approved courses at various levels
6. Launching of new Research Journals.

PGD-ISLAMIC FINANCE

1. Introduction of the Program:

The Diploma in Islamic Finance program offered by the Department of Islamic Thought, History, and Culture, Faculty of Arabic and Islamic Studies, Allama Iqbal Open University (AIOU), Islamabad. This program is meticulously designed to provide students with a foundational understanding of Islamic finance principles and practices, emphasizing Shariah compliance.

The Diploma in Islamic Finance program at AIOU is developed to offer students a fundamental grasp of the principles governing Islamic finance. This program is structured to equip learners with essential knowledge and skills required to comprehend and engage with the dynamic landscape of Islamic finance while upholding the principles of Islam.

2. Objectives of the Program:

1. To Gain a thorough understanding of Islamic finance principles, practices, and Shariah rulings.
2. To Develop a solid foundation in core subjects such as Islamic banking, finance, and Shariah principles.
3. To Acquire practical skills essential for entry-level roles in the Islamic finance industry.
4. To Explore Islamic business and finance within the context of Islamic economics, providing a well-rounded perspective.

3. Eligibility for Admission:

14 Years education (BBA/ BA/ B.COM /ASSOCIATE DEGREE)

4. Detail of Courses:

First Semester:

| Sr. No. | Course Title | Code | Cr. Hrs |
|----------------|---|-------------|----------------|
| 1. | Islamic Economic System | 1913 | 03 |
| 2. | Islamic law of Business Contracts | 3971 | 03 |
| 3. | Fundamental of Money and Banking | 8593 | 03 |
| 4. | Fundamentals of Islamic Capital and Money markets | 3977 | 03 |
| 5. | Introduction to Business Finance | 8594 | 03 |

Second Semester:

| Sr. No. | Course Title | Code | Cr. Hrs |
|----------------|---|-------------|----------------|
| 1. | AAOIFI'S Shariah Standards | 2642 | 03 |
| 2. | Product Development in Islamic Banks | 3980 | 03 |
| 3. | Shariah Governance in Islamic Financial institution | 3976 | 03 |
| 4. | Insurance and Takaful Management | 3979 | 03 |
| 5. | Risk Management for Islamic Banks | 3978 | 03 |

3. FEE TERIFF:

| | |
|--|--------------------|
| Admission fee: (At the time of first admission) | Rs. 1100/- |
| Registration fee: (At the time of first admission in University) | Rs. 550/- |
| Technology fee: (per student per semester) | Rs. 550/- |
| Fee credit hours course: | Rs. 1430/- |
| Total Fee for First Semester | Rs.23,650/- |

The University reserves the right to change the fee tariff in the coming semesters. This can be done without any prior notice as deemed fit for the expected expenditure which is to be incurred on the semester based academic and operational activities of the program.

4. Introduction of The Department of Islamic Thought, History & Culture

The department of Islamic Thought History and Culture was established to provide advance studies and research in the field of Islamic Thought, History and Culture. To achieve this goal, the department is offering graduate and postgraduate level programs. This department coordinate Ph.D Islamic Studies (General), M.Phil Islamic Studies (General), MA Islamic Studies (General), B.S Islamic Studies (General) Programs as well as going to offer New Academic Program of B.S Islamic Studies (in English medium for international students), B.S Islamic Finance,

Certificate course of "Imam and Khateeb", PGD "IFTAA", Certificate Course "IFTAA"

Faculty Members:

| Sr. No. | Name of Faculty Member | Designation | Qualification |
|----------------|-------------------------------|---------------------------------|---|
| 1. | Prof. Dr. Mohyuddin Hashimi | Dean/ Professor/ Chairman | PhD Islamic Studies MS/MPhil (USA) M.Phil Islamic Studies University Intensive English (Howard USA) |
| 2. | Dr. Muhammad Riaz Mahmood | Associate Professor | PhD Islamic Studies MPhil Islamic Studies |
| 3. | Dr. Ahmad Raza | Assistant Professor | PhD Islamic Studies MA Islamic Studies Shahadatul Almiya |
| 4. | Dr. Hafiz Tahir Islam Askari | Assistant Professor | PhD Islamic Studies MPhil Islamic Studies MA Islamic Studies Shahadatul Almiya |
| 5. | Dr. Ahmed Abdul Rehman | Lecturer | PhD Islamic Studies M.S Islamic Commercial Law |
| 6. | Dr. Hafiz Saeed-ur-Rehman | Lecturer | PhD Islamic Studies (Continue) MPhil Islamic Studies |

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 portal. If you do not found 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

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

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

The bank branch will issue a receipt of depositing the admission form and fee. This process will give relief to the students from making bank drafts and maintaining the records of the draft copies. It will also save the additional expenditure on draft making and mailing the admission forms to the university. In this way the admission forms and fee will safely reach the admission department.

