

AIOU PROSPECTUS

Semester
Autumn
2026

ASSOCIATE DEGREE PROGRAMS

DURATION 2 YEARS

- Urdu
- Arabic
- History
- English
- Sociology
- Education
- Economics
- Commerce
- E-Commerce
- Instructional Design & Technology
- Psychology
- Islamic Studies
- Pakistan Studies
- Political Sciences
- International Relation
- Mass Communication
- Business Administration
- Gender & Women Studies
- Library and Information Sciences



Allama Iqbal Open University, Islamabad

www.aiou.edu.pk

Help Line: (051) 111-112-468

PROSPECTUS
OF
Associate Degree Programs
FOR
SEMESTER: Autumn, 2026



Allama Iqbal Open University
Islamabad

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Vice-Chancellor's Message

Dear Student,

السلام عليكم

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

Committed to your bright future.



Prof. Dr. Nasir Mahmood
Vice Chancellor

AIOU ACADEMIC CALENDAR

IMPORTANT ACTIVITIES TO BE REMEMBERED

Autumn Semester			Spring Semester		
Proposed Activity	Schedule		Proposed Activity	Schedule	
	From	To		From	To
Admission	01 July	05 September	Admission	01 January	05 March
Mailing	01 September	15 November	Mailing	01 March	15 May
Study Period	16 November	28 February	Study Period	16 May	30 August
Examination (Conduct)	01 March	30 April	Examination (Conduct)	01 September	30 October
Result Declaration	30 June		Result Declaration	30 December	

Note: Contact concerned Regional office for exact schedule of activities. Continuing Students are sent information for all activities by CMS/SMS. Simultaneously information is placed on website (www.aiou.edu.pk), students can download if not received by post.

**MINIMUM AND MAXIMUM DURATION/
SEMESTERS-WISE FOR EACH PROGRAMME**

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
6	BEd (2.5 Years)	2.5 Years / 5 Semesters	5 Years
7	BS/BBA/BEd (4-Years)	4 Years / 8 Semesters	8 Years

Note: Continue students must complete their programs before Autumn 2026.

REVISED POLICY FOR ASSESSMENT

As per revised formula securing passing marks in assignments/practical and other components is not compulsory with effect from Spring, 2023 onwards, however, passing marks i.e. 40% in final exams will be mandatory. If a student gets 40 marks out of 100 in the final exams and does not score 50% aggregate marks, he/she will be declared Fail in the respective course and he/she will have to re-register/re-admit in the respective course, whenever said course (s) are offered in any of the subsequent semester (s).

Assignments (weightage)	Quizzes (weightage)	Final Exam (weightage)	Passing Marks
20%	30% (Quiz)	50%	50% (in aggregate) however 40% marks in final exams is mandatory

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

Revised Policy: Reappear and Again Reappear

The chance of Re-Appear (FER-I) and Again Re-Appear (FER-II) will be given from Semester Spring 2023 onwards. If a student gets less than 40 marks in final exam.

AIOU Grading Scheme *

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

* For those students who were enrolled under grading scheme.

AIOU GPA/CGPA Scheme **

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

Marks Obtained	Grade	Grade Point Average (GPA)
80-100%	A	4.00
65-79%	B	3.00
50-64%	C	2.00
Below 50%	F	0.00

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

New AIOU GPA/CGPA Scheme from Semester Autumn-2021 & onwards

Percentage of Marks	Letter Grade	GPA	Percentage of Marks	Letter Grade	GPA
85% and above but below 100%	A	4.0	60% and above but below 65%	C+	2.3
80% and above but below 85%	A-	3.7	55% and above but below 60%	C	2.0
75% and above but below 80%	B+	3.3	52% and above but below 55%	C-	1.7
70% and above but below 75%	B	3.0	50% and above but below 52%	D	1.0
65% and above but below 70%	B-	2.7	Below 50%	F	0.0

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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. The aim of establishing AIOU was to provide affordable and accessible education through distance learning at the doorsteps to those people who could not continue their educational 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 whereas post graduates are being offered once a year. The enrolled students are given course books specially prepared by the university based on self-instructional principles. However, at post graduate level reprints of foreign books, allied material with 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 comprising four faculties. The university has established study centres across the country, where distance education students are being 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), BS (CS), MSc/BS Chemistry, MSc/BS Microbiology etc. are being provided instruction, guidance and counselling through face-to-face education. AIOU is offering four years under graduate degrees.

Apart from 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 research scholars, a science complex has been built where they use the latest state of the art equipment for experimentation and research. To meet the present-day challenges, internet facility is also available in the student's hostel and the Central Library, where computers have been provided to enable the students to access the latest information available through open source databases.

Programme Coordinators	Address
B. Ed 1.5 Year	Dr. Syed Nasir Hussain Assistant Professor ECE & ETED Phone: 051-9574275
B. Ed 2.5 Years	Dr. Mubeshera Tufail Lecturer ECE & ETED Ph: 051-9574281 Email: mubeshera.tufail@aiou.edu.pk
B. Ed 4 Years ETE	Dr. Muhammad Samiullah Assistant Professor ECE & ETED Ph: 051-9574274
B. Ed 4 Years (Secondary Teacher Education)	Dr. Sidra Rizwan Assistant Professor, STED Ph: 051-9574424
B. Ed 2.5 Years (Science Education)	Mr. Arshad Mehmood Qamar Lecturer Science Education Department Faculty of Education Ph: 051-9574332
B. Ed 4 Years (Science Education)	Mr. Arshad Mehmood Qamar Lecturer Science Education Department Faculty of Education Ph: 051-9574332

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 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
4. Secondary Teacher Education
5. Science Education
6. Special Education

Distance, Non Formal & Continuing Education (DNFCE)

The department was established in 1984 and was renamed as Distance, Non Formal and Continuing Education in 2008. It offers specialized degree programmes/courses in Distance Non-Formal and Continuing Education, Adult Education and Educational Technology MPhil and PhD (MS/MPhil Based) level. It also offers courses at AD level.

Educational Planning, Policy Studies & 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, MPhil and PhD (MS/MPhil Based). The courses of these programmes are attained to the field requirements of target personnel in the areas of educational planning and management.

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 Early Childhood Education and Elementary Teacher Education Department offers ADE, PGD in ECE, BEd, MPhil and PhD programmes, it also offers “Education” as subject at Matric, Intermediate and Graduate level. Early Childhood Education and Elementary Teacher Education Department is one of the largest departments of this institution in terms of its enrollment of students and the number of courses offered by this department.

Secondary Teacher Education

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

Science Education

The Department of Science Education was established in 1988. The programmes and courses of the department are mainly focused on education and training of science teachers. Presently the department offers specialized courses in science at BEd, MPhil and PhD level. Specialization courses provide conceptual framework and in depth insight into the teaching of science effectively.

Special Education

The Department was established in 1985. The department imparts education and training to teachers for the special children in four specializations namely Visual impairment, Hearing impairment, Physical disabilities and Mental retardation with particular emphasis to facilitate mainstreaming of special children. Parents of the special children are also admitted to these programmes. Present programmes/courses of this department comprised of Postgraduate Diploma, MPhil and PhD (MS/MPhil Based) in Special Education.

PROGRAMMES OF FACULTY OF EDUCATION

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

**The faculty is offering the following academic programmes:
PhD Education with following specializations:**

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

MPhil Education with the following specializations:

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

BEd/PGD/ADE/SSC/HSSC/BS level Educational Programmes:

- BEd (1.5 year, 2.5 years, 4 years)
- PGD Educational Planning and Management
- PGD Early Childhood Education
- Associate Degree in Education (2 years)
- Courses of Education at SSC, HSSC and BA level
- BS instructional Design
- BS/B.Ed Physical and Health Education

Impersonation for attendance, or;

Note: Any misbehave/misconduct during and/or after online classes may lead to cancellation of admission of the student.

**DEPARTMENT OF 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 Early Childhood Education and Elementary Teacher Education Department offers ADE, PGD in ECE, BEd 4 Years, BEd 1.5 Year, BEd 2.5 Years, MPhil and Ph.D programmes. It also offers “Education” as subject at Matric, Intermediate and Graduate level.

The department is planning to launch BS.Ed Early Childhood Education.

Early Childhood Education and Elementary Teacher Education Department is one of the largest departments of this institution in terms of its enrollment of students and the number of courses offered by this department.

ASSOCIATE DEGREE
IN EDUCATION (ADE) (Two Year)

Programme Code:

5	6	1	5
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Introduction:

The National Education Policy of 2009 states that to improve the overall quality of education in Pakistan, the standard of teacher education must be raised. The policy calls for reforms in pre-service training and standardization of professional qualifications.

As a step towards improvement in educational standards new National Scheme of Studies for school education was developed.

It was notified by the Ministry of Education (MOE) in 2006. Major objectives of new scheme included teaching of school subjects using interactive student centered methods focusing on development of higher order cognitive skills. The new scheme suggests a paradigm shift in learning from teacher centered, rote learning to student centered and active learning. Better educated and trained teachers are required to implement the scheme effectively. ADE and B.Ed (Hons.) programmes have been introduced with the focus on nurturing those aspects in teachers that correspond to the basic requirements of National Education Policy 2009, National Scheme of Studies 2006, National Professional Teaching Standards 2008 and National Accreditation Council for Teacher Education 2009.

ADE is a transitional two-year programme of 69 credit hours linked with and leads to B.Ed (4 year) which has replaced the diploma, PTC, CT programmes providing an opportunity to prospective teachers to enhance their academic qualifications and acquire a professional degree.

Aims & Objectives:

- To equip the prospective teachers with adequate knowledge of subject matter, contemporary pedagogy techniques, communication skills, critical thinking, and dispositions to be an elementary school teacher.

- To offer students a teacher education programme that allows them to move through a four-year B.Ed., by completing part of the degree (ADE) and completing the remaining two years of the programme immediately, or by completing the additional year(s) at a later date.

Eligibility Criteria (ADE):

Program:	Associate Degree in Education (ADE)
Title:	Associate Degree in Education (ADE)
Duration:	2 Years (4 Semesters)
Semesters:	04-Semester
Semester Duration:	16–18 Weeks

Maximum Course

Load Per Semester:	18 Credit Hours
Total Credit Hours:	69 Credit Hours
Medium of Instruction:	English/Urdu
Mode:	ODL

Eligibility Criteria:

Minimum entry requirement for admission is Intermediate or equivalent.

Assessment Criteria:

As per AIOU policy.

Workshop:

The workshop for each course will comprise of 12 hours, with two hours daily for six days as per AIOU policy.

Credit Hours-wise breakup:

Total Credit Hours (CH): 69

- General Education Course (GC): (In semester 1, 2 & 3)
- Discipline Courses (DC): 30 CH (in semester 1, 2, 3 & 4)

Semester-Wise Breakup of Scheme of Studies**First Semester 18 – Credit Hours**

Sr. No.	Course Code	Name of Course	Credit Hours
1.	6411	Foundations of Education	03
2.	8277	Quantitative Reasoning-I	03
3.	9378	Ideology and Constitution of Pakistan	03
4.	9382	Functional English	03
5.	9384	Application of Information & Communication Technologies	03(2+1)
6.	9401/ 5437	Islamic Studies OR Ethics (For Non-Muslims student only)	03

Second Semester 18 – Credit Hours

1.	6402	Educational Psychology & Guidance	03
2.	6416	Urdu	03
3.	8278	Quantitative Reasoning-II	03
4.	9381	Expository Writing	03
5.	9389	Basics of Environmental Sciences	03(2+1)
6.	9410	Introduction to Sociology: Culture and Society	03

Third Semester 18–Credit Hours

Sr. No.	Course Code	Name of Course	Credit Hours
1.	5026	Entrepreneurship	03
2.	6400	General Methods of Teaching	03
3.	6403	Classroom Management	03
4.	6996	Supervised School Observation	03
5.	9385	Civics and Community Engagement	03
6.	9374	Pakistan Studies	03

Fourth Semester**15–Credit Hours**

1.	6404	General Science	03
2.	6407	Classroom Assessment	03
3.	6997	Teaching Practice	03
4.	8612	Professionalism in Teaching	03
5.	8655	Curriculum and Instruction	03

FEE TARIFF: (First Semester) Code 5615

S. No.	Title	Fee
1.	Registration Fee (At the time of first Admission)	Rs. 700/-
2.	Admission Fee (At the time of first Admission)	Rs. 1400/-
3.	Technology Fee	Rs. 850/-
4.	Per 1 Credit Hour Fee: Rs.1570 x 18=	Rs. 28260/-
	Total Fee for First Semester	Rs. 31210/-

ASSOCIATE DEGREE IN
INSTRUCTIONAL DESIGN AND
TECHNOLOGY
(Programme Code 4020)

In today's increasingly technology-driven educational landscape, it has become essential for 21st century learners to continuously upgrade their skills and develop proficiency in the effective use of technology across all domains of life. The integration of technology in education is no longer optional; rather, it is a necessity for ensuring access, equity, and quality in learning. To respond to this demand, educators, trainers, and other professionals must be equipped not only with the ability to design instructional content but also with the skills to deliver and manage technology-enhanced and online learning environments.

Recognizing the global paradigm shift in education brought about by digital transformation, the Secondary teacher education Department (STED) is proud to **Associate Degree (AD) Instructional Design and Technology Program** under the Open and Distance Learning (ODL) mode. This program is designed to prepare individuals who are capable of navigating and leading in the evolving field of instructional design, while addressing the complex needs of learners in diverse and technology-rich contexts. The program emphasizes both theoretical and practical dimensions of instructional design. It offers students a solid grounding in learning theories, instructional models, and adult education principles while also equipping them with hands-on expertise in areas such as instructional strategies, educational media,

communication and delivery systems, interactive technologies, web design, and programming. In doing so, the program bridges the gap between pedagogy and technology, ensuring that graduates are able to create innovative, engaging, and sustainable learning experiences.

By combining the principles of instructional design with the practices of online and distance education, this program aims to cultivate professionals who can critically evaluate, design, and implement technology-enhanced learning environments. Ultimately, the Associate Degree (AD) in Instructional Design and Technology prepares its graduates to play a transformative role in educational institutions, training organizations, and professional development contexts, contributing to the advancement of teaching and learning in the digital age.

Program Objectives:

This Program will help in preparing educators, trainers and curriculum professional who can:

- Build a strong foundation and conceptual framework for educational theory and instructional design processes.
- Develop and apply Instructional Strategies to effectively facilitate diverse and adult Learners.
- Integrate media, web-based platforms, and ICT tools to support teaching and learning.
- Utilize collaborative and interactive digital tools to foster active and participatory learning.
- Employ emerging instructional technologies to enhance learner engagement and performance.

Learning outcomes:

By the end of program, graduates will be able to:

- Explain and apply key theories and models of instructional design in education and training contexts.
- Integrate ICTs, media, and web-based platforms to support effective teaching and learning.
- Demonstrative proficiency in using collaborative and interactive technologies to foster active learning.
- Employ emerging instructional Technologies to enhance learner engagement and outcomes.

Program Name: AD in Instructional Design and Technology

Program Duration: 2 Year (4 Semesters)

Admission Criteria: FA/F.SC or equivalent

Total Program Credit Hours: 68 Credit Hours

Total Number of Courses: 23 Courses

Medium of Instruction: English

Delivery Mode: ODL Mode

Pass Marks: 50%

1st Semester

S.#	Title of Course(s)	Course Code	Credit Hours
01	Functional English	9382	3(3+0)
02	Ideology and Constitution of Pakistan	9378	3(3+0)
03	Quantitative Reasoning-I	9424	3(3+0)
04	Introduction to Instructional Design	5902	3(3+0)

05	Application of Information and Communication Technology	9384	3(2+1)
06	Civics & community Engagement	9385	3(3+0)

Total Credit 18

2nd Semester

01	Quantitative Reasoning-II	9383	3(3+0)
02	Computer Programming	9675	4(3+1)
03	Basics of Environmental Sciences	9389	3(2+1)
04	Classroom Management	6403	3(3+0)
05	Educational Psychology & Guidance	6402	3(3+0)

Total Credit 16

3rd Semester

S.#	Title of Course(s)	Course Code	Credit Hours
01	Expository Writing	9381	3(3+0)
02	Introduction to Web Based Instructions	5904	3(3+0)
03	Artificial Intelligence	9677	3(2+1)
04	Entrepreneurship	5026	3(3+0)
05	Organizational Behavior	8427	3(3+0)
06	Instructional Designs: Theories and Models	5903	3(3+0)

Total Credits 18

4th Semester

01	Islamic Studies/Ethics	9401/ 5437	3(3+0)
02	Introduction to Open Educational Resources	9678	3(3+0)
03	Object Oriented Programming	9679	4(3+1)
04	Learning Management Systems and Organizations	9680	3(3+0)
05	Pakistani Adab-I	9403	3(3+0)

Total Credits 16

Fee Tariff

Item	Fee
Registration Fee	700/-
Admission Fee	1400/-
Technology Fee (per semester)	800/-
Tuition Fee per 1 Credit Hours 1540x18 =	27720/-
Total Fee for 1st Semester Rs.	30670/-

Faculty Members of the Department:

1. Dr. Muhammad Athar Hussain
Associate Professor/Chairman
2. Dr. Rahmatullah Bhatti
Assistant Professor
3. Dr. Muhammad Sami Ullah
Assistant Professor

4. Dr. Syed Nasir Hussain
Assistant Professor
5. Dr. Jahan Ara Shamas
Assistant Professor
6. Dr. Mubeshera Tufail
Lecturer
7. Dr. Rukhsana Durrani
Lecturer
8. Mr. Salman Khalil Ch.
Lecturer
9. Dr. Rahmatullah Bhatti
Assistant Professor
10. Dr. Muhammad Sami Ullah
Assistant Professor
11. Dr. Syed Nasir Hussain
Assistant Professor
12. Dr. Jahan Ara Shamas
Assistant Professor
13. Dr. Mubeshera Tufail
Lecturer
14. Dr. Rukhsana Durrani
Lecturer

15. Mr. Salman Khalil Ch.
Lecturer

**For Academic Assistance,
please contact the department:**

1. Dr. Muhammad Athar Hussain
Chairman (ECE & ETED)
Ph: No. 051-9574250
2. Mr. Salman Khalil Ch.
Lecturer/Programme Coordinator
ECE & ETED
Ph: 051-9574251

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 the largest Faculty of the University. It today consists of fifteen departments, offering programmes at certificate, diploma, undergraduate (BS), graduate (Master's), and postgraduate (MPhil/PhD) levels across major areas of the Social Sciences and Humanities.