PROCEDURE OF FEE DEPOSIT THROUGH TELECOS

Easypaisa

Through Easypaisa App

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

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

Through USSD String *786#

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

through USSD string *786#

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

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

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

1. Student may visit any nearest Easypaisa Retailer (Agent) Shop, Telenor franchise or Telenor Microfinance Bank branch
2. Student will inform the retailer/franchisee/teller that he/she wish to pay fee of AIOU
3. Retailer/Franchisee/Teller will ask the student to share CNIC number, Mobile Number & Challan Number

4. Retailer/Franchisee/Teller will enter the Challan Number in his Easypaisa Tab/system
5. Tab/System will show the payable amount & due date
6. Student will hand-over the fee amount to retailer/franchisee/teller
7. Once the fee amount is handed over, the retailer/franchisee/teller will process the fee transaction
8. Fee will be paid and student will receive confirmation SMS from 3737 on mobile number. Transaction charges will be mentioned in the confirmation SMS
9. Student will write **Transaction ID** and **“Paid via Easypaisa Agent/Franchisee/Teller”** on the challan and admission form. Bank stamp will be embossed only in case the fee is paid through Telenor Microfinance Bank branches. Further students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU.

Upaisa

Through Upaisa App

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

1. Login to Upaisa App
2. Please click on “Payments”
3. Click on “AIOU”
4. Enter “Challan Number”
5. Upaisa App will show the payable amount

6. Press “Pay Now”
7. Fee will be Paid and student will receive confirmation SMS
8. Student will write **Transaction ID** and **“Paid via Upaisa App”** on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU.

Through USSD String *786#

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

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

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

Fee can also be paid by visiting any Upaisa Agent shop, Ufone franchise, PTCL One stop shop (OSS) and U Microfinance Bank branch. For using this mode, student has to pay **Rs.15/-**

per transaction in addition to the payable fee. Following is the fee payment procedure through this mode.

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

Jazz Cash

Through Jazzcash App

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

1. Login to Jazzcash App

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

Through USSD String *786#

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

1. Dial *786#
2. Select “Payments”
3. Select “Education Payments”
4. Select “AIOU”
5. Enter Challan No.
6. Screen will show the payable amount
7. Enter MPIN
8. Fee will be Paid & student will receive confirmation SMS
9. Student will write **Transaction ID** and **“Paid via Jazzcash786 String”** on the challan and admission form. Students are advised to keep the confirmation SMS save in phone until the receipt of intimation of admission confirmation from AIOU.

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

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

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

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

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

REGULATIONS FOR REFUND OF ADMISSION FEE

- (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 |

IMPORTANT TELEPHONE NUMBERS

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

REGIONAL COORDINATORS ADDRESSES

| Sr. No. | Region | Regional Coordinators | Mobile No. |
|---------|-----------------|--|--------------|
| 1 | Dera Ghazi Khan | Mr. Tahir Hussain, Regional Coordinator, Allama Iqbal Open University, Assistant Professor, Govt. Graduate College, Tehsil & District Layyah | 0300-9542050 |
| 2 | Dera Ghazi Khan | Mr. Mohammad Ishaq, Regional Coordinator, Allama Iqbal Open University, Associate Professor (Rtd), Ward No.13, Tehsil Karo Lal Easan District Layyah | 0300-6765338 |
| 3 | Dera Ghazi Khan | Mrs. Naseem Akhtar Qureshi, Regional Coordinator, Allama Iqbal Open University, Principal (Rtd), Ward No.14/C, Kakkay Wala, Tehsil Kot Adu District Muzaffargarh | 0334-6211614 |
| 4 | Dera Ghazi Khan | Mr. Muhammad Adnan Saeed, Regional Coordinator, Allama Iqbal Open University, Lecturer, Govt. Graduate College Tehsil & District Muzaffargarh | 0321-7800009 |
| 5 | Dera Ghazi Khan | Mr. Muhammad Imran Khan, Regional Coordinator, Allama Iqbal Open University, Lecturer, Govt. Kaura Khan Associate Degree College for Boys Tehsil Jotai District Muzaffargarh | 0332-5278846 |
| 6 | Gilgit | Mr. Imtiaz Hussain, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School Tehsil Danyor District Gilgit | 0346-5260815 |
| 7 | Gilgit | Mr. Niamatullah, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School Tehsil & District Astore | 0315-7331152 |
| 8 | Gilgit | Mr. Mahfuzullah, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Higher Secondary School, Tehsil Darel , District Diamir | 0355-5355009 |
| 9 | Gilgit | Mr. Ahmad Raza, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Girls High School, Tehsil Chalt , District Nagar | 0346-9239995 |
| 10 | Gilgit | Mr. Mahboob Ali Shah, Regional Coordinator, Allama Iqbal Open University, SST, Govt Boys High School, Rawoshan Tehsil Gupis , District Ghizar | 0355-5297902 |
| 11 | Hyderabad | Mr. Khalid Nadeem, Regional Coordinator, Allama Iqbal Open University, HST, Govt. Boys High School Sanghar Tehsil Sanghar | 0333-2911690 |

| | | | |
|----|-----------|--|--------------|
| 12 | Hyderabad | Mr. Rasheed Ahmad, Regional Coordinator, Allama Iqbal Open University, HST, Govt. Shah Abdul Latif High School Tando Adam Tehsil Tando Adam | 0333-2881340 |
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