The Faculty offers a wide range of programmes in fields including Business Administration, Commerce, Economics, English Language & Literature, Gender & Women Studies, History, Iqbal Studies, Library & Information Sciences, Mass Communication, Pakistan Studies, Pakistani Languages, Politics & International Relations, Psychology, Sociology, and Urdu, along with an MBA in collaboration with Commonwealth countries and a diploma in Teaching of English as a Foreign Language (TEFL).

In tune with the Government's policy of promoting and strengthening a culture of higher education and research in the country, the Faculty of Social Sciences and Humanities has shown remarkable dynamism. It has successfully launched and expanded MPhil/PhD programmes in several disciplines including History, Iqbal Studies, Mass Communication, Sociology, Urdu, and others, while preparations and expansions continue in emerging areas like Business Administration, Applied Linguistics, and others.

The faculty offers BS (4-year) programmes in almost all its departments, along with other bachelor-level programmes and various Associate Degrees. These undergraduate programmes have gained

immense popularity, with tens of thousands of students from all demographic groups and from across the country enrolling each year.

The Faculty has expanded significantly and its programmes have witnessed a rapidly rising trend in enrolment over the past decade. High priority has been given to quality enhancement, curriculum modernization in accordance with 21st-century challenges and Higher Education Commission (HEC) guidelines, and continuous academic innovation.

The Faculty continues to propose and launch new postgraduate programmes in emerging and high-demand disciplines to further strengthen research culture and academic excellence in the country.

DEPARTMENT OF COMMERCE

The Department of Commerce stands as a pioneer in academic excellence of AIOU with significant contributions to the educational landscape since its establishment in 1978, initially named as Industrial Education Department. The Department commenced its journey by offering Industrial & Commercial Training Courses. In 1986, the Department experienced a rebranding, emerging as the Department of Business & Management. Subsequently, in 1987, it was divided into two distinct departments: the Department of Business Management and the Department of Commerce.

In 1987, the Department of Commerce expanded its horizons, providing a comprehensive platform with the initiation of I. Com and B. Com programs. The team diligently worked to enhance the programs, setting the stage for the Department's future accomplishments. A significant turning point occurred

in 2004 focusing on further elevating the quality of academic programs. The team dedicated themselves to the continuous improvement and up-gradation of the department's offerings. In 2011, the introduction of M. Com programs with a specialization in Accounting & Finance through approved study centers marked a notable achievement. In 2013, the Department obtained the NOC from the Higher Education Commission (HEC) to launch an Associate Degree in Commerce in a blended mode of learning, featuring eight specializations. In 2017, recognizing a gap in financial reporting skills among Commerce graduates, the Department introduced courses on financial reporting in the schemes of M. Com and BS Accounting & Finance. The commitment to academic excellence led to the offering of BS Accounting & Finance in blended mode in the same year.

In 2021, the Department embarked on the development of MS Commerce postgraduate programs catering to the needs of ICMA, CA, and M. Com students keen on advancing their education and engaging in research work. The accomplishment of these efforts materialized in Spring 2023, with the successful launch of the MS Commerce program after obtaining the NOC from HEC.

In 2023, the Department achieved a major milestone with the accreditation of its BS Accounting & Finance program by ACCA—the Association of Chartered Certified Accountants—a world-renowned professional accountancy body recognized by the Higher Education Commission

(HEC). This accomplishment reflects the Department's unwavering commitment to global academic and professional standards.

Building on this progress, in 2025 the Department identified the growing importance of e-commerce, data analytics, block chain technologies, and other IT-driven tools in the field of commerce. To meet these emerging needs and in line with the HEC Undergraduate Education Policy, the Department developed the BS E-Commerce and associate degree in E-Commerce programs. These programs have been duly approved by all statutory bodies and are scheduled to be offered from Spring 2026.

Since its inception, the Department of Commerce has played a pivotal role in producing thousands of business graduates, who, in various capacities, contribute to the nation's workforce. Upholding the vision of the University, the Department remains dedicated to developing skill oriented and professional courses in consultation with accreditation bodies and stakeholders.

ASSOCIATE DEGREE IN COMMERCE

Program Code: 4019

Program Introduction:

The Associate Degree in Commerce (ADC) is a comprehensive two-year program designed to equip students with foundational knowledge and skills in business and

commerce. This program is an ideal steppingstone for individuals aspiring to build a successful career in the financial and commercial sector or pursue further studies in commerce, business, accounting and finance related fields.

Program Objectives:

The Associate Degree in Commerce aims to:

i. Develop a sound understanding of the principles and practices of commerce, accounting, finance, taxation, banking, and business management.

ii. Enhance analytical, quantitative, communication, and information technology skills required for effective participation in modern business environments.

iii. Provide practical exposure through internships and applied learning experiences to prepare graduates for entry-level positions in public and private sector organizations.

iv. Foster entrepreneurial thinking, innovation, ethical values, and professional competencies necessary for business growth and lifelong career development.

Program Learning Outcomes:

Upon successful completion of the Associate Degree in Commerce, graduates will be able to:

1. Apply fundamental concepts of accounting, finance, taxation, auditing, banking, and commerce in business settings.

2. Analyse and solve routine business and financial problems using appropriate quantitative and analytical techniques.
3. Utilize information and communication technologies and digital business tools effectively.
4. Prepare and communicate business reports, documents, and presentations professionally.
5. Demonstrate ethical, legal, and professional responsibility in commercial activities.
6. Identify entrepreneurial opportunities and apply innovative approaches in business.
7. Work effectively as an individual and as a member of a team in professional environments.
8. Apply theoretical knowledge to practical workplace situations through internships and experiential learning.

Admission Criteria:

Candidates having intermediate or equivalent qualification (twelve years of education) are eligible to apply for admission.

Model of Delivery:

The program is ODL based and will be offered as per AIOU ODL policy.

Medium of Instructions:

English

Duration:

Two years consisting of four semesters.

Evaluation System:

Assessment criteria as per rules & regulations of AIOU for Bachelor level ODL programs will be applied as under or as modified from time to time with the approval of the statutory bodies:

Assessment Component	Weightage in the aggregate result
Assignment No. 1 & 2	30%
Final Examination	70%

Degree Requirements:

To qualify for the award of the Associate Degree in Commerce, a student shall:

- i. Successfully complete all prescribed courses comprising 69 credit hours.
- ii. Fulfil the six-week internship requirement or submit an equivalent experience certificate in accordance with university regulations.
- iii. Meet all other academic requirements prescribed by AIOU and approved by the relevant statutory bodies.

Internship Requirement

Students shall be required to complete a six-week internship in a reputable public or private sector organization and submit an internship completion certificate at the time of applying for the award of the degree. The internship should preferably be undertaken in the accounting, finance, treasury, audit, taxation, banking, or other relevant business functions of an

organization.

Students who are already employed in a relevant field may, in lieu of the internship, submit a valid experience certificate issued by their employer, subject to verification and approval by the University.

SEMESTER WISE SCHEME OF STUDIES

Sr. No.	Course Title	Areas	Category	Credit Hours	Course Code
Semester-I					
1	Functional English	Functional English	General Education	3(3+0)	9833
2	Islamiat / Ethics (for Non-Muslim)	Islamic Studies/Ethics	General Education	3(3+0)	416/418
3	Quantitative Reasoning-I	Quantitative Reasoning	General Education	3(3+0)	9836
4	Principles of Accounting	Major	Subject	3(3+0)	438
5	Fundamentals of Business	Major	Subject	3(3+0)	463
Total Credit Hours-Semester I				15	
Semester-II					
1	Expository Writing	Expository Writing	General Education	3(3+0)	9837
2	Pakistan Studies	Ideology and Constitution	General Education	3(3+0)	417
3	Introduction to Psychology	Social Sciences	General Education	3(3+0)	9839

4	Application of Information and Communication Technologies	ICT	General Education	3(2+1)	9840
5	Financial Accounting	Major	Subject	3(3+0)	1413
6	Quantitative Reasoning -II	Quantitative Reasoning	General Education	3(3+0)	9841
Total Credit Hours- Semester II				18	
Semester-III					
1	Basics of Environmental Sciences	Natural Science	General Education	3(2+1)	9842
2	Entrepreneurship	Entrepreneurship	General Education	3(3+0)	9843
3	Fundamentals of Money & Banking	Major	Subject	3(3+0)	1414
4	Commercial Geography	Major	Subject	3(3+0)	1428
5	Business Law	Major	Subject	3(3+0)	460
6	Ideology and Constitution of Pakistan	Ideology and Constitution	General Education	3(3+0)	9844
Total Credit Hours - Semester III				18	

Semester-IV					
1	Literature of Pakistani Languages	Art & Humanities	General Education	3(3+0)	9845
2	Civics and Community Engagement	Civics and Community Engagement	General Education	3(3+0)	9846
3	Business Taxation	Major	Subject	3(3+0)	456
4	Introduction to E-Commerce	Major	Subject	3(3+0)	9847
5	Auditing	Major	Subject	3(3+0)	481
6	Cost Accounting	Major	Subject	3(3+0)	462
Total Credit Hours- Semester IV				18	
Total Credit Hours				69	

Career Opportunities:

Graduates of the Associate Degree in Commerce may pursue entry-level careers in accounting, finance, banking, taxation, auditing, business administration, sales, marketing, and e-commerce. Typical positions include Accounts Assistant, Finance Assistant, Audit Assistant, Tax Assistant, Banking Services Officer, Customer Service Officer, Administrative Assistant, Procurement Assistant, Inventory Control Assistant, Sales Executive, Marketing Assistant, E-Commerce Executive, and Entrepreneur. The degree also provides a pathway for admission to 5th semester of BS Accounting & Finance, BS Commerce, BS Business Administration, BS E-Commerce, and other relevant undergraduate programs, as well as

preparation for professional accounting and finance qualifications.

FACULTY MEMBERS

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FEE TARIFF

Item	Fee
Registration Fee (At the time of 1 st Admission)	700/-
Admission Fee (At the time of 1 st Admission)	1400/-
Technology Fee (per semester)	850/-
Tuition fee of 1 Credit Hours course 280 x 15 =	4200/-
Total Fee for First Semester	Rs.7150/-

Associate Degree in E-COMMERCE(Two Years) (Program Code 4030)

Program Introduction:

The Associate Degree in E-Commerce is a comprehensive two-year program designed to equip students with the knowledge and skills required to thrive in the rapidly evolving digital economy. This program integrates the principles of business, finance, information technology, and entrepreneurship to address the growing demand for professionals who can innovate within the domains of online commerce, digital finance, and fintech. Students will gain hands-on experience in digital payment systems, blockchain technology, cybersecurity, data analytics, mobile commerce, and e-commerce platforms. The program prepares graduates for careers in digital business development, online retail, banking, insurance, e-commerce firms, and fintech startups, or for further studies in relevant undergraduate programs.

Program Objectives:

The Associate Degree in E-Commerce aims to:

- i. Equip students with a strong foundation in e-commerce and digital business models, including online trading, business development, and digital transactions.
- ii. Enable students to understand and apply modern financial technologies such as blockchain, digital wallets, and digital currencies.
- iii. Foster an entrepreneurial mindset through exposure to startup ecosystems, venture capital, and innovation in fintech and e-commerce sectors.
- iv. Train students in data analytics and the use of financial software tools to make data-driven business and investment decisions.

v. Prepare graduates for national and international careers by emphasizing cross-border e-commerce, digital finance regulations, and global tech trends.

vi. Cultivate awareness of digital ethics, cybersecurity, and responsible use of consumer data in online financial and commercial transactions.

Program Learning Outcomes: Upon successful completion of the Associate Degree in E-Commerce, graduates will be able to:

1. Demonstrate comprehensive knowledge of e-commerce business models, digital platforms, and emerging technologies in commerce.
2. Apply concepts of digital marketing, web development, data analytics, and financial technologies to solve real-world business problems.
3. Utilize information and communication technologies, cybersecurity principles, and digital tools effectively in e-commerce environments.
4. Analyse business data and prepare professional reports, presentations, and digital content for online business operations.
5. Demonstrate ethical, legal, and professional responsibility in digital transactions and data management.
6. Identify entrepreneurial opportunities in the digital economy and develop innovative e-commerce solutions.
7. Work effectively as an individual and as a member of a team in digital and multidisciplinary professional environments.

8. Apply theoretical knowledge to practical workplace situations through internships and experiential learning.

Admission Criteria: Candidates having intermediate or equivalent qualification (twelve years of education) are eligible to apply for admission.

Model of Delivery: The program is ODL based and will be offered as per AIOU ODL policy.

Medium of Instructions: English

Duration: Two years consisting of four semesters.

Evaluation System:

Assessment criteria as per rules & regulations of AIOU for AD level program will be applied as under or as modified from time to time with the approval of the statutory bodies:

Assessment Component	Weightage in the aggregate result
Assignment No. 1 & 2	20%
Quiz	30%
Final Exam	50%

Degree Requirements: To qualify for the award of the Associate Degree in E-Commerce, a student shall:

- I. Successfully complete all prescribed courses comprising 64 credit hours.
- II. Fulfil the six-week internship requirement or submit an equivalent experience certificate in accordance with university

regulations.

III. Meet all other academic requirements prescribed by AIOU and approved by the relevant statutory bodies.

Internship Requirement: Students shall be required to complete a six-week internship in a reputable public or private sector organization (preferably in e-commerce, digital marketing, fintech, IT, or related business functions) and submit an internship completion certificate at the time of applying for the award of the degree.

Students who are already employed in a relevant field may, in lieu of the internship, submit a valid experience certificate issued by their employer, subject to verification and approval by the University.

AD E-COMMERCE

Semester Wise Scheme of studies

1st Semester

Sr	Course Title	Credit Hours	Course Code
1	Functional English	3(3+0)	9382
2	Islamist/ Ethics (for non-Muslims)	2 (2+0)	9801/9802
3	Quantitative Reasoning-I	3(3+0)	9424
4	Applicatio of Information and Communication Technologies	3 (2+1)	9384
5	Fundamentals of Business	3(3+0)	5402
6	Fahm-E-Quran-I	1 (1+0)	9489

Credit Hours=15

2nd Semester

Sr	Course Title	Credit Hours	Course Code
1	Expository Writing	3(3+0)	9381
2	Pakistan Studies	2(2+0)	9806
3	Economics	2(2+0)	9810
4	Financial Accounting	3(3+0)	5401
5	E-Commerce: Strengths and Innovation	3(3+0)	5481
6	Quantitative Reasoning-II	3(3+0)	9383
7	Fahm-E-Quran-II	1(1+0)	9490

Credit Hours=17**3rd Semester**

Sr	Course Title	Credit Hours	Course Code
1	Basics of Environmental	3(2+1)	9389
2	Entrepreneurship	2(2+0)	9805
3	Introduction to Money & Banking	3(3+0)	8593
4	E-Commerce Web Development	3(3+0)	5482
5	Cost Accounting	2(2+0)	5410
6	Ideology and Constitution of Pakistan	2(2+0)	9804

Credit Hours= 16**4th Semester**

Sr	Course Title	Credit Hours	Course Code
1	Literature of Pakistani Languages	2(2+0)	9825
2	Civics and Community Engagement	2(2+0)	9803
3	Digital Marketing & Analysis	3(3+0)	5483
4	Business Taxation	3(3+0)	5445
5	Business Data Analysis & Visualization	3(2+0)	5484
6	Store Management In E-Commerce	3(3+0)	5485

Credit Hours= 16**FEE TARIFF**

Item	Fee
Registration Fee (At the time of 1 st Admission)	700/-
Admission Fee (At the time of 1 st Admission)	1400/-
Technology Fee (per semester)	850/-
Tuition fee of 1 Credit Hours course 1010 x 15 =	15150/-
Total Fee for First Semester	Rs.18100/-

Career Opportunities: Graduates of the associate degree in E-Commerce may pursue entry-level careers in digital marketing, e-commerce operations, fintech, web development, data analytics,

online retail, and digital business management. Typical positions include E-Commerce Executive, Digital Marketing Assistant, Web Content Manager, Fintech Support Specialist, Online Store Manager, Data Analyst Assistant, Social Media Commerce Specialist, and Entrepreneur. The degree also provides a pathway for admission to the 5th semester of BS E-Commerce, BS Accounting & Finance, BS Business Administration, and other relevant undergraduate programs, as well as preparation for professional certifications in digital business and technology.

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ASSOCIATE DEGREE IN ECONOMICS

(Programme Code 4016)

Introduction of the Associate Degree in Economics Program

The study of economics involves an analytical look at how scarce resources are allocated to various areas of production. It emphasizes the importance of making choices between desirable alternatives. The study of economics provides tools to make these choices in such areas as employment, economic growth, price stability, and trade. Bachelor of Science in Economics program is designed for those students who, after completing their 12 years of education, are looking for some knowledge based, career oriented and market determined educational program in the field of economics. The program is the blend of different courses like theoretical, quantitative, and applied areas in economics, which will enable the students to review, analyze and provide solutions to complex problems with intellectual independence.

Objectives of the Programs:

The main objective is to achieve the highest possible standards of education, teaching, and research in economics. 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 economics.
- Develop an ability in students to become effective independent researchers and learners.
- Provide a thorough understanding of the economic theory pertaining to global economic issues and its impact on Pakistan's economy.

Learning Out Comes of BS Program.

- To provide general knowledge of the economy, National Income, and various methods of National Income Accounting.
- To provide the basic knowledge of various economic theories and economic models
- To enable the students to attain basic understanding of the core courses of the discipline.
- To empower the students for getting different analytical skills
To strengthen the students for understanding the policy formulation at various levels

Eligibility Criteria:

An applicant having intermediate (F.A/FSc.) is eligible for admission.

Evaluation Policy:

As per AIOU approved assessment criteria at AD level.

Medium of Instruction:

The medium of instructions and examinations will be

English.

Workshops:

The online workshops through Aghi LMS Portal will be conducted as per AIOU policy.

Duration of the Program:

The minimum duration of this program is 2 years, and Maximum duration is 4 Years.

Career Opportunities:

Attaining the BS Economics Degree would enable the candidates to explore multiple fields i.e Banking Sector, Planning & Development, Finance & Economics Affairs, and other Research oriented organizations.

1st Semester

Name of Subject	Academic Cluster	Credit Hours	Course Code
Functional English	Functional English	3(3+0)	9382
Islamic Studies/ Ethics (for Non-Muslim)	Islamic Studies/Ethics	3(3+0)	9401/5437
Ideology and Constitution of Pakistan	Ideology and Constitution	3(3+0)	9378

Quantitative Reasoning	Quantitative Reasoning-I	3(3+0)	9424
Economics	Major	3(3+0)	9335
Total		15 Credit Hours	

2nd Semester

Name of Subject	Academic Cluster	Course Code	Credit Hours
Expository Writing	Expository Writing	9381	3(3+0)
Civics and Community Engagement	Civic and Community Engagement	9385	3(3+0)
Quantitative Reasoning -II	Quantitative Reasoning-II	9383	3(3+0)
Introduction to Psychology	Social Sciences	8411	3(3+0)
Basics of Environmental Sciences	Natural Science	9389	3(2+1)
Principles of Microeconomics	Major	9301	3(3+0)
Total		18 Credit Hours	

3rd Semester

Name of Subject	Academic Cluster	Course Code	Credit Hours
Arts Crafts & Calligraphy	Arts and Humanities	6410	3(3+0)
Entrepreneurship	Entrepreneurship	5026	3(3+0)

Application of Information and Communication Technologies	Application of Information and Communication Technology	9384	3(2+1)
Principles of Macroeconomics	Major	9302	3(3+0)
Issues in Pakistan Economy	Major	9317	3(3+0)
Pakistan Studies		9374	3(3+0)
Total		18 Credit Hours	

4th Semester

Name of Subject	Academic Cluster	Course Code	Credit Hours
Intermediate Microeconomics	Major	9303	3(3+0)
Intermediate Macroeconomics	Major	9304	3(3+0)
Introduction to Statistics for Economists	Major	9309	3(3+0)
Introduction to Mathematical Economics	Major	9311	3(3+0)
Development Economics	Major	9315	3(3+0)
Monetary Economics	Major	9322	3(3+0)
Total		18 Credit Hours	

FEE TARIFF

Item	Fee
Registration Fee (At the time of 1 st Admission)	700/-
Admission Fee (At the time of 1 st Admission)	1400/-
Technology Fee (per semester)	850/-
Tuition fee of 1 Credit Hours course 1010 x 15 =	15150/-
Total Fee for First Semester	Rs.18100/-

Program Coordinator: Rizwan Ahmed Satti
Contact Details: 051 957 6831, 051 957 6845

Contact Details Faculty Members:

S. No.	Name and Designation	Contact No.
1	Dr. Muhammad Ilyas Assistant Professor	051 957 6823
2	Dr. Atta Ullah Khan Assistant Professor	051 957 6824
3	Ms. Saba Irum Malik Lecturer	051 957 6832
4	Staff	051 957 6845

ASSOCIATE DEGREE IN BUSINESS
ADMINISTRATION

Programme Code 4009)

The Associate Degree in Business Administration is a two-year undergraduate program designed to provide students with a comprehensive foundation in business and management disciplines. The program equips learners with essential knowledge, practical skills, and professional competencies required to operate effectively in today's dynamic business environment.

The curriculum integrates key areas of business education, including accounting, finance, marketing, management, human resource management, entrepreneurship, business law, and operations management. In addition, the program incorporates courses in communication, information and communication technology, quantitative reasoning, environmental studies, psychology, civic engagement, and national studies to promote holistic personal and professional development.

The ADB program emphasizes analytical thinking, problem-solving, ethical decision-making, leadership, and entrepreneurial capabilities. Through a combination of theoretical learning and practical application, students develop the ability to analyze business situations, make informed decisions, communicate effectively, and contribute positively to organizational success.

Graduates of the program are prepared for entry-level careers in business, banking, finance, marketing, human resources, administration, and entrepreneurship. The degree also provides a strong academic foundation for further studies in business-related disciplines such as BBA, BS Management Sciences, Accounting and Finance, Commerce, and other professional programs.

The program aims to produce competent, responsible, and innovative business professionals who can meet the evolving demands of local and global markets while upholding ethical values and social responsibility.

Program Objectives

The Associate Degree in Business Administration Program aims to:

1. Provide students with a strong foundation in the core areas of business administration, including accounting, finance, marketing, management, human resource management, and entrepreneurship.
2. Develop effective communication, analytical, and quantitative reasoning skills required for professional and business environments.
3. Equip students with practical knowledge and technical competencies to address contemporary business challenges and support organizational decision-making.
4. Foster leadership, teamwork, and interpersonal skills necessary for productive participation in diverse workplace settings.

Program Learning Outcomes (PLOs)

Upon successful completion of the Associate Degree in Business Administration Program, graduates will be able to:

1. Demonstrate fundamental knowledge of business concepts, principles, and practices in accounting, finance, marketing, management, and entrepreneurship.
2. Communicate effectively in written and oral forms for professional and business environments.

3. Apply quantitative reasoning, statistical techniques, and analytical tools to solve business problems and support decision-making.
4. Utilize information and communication technologies (ICT) to collect, process, analyze, and present business information.
5. Prepare, interpret, and analyze basic financial and accounting information for organizational decision-making.
6. Apply management principles to plan, organize, lead, and control organizational resources effectively.

Admission Requirement / Eligibility Criteria:

The applicants having intermediate or equivalent qualification would be eligible to apply.

Mode of Study:

Open and Distance Learning all over Pakistan.

Medium of Instruction:

The medium of instruction and examination is English Language for this program.

Duration:

As per guidelines of HEC, this AD (2 years) programme will be spread over 4 semesters covering 23 courses.

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.

Assessment/Weightage:

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

Degree Requirements

Following requirements are necessary for award of Associate degree:

Successful completion of 69 credit hours of study (total 23 courses) in minimum four semesters

Credit Hours Distribution

The credit hours distribution is as follows:

S. No.	Courses	No. of Courses	Total Cr. Hours
1.	General Education Course	13	39
2.	Major Courses	10	30
Total Credit Hours			69

Scheme of Study

The scheme of studies is as follows:

1st Semester

Sr. No.	Course Title	Areas	Credit Hours	Course Code
1	Functional English	Functional English	3(3+0)	9382
2	Basics of Environmental	Gen Edu (Natural	3(2+1)	9389

	Sciences	Science)		
3	Quantitative Reasoning	Quantitative Reasoning-I	3(3+0)	9424
4	Financial Accounting	Major	3(3+0)	5418
5	Fundamentals of Business	Major	3(3+0)	5402
			15 Credit Hours	

2nd Semester

1	Expository Writing	Expository Writing	3(3+0)	9381
2	Islamiat / Ethics (for Non-Muslim)	Islamic Studies/ Ethics	3(3+0)	9401/5437
3	Application of information and communication Technologies	ICT	3(2+1)	9384
4	Principles of Marketing	Major	3(3+0)	8407
5	Advanced Accounting	Major	3(3+0)	5419
6	Principles of Management	Major	3(3+0)	5414
			18 Credit Hours	

3rd Semester

Sr. No.	Course Title	Areas	Credit Hours	Course Code
1	Ideology and Constitution of Pakistan	Ideology and Constitution	3(3+0)	9378
2	Entrepreneurship	Entrepreneurship	3(3+0)	5026

3	Quantitative Reasoning -II	Quantitative Reasoning-II	3(3+0)	9383
4	Human Resource Management	Major	3(3+0)	8425
5	Civics and Community Engagement	Civics and Community Engagement	3(3+0)	9385
6	Introduction to Psychology		3(3+0)	8411
			18 Credit Hours	

4th Semester

Sr. No.	Course Title	Areas	Credit Hours	Course Code
1	Literature of Pakistani Languages	Art & Humanities	3(3+0)	9006
2	Business Law	Major	3(3+0)	5413
3	Introduction to Business Finance	Major	3(3+0)	8594
4	Production & Operations Management	Major	3(3+0)	8418
5	Cost Accounting	Major	3(3+0)	5410
6	Pakistan Studies	Social Science	3(3+0)	9374
			18 Credit Hours	

Career Opportunities

The Associate Degree in Business Administration Program provides a foundation in accounting, finance, marketing, management, human resources, entrepreneurship, and business operations. After completing this degree, graduates can pursue entry-level jobs in both the public and private sectors.

Program Coordinator Information

Sadar Ayub Khan, Lecturer.

Email ID: sadar_ayub@aiou.edu.pk

Phone No. 051-9576635

FEE TARIFF

Item	Fee
Registration Fee (At the time of 1 st Admission)	700/-
Admission Fee (At the time of 1 st Admission)	1400/-
Technology Fee (per semester)	850/-
Tuition fee of 1 Credit Hours course 1010 x 15 =	15150/-
Total Fee for First Semester	Rs.18100/-

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ASSOCIATE DEGREE IN ENGLISH
(LANGUAGE AND LITERATURE)

(Programme Code 4012)

2-Year Program

Introduction

The Department offered BS degree program in English with a unique and diverse blend of courses based on English literature and linguistics initially in Autumn 2019 after meeting the criterion determined by AIOU and HEC. The program was based on IEC's policy guidelines delineated in curriculum of BS English proposed in 2017. However, an Associate Degree in English is being offered to streamline and bring it at par with the HEC's Undergraduate Education Policy (2023). The primary objective of this policy is to promote student success which is envisioned as the ability to comprehend and apply conceptual knowledge, acquire professional skills and competencies and act as an individual having strong civic and ethical values of tolerance and inclusiveness.

The program, primarily, focuses on the needs of young learners of English language with little or no prior knowledge and exposure to the fields of English literature and linguistics. Therefore, the program is aimed at offering specialized courses from both fields to develop and strengthen critical skills of the learners fundamentally required to pursue their future higher education goals. The program provides an enabling and congenial learning environment to the learners to be engaged in highly critical academic debates in the fields of English language, linguistics and literature. The program, also, focuses on establishing and strengthening the foundations for the Department's higher education programs including MPhil (Literature/Linguistics) and PhD in English (Linguistics) as well as other higher education institutions of the country

Objectives

The main objectives of the program are to

- i. provide basic education and training to young learners of English literature and linguistics
- ii. equip the learners with mandatory critical skills required to accomplish higher education goals
- iii. meet national needs of young and skillful researchers who can address the issues related to Pakistani ELT situation
- iv. establish, strengthen and promote research culture in the country
- v. develop critical thinking and analytical skills of the learners
- vi. provide prospective and aspiring candidates for post graduate studies in Pakistan's higher education degree awarding institutions.

Learning Outcomes

After completing the program, the students will be able to

- i. critically analyze literary texts using appropriate theoretical and interpretive approaches
- ii. explain and apply core concepts and theories of linguistics
- iii. critically evaluate language and literary texts through evidence and logical reasoning
- iv. communicate effectively in spoken and written English across academic, professional and social contexts with clarity, coherence and accuracy
- v. analyze language and literary works within their cultural, historical and global contexts and demonstrate understanding of diversity and intercultural perspectives

Admission/Entry Requirements

An applicant having intermediate/higher secondary school pass certificate or equivalent is eligible for admission. There is no further merit determination or age restriction. All candidates who fulfil this criterion are admitted to AD in English program. They are required to fill in the admission form available online on the university website (www.aiou.edu.pk) or in AIOU prospectus in printed form. The filled admission form and the required attested documents, copies of CNIC or B form, domicile, result cards, certificates (matriculation, intermediate), and photographs, along with prescribed admission fee should be deposited in any designated bank branch on or before the admission deadline.

Mode of Study

AD in English is offered through Open Distance Learning (ODL) mode. The teaching/contact hours of a course are determined and

adjusted according to AIOU uniform policy at AD level. Online workshops are arranged for each course. Besides final examinations, students are required to submit two assignments for each course and attempt an online quiz.

Medium of Study

English language is the medium of study. Students may not opt for any other language for any of the components of this program. However, if the study material is in Urdu, students may opt Urdu for preparing assignments and taking examinations in the compulsory courses like Islamic Studies/ Ethics, etc.

Duration of the Program: This program spans a minimum of two years while maximum duration is four years. The extensions in the studies may be granted as per AIOU and HEC rules.

Study Material

The university provides study guides to every student preferably in electronic format. However, the students are required to use open educational resources available online or in libraries for their coursework and research purposes.

Evaluation System

The assessment and evaluation system of the program is as per AIOU assessment policy, rules and regulations. Moreover, the policy rules and regulations amended from time to time shall also apply. As per current policy, students may attend an online workshop, upload two assignments on the LMS and attempt an online quiz besides taking the final examination for each course.

Credit Hours and Division of Courses

A student will have to complete/pass four semesters. Total number of credit hours of the program are sixty-nine and a student is required to complete twenty-three courses to earn a Associate

Degree in English. A brief description of the program structure in terms of nature of courses and number of credit hours is as under.

S. No	Categories	Number of Courses	Credit Hours
1	General Education	13	39
2	Major/ Disciplinary	10	33
		23	72

The semester-wise breakup of the courses is as under:

1st Semester

Sr.No.	Course Title	Course Code	Credit Hours
1	Quantitative Reasoning-I	9424	3(3+0)
2	Basics of Environmental Sciences	9389	3(2+1)
3	Literature of Pakistani Languages	9006	3(3+0)
4	Functional English	9382	3(3+0)
5	Introduction to Sociology, Culture & Society	9410	3(3+0)
6	Islamiat /Ethics	9401/ 5437	3(3+0)
			18 Credit Hours

2nd Semester

Sr.No.	Course Title	Course Code	Credit Hours
1	Entrepreneurship	5026	3(3+0)

2	Application of Information Communication & Technologies	9384	3(2+1)
3	Ideology and Constitution of Pakistan	9378	3(3+0)
4	Expository Writing	9381	3(3+0)
5	Quantitative Reasoning – II	9383	3(3+0)
6	Civics and Community Engagement	9385	3(3+0)
			18 Credit Hours

3rd Semester

Sr.No.	Course Title	Course Code	Credit Hours
1	English Literature	9416	3(3+0)
2	Introduction to Linguistics	9051	3(3+0)
3	History of English Language	9052	3(3+0)
4	History of English Literature	9053	3(3+0)
5	Classical Poetry	9054	3(3+0)
6	Pak. Studies	9374	3(3+0)
			18 Credit Hours

4th Semester

Sr.No.	Course Title	Course Code	Credit Hours
1	Psycholinguistics	9055	3(3+0)
2	Phonetics & Phonology	9056	3(3+0)

3	Classical Drama	9057	3(3+0)
4	Classical Novel	9058	3(3+0)
5	Sociolinguistics	9061	3(3+0)
6	Morphology	9077	3(3+0)
			18 Credit Hours

FEE TARIFF

Item	Fee
Registration Fee (At the time of 1 st Admission)	700/-
Admission Fee (At the time of 1 st Admission)	1400/-
Technology Fee (per semester)	850/-
Tuition fee of 1 Credit Hours course 1010 x 15 =	15150/-
Total Fee for First Semester	Rs.18100/-

Career Opportunities

Associate Degree in English, equivalent to 14 years of education, graduates can pursue a variety of entry-level positions in education, communication, administration, media and service sectors. Typical career opportunities include:

- i. English Language Instructor
- ii. School Teacher
- iii. Content Writer or Junior Content Developer
- iv. Copywriter Assistant
- v. Proofreader and Language Editor
- vi. Customer Service Representative

- vii. Public Relations Assistant
- viii. Social Media Content Assistant
- ix. Digital Marketing Assistant
- x. Research Assistant
- xi. Library Assistant
- xii. Newspaper or Magazine Editorial Assistant
- xiii. Translator (where bilingual proficiency exists)
- xiv. Freelance Writer
- xv. Receptionist or Front Desk Officer

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ASSOCIATE DEGREE IN GENDER AND WOMEN STUDIES (Programme Code 4013)

Introduction

The Department offered a BS degree program in GWS with a unique and diverse blend of courses based on GWS initially in the Autumn 2019 after meeting the criterion determined by AIOU and HEC. The program was based on HEC's policy guidelines delineated in the curriculum of BS GWS proposed in 2017. However, right after five years of its offering, it is being revised to streamline and bring it to par with the HEC's 'Undergraduate Education Policy (2023)'. As per policy, a student enrolled in the BS GWS program may exit the program after completing the first four semesters and may earn an Associate Degree in GWS as per AIOU/HEC policy guidelines. The primary objective of this policy is to promote student success which is envisioned as the ability to comprehend and apply conceptual knowledge, acquire professional skills and competencies, and act as an individual having strong civic and ethical values of tolerance and inclusiveness. Therefore, the program is aimed at offering specialized courses to develop and strengthen the critical skills of the learners fundamentally required to pursue their future higher education goals. The program provides an enabling and congenial learning environment for the learners to be engaged in highly critical academic debates in the fields of GWS. The program, also, focuses on establishing and strengthening the foundations for the Department's higher education programs including MPhil and PhD in GWS as well as other higher education institutions of the country.

Objectives

The main objectives of the program are to

1. provide basic education and training to young learners of GWS
2. equip the learners with mandatory critical skills required to accomplish higher education goals
3. meet the national needs of young and skillful researchers who can address gender issues and inequality.
4. establish, strengthen, and promote research culture in the country
5. develop critical thinking and analytical skills of the learners
6. provide prospective and aspiring candidates for postgraduate studies in Pakistan's higher education degree-awarding institutions

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.

Admission/Entry Requirements: FA/FSc or equivalent

Mode of Study

The program is offered through Open Distance Learning (ODL)

mode. The teaching/contact hours for a course would be determined and adjusted according to AIOU uniform policy at BS level. There would be workshops for each course as per AIOU policy/rules as amended from time to time.

Medium of Study

English language will be the medium of study. The students may not opt for any other language for any of the components of this program except some compulsory courses offered in Urdu language.

Duration of the Program

This program spans minimum four (2 years) semesters duration while maximum duration is eight semesters (4 years).

Study Material

The department will upload study material in soft form at the university website www.aiou.edu.pk to be downloaded by the students at the start of each semester as per AIOU policy. However, the students are required to consult reference books in the library as well as utilize Open Educational Resources (OER) for their coursework and research purposes.

Fee Tariff

As approved by the relevant AIOU committee.

Proposed Semester of Offering

This program is proposed to be offered once a year in autumn semester. The tentative launching date of this program is autumn 2024 semester.

Credit Hours and Division of Courses

A student will have to complete/pass four semesters. The total

number of credit hours of the program are sixty-nine and a student is required to complete twenty-three courses besides field experience/internship and a capstone project to earn a BS degree in GWS. A brief description of the program structure in terms of the nature of courses and the number of credit hours is as under:

S. No.	Categories	Number of Courses	Credit Hours
1	General Education	13	39
2	Major/ Disciplinary	10	33
		23	72

1st Semester

Sr. No.	Course Title	Areas	Category	Credit Hours	Course Code
1	Functional English	Functional English	General Education	3(3+0)	9382
2	Basics of Environmental Sciences	Natural Science	General Education	3(2+1)	9389
3	Quantitative Reasoning - I	Quantitative Reasoning-I	General Education	3(3+0)	9424
4	Perspective of Gender Studies	Major	Major	3(3+0)	9162
5	Social Construction of Gender	Major	Major	3(3+0)	9170
				Total Credit Hours 15	

2nd Semester

Sr. No.	Course Title	Areas	Category	Credit Hours	Course Code
1	Expository Writing	Expository Writing	General Education	3(3+0)	9381
2	Islamiat /Ethics (for Non-Muslim)	Islamic Studies/ Ethics	General Education	3(3+0)	9401/5437
3	Application of Information and Communication Technologies	ICT	General Education	3(2+1)	9384
4	Quantitative Reasoning-II	Quantitative Reasoning	General Education	3(3+0)	9383
5	Women and Media	Major	Major	3(3+0)	9165
6	Perspective of Women Rights in Islam	Major	Major	3(3+0)	9168
7	Pakistan Studies			3(3+0)	9374
Total Credit Hours 21					

3rd Semester

Sr. No.	Course Title	Areas	Category	Credit Hours	Course Code
1	Introduction to Sociology: Culture & Society Social Science Compulsory	Social Sciences	General Education	3(3+0)	9410
2	Ideology and Constitution	Ideology and Constitution	General Education	3(3+0)	9378
3	Entrepreneurship	Entrepreneurship	General Education	3(3+0)	5026
4	Literature of Pakistani Languages	Art & Humanities	General Education	3(3+0)	9006
5	Civics and Community Engagement	Civics and Community Engagement	General Education	3(3+0)	9385
6	Gender & Development	Major	Major	3(3+0)	9160
Total Credit Hours 18					

4th Semester

Sr. No.	Course Title	Areas	Category	Credit Hours	Course Code
1	Psychology of Gender	Major	Major	3(3+0)	9151
2	Women and Development	Major	Major	3(3+0)	9161
3	Men & Masculinities	Major	Major	3(3+0)	9171
4	Women's Movements in Global Perspective	Major	Major	3(3+0)	9173
5	Feminist Philosophy	Major	Major	3(3+0)	9176
6	Gender & Religion	Major	Major	3(3+0)	9181
				Total Credit Hours 18	

FEE TARIFF

Item	Fee
Registration Fee (At the time of 1 st Admission)	700/-
Admission Fee (At the time of 1 st Admission)	1400/-
Technology Fee (per semester)	850/-
Tuition fee of 1 Credit Hours course 1010 x 15 =	15150/-
Total Fee for First Semester	Rs.18100/-

As per HEC Undergraduate Policy 2023

**ASSOCIATE DEGREE IN LIBRARY &
INFORMATION SCIENCES**
(Programme Code 4014)

Introduction

Postgraduate library education in Pakistan started in 1956 by the University of Karachi. In the mid-eighties there were six library science departments all over the country. But they were not producing the required number of trained professional graduates as per demand. Moreover, the rate of technological change created by television, computer and other mass media was so stunning that many librarians had been unable to assess clearly its far-reaching effects on the sphere of their services and operation. Thus keeping in view the demand of professional staff and mission of AIOU, the Department of Library and Information Sciences was established in 1985 within the Faculty of Social Sciences and Humanities to cope with this shortage and change. It contributes to meeting the professional requirements of the existing libraries and training skilled manpower scattered all over the country in accordance with the emerging need and trend.

Objectives

The scheme of study of this program focuses to give students an understanding of the general subjects and theories, principles and methodologies that form the foundation of LIS. This program intends to enhance student's abilities in planning and controlling library functions. The new scheme of study will produce highly skilled professional human resource to serve the libraries, resource centers, documentation centers, archives, museums, information centers, and LIS schools. This gives students a proficiency in the skills of management, research, ICT, advocacy, problem-solving, and decision making relevant to information work in a rapidly

changing environment along with integrity and social responsibility. This scheme also intends to inculcate entrepreneur skills in graduates.

Eligibility Criteria and Procedure of Admission

An applicant having intermediate/higher secondary school pass certificate or equivalent with any subject(s) from any recognized institution is eligible for admission. All students who fulfill above criteria will be given admission.

Interested candidates are advised to follow the admission procedure as laid down by the AIOU. For this purpose, visit AIOU website <<https://aiou.edu.pk>> or contact your Regional Office concerned or the LIS Department in this regard.

1st Semester

S.No.	Course Title	Course Code	Credit Hours
1	Functional English	9382	3 (3+0)
2	Islamic Studies/Ethics	9401/ 5437	3 (3+0)
3	Ideology and Constitution of Pakistan	9378	3 (3+0)
4	Quantitative Reasoning-I	9424	3 (3+0)
5	Arabic	9388	3 (3+0)
Credit Hours			15

2nd Semester

S.No.	Course Title	Course Code	Credit Hours
1	Expository Writing	9381	3 (3+0)
2	Civics and Community Engagement	9385	3 (3+0)
3	Introduction to Sociology, Culture and Society	9410	3 (3+0)
4	Quantitative Reasoning-II	9383	3 (3+0)
5	Application of Information and Communication Technologies	9384	3 (2+1)
6	Pakistan Studies	9374	3 (3+0)
Credit Hours			18

3rd Semester

S.No.	Course Title	Course Code	Credit Hours
1	Basics of Environmental Sciences	9389	3 (2+1)
2	Entrepreneurship	5026	3 (3+0)
3	Soft Skills (Personality Development)	9201	3 (3+0)
4	Information Architecture	9203	3 (3+0)
5	Management Basics for Information Professionals	9218	3 (3+0)
6	Archives Records, and Information Management	9222	3 (3+0)
Credit Hours			18

4th Semester

1	Introduction to Library and Information Professions	9202	3 (3+0)
2	Planning Library Building, Space and Services	9205	3 (3+0)
3	Collection Development and Management	9206	3 (3+0)
4	Classification and Subject Headings	9208	3 (3+0)
5	Cataloguing and RDA	9209	3 (3+0)
6	Information Literacy Instruction	9230	3 (3+0)
Credit Hours 18			

FEE TARIFF

Item	Fee
Registration Fee (At the time of 1 st Admission)	700/-
Admission Fee (At the time of 1 st Admission)	1400/-
Technology Fee (per semester)	850/-
Tuition fee of 1 Credit Hours course 1010 x 15 =	15150/-
Total Fee for First Semester	Rs.18100/-

ASSOCIATE DEGREE IN HISTORY**(Program Code 4017)****Introduction**

The Associate Degree in History is a two-year undergraduate program designed to provide students with a broad understanding of historical developments and their significance in shaping contemporary societies. The program introduces students to major historical events, civilizations, political systems, and cultural traditions, with particular emphasis on Pakistan, South Asia, the Muslim world, and regional history. In addition to historical studies, the curriculum incorporates courses from the humanities, social sciences, communication, information technology, quantitative reasoning, environmental studies, and civic education. This interdisciplinary approach enables students to develop intellectual curiosity, analytical thinking, effective communication, and problem-solving skills. The program prepares students for further academic pursuits as well as diverse professional opportunities that require critical inquiry, research, and informed decision-making.

Aims and Objectives

- To provide students with a foundational understanding of historical processes, events, and developments that have shaped human societies.
- To develop awareness of the political, social, economic, and cultural dimensions of history at regional and global levels.
- To familiarize students with diverse historical perspectives and approaches to interpreting the past.
- To develop the ability to analyze historical evidence and draw reasoned conclusions based on factual information.

- To introduce students to basic concepts and methods of historical research and academic inquiry.
- To enhance critical thinking, analytical reasoning, and problem-solving skills through the study of historical issues and contemporary challenges.
- To strengthen written and oral communication skills for effective academic and professional engagement.
- To equip students with quantitative reasoning and information technology skills necessary for lifelong learning and career development.
- To foster civic responsibility, social awareness, and appreciation for cultural diversity and heritage.
- To encourage interdisciplinary learning by integrating historical knowledge with perspectives from the social sciences and humanities.
- To prepare students for higher education, professional careers, and active participation in society as informed and responsible citizens.

Duration:

Two years consisting of four semesters.

Admission Criteria:

Candidates having passed intermediate or equivalent qualification (twelve years of education) are eligible to apply for admission. Prospective applicants should follow the admission procedures prescribed by AIOU. For further information, please visit the AIOU website at <https://aiou.edu.pk> or get in touch with your respective Regional Office or the History Department.

Methods of Instruction:

- i. The program will be offered according to ODL Education Policy, i.e. Asynchronous/synchronous/ Blended Mode of Learning.
- ii. Learning Management Systems (LMS) shall be sourced for hosting academic material delivery of Instructions.

Evaluation System:

Assessment criteria as per rules & regulations of AIOU for BS level program will be applied as under or as modified from time to time with the approval of the statutory bodies:

Assessment Component	Weightage in the aggregate result
Assignment No. 1& 2	20%
Quiz & Attendance	30%
Final Examination	50%

Medium of Study

English

Study Material/Package

Compulsory reading prepared by course coordinator and Department. Text books/Study Guides as per AIOU approved format.

SCHEME OF STUDIES: 2-Years Scheme

1st Semester

Sr. No.	Course Title	Areas	Category	Course Code	Credit Hours
1	Functional English	Functional English	General Education	9382	3(3+0)
2	Islamiat / Ethics (for Non-Muslim)	Islamic Studies/Ethics	General Education	9401/5437	3(3+0)
3	Introduction to History	Major	Subject	9101	3(3+0)
4	Quantitative Reasoning-1	Quantitative Reasoning-I	General Education	9424	3(3+0)
5	Pakistan Studies	Social Sciences	General Education	9374	3(3+0)
15 Credit Hours					

2nd Semester

Sr. No.	Course Title	Areas	Category	Course Code	Credit Hours
1	Expository Writing	Expository Writing	General Education	9381	3(3+0)
2	Civics and Community Engagement	Civics and Community Engagement	General Education	9385	3(3+0)
3	Pakistan Adab-1	Arts & Humanities	General Education	9403	3(3+0)
4	Pakistan	Major	Subject	9199	3(3+0)

	and the World Affairs: Issues and Challenges				
5	Application of Information and Communication Technologies	ICT	General Education	9384	3(2+1)
6	Introduction to sociology culture society	Social Sciences & Humanities	General Education	9410	3(3+0)
18 Credit Hours					

3rd Semester

Sr. No.	Course Title	Areas	Category	Course Code	Credit Hours
1	Basics of Environmental Sciences	Natural Science	General Education	9389	3(2+1)
2	Entrepreneurship	Entrepreneurship	General Education	5026	3(3+0)
3	Ideology and Constitution of Pakistan	Ideology and Constitution	General Education	9378	3(3+0)

4	Quantitative Reasoning-II	Quantitative Reasoning	General Education	9383	3(3+0)
5	Afghanistan: History and Politics	Major	Subject	9197	3(3+0)
6	Islamic History (570-661 AD) (Prophet Muhammad S.A.W & Pious Caliphate)	Major	Subject	9105	3(3+0)
18 Credit Hours					

4th Semester

Sr. No.	Course Title	Areas	Category	Course Code	Credit Hours
1	Ancient History of India	Major	Subject	9139	3(3+0)
2	Methods in Historical Research	Major	Subject	9115	3(3+0)
3	Sultanate of Delhi (712-1526)	Major	Subject	9141	3(3+0)
4	Mughals in India (1526-1707 AD)	Major	Subject	9142	3(3+0)
5	Rise and Consolidation of British Power in India	Major	Subject	9143	3(3+0)

6	History of Umayyads	Major	Subject	9144	3(3+0)
18 Credit Hours					

FEE TARIFF

Item	Fee
Registration Fee (At the time of 1 st Admission)	700/-
Admission Fee (At the time of 1 st Admission)	1400/-
Technology Fee (per semester)	850/-
Tuition fee of 1 Credit Hours course 1010 x 15 =	15150/-
Total Fee for First Semester	Rs.18100/-

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**ASSOCIATE DEGREE IN MASS
COMMUNICATION**
(Programme Code: 4008)

Introduction

The Department of Mass Communication offers BS in Mass Communication besides other degree programs. As per the new Undergraduate Education Policy of the Higher Education Commission of Pakistan, a student enrolled in BS Mass Communication program may exit the program after completing the first four semesters and may earn an Associate Degree in Mass Communication.

This degree (Associate Degree in Mass Communication) consists of **69** credit hours (23 courses), and the minimum period for its completion is two years. The program provides a broad overview of the various areas of mass communication such as print media, electronic media, mass communication (practices and processes), development support communication, etc. To complete the General Education requirements, and Disciplinary Requirements of the degree, the students will be required to attend fortnightly tutorials, participate in workshops/quizzes, and final examination as per HEC/University guidelines.

Objectives

Objectives of the Associate Degree in Mass Communication (and BS Mass Communication program) are:

- To cater the educational needs of our students and to prepare and guide them for pursuing higher studies and research in mass communication.

- To enable the students, understand and explain the dynamics of the social phenomena of mass communication and media sociology in Pakistani society.
- To meet the professional requirements of media industry and job market.

Scheme of Studies

The primary mission of the Associate Degree in Mass Communication Program is to provide quality education and impart professional skills to the learners to meet the current and future needs of the media industry.

Program Structure

Total Number of Courses	23 (3 credit hours each)
General Education courses opted from different departments	13 (3 credit hours each)
Mass Communication Courses	10 (3 credit hours each)
First Semester Courses	05 (3 credit hours each)
Last Three Semester Courses	18 (3 credit hours each)
Duration	02 years (four semesters)
Semester Duration	As per University calendar
Semesters	04
Course Load per Semester	15–18 credit hours
Total Credit Hours	69

Eligibility Criteria

Admission will be offered to students having intermediate or equivalent qualification on open merit basis as per the University

policy.

Teaching Mode: ODL

Medium of Instruction: English

Degree Requirement

The following requirements are necessary for award of Associate Degree in Mass Communication:

1. Successful completion of 69 credit hours of study in minimum four semesters.
2. **Online Classes/Workshops:** There will be online classes/workshops for all the courses as per the University rules:
 - i. Assignments (two for each course)
 - iii. Workshop/Quiz
 - iv. Final Exam

Courses

A student will have to complete courses comprising 69 credit hours. The semester-wise break-up of these courses as per guidelines of the Higher Education Commission is as under.

1st Semester

Sr. No.	Course Title	Credit hours	Course Code	Category
1	Functional English	3	9382	Gen Edu (Functional English)
2	Introduction to Sociology, Culture and Society	3	9410	Gen Edu (Social Science)
3	Quantitative Reasoning	3	9424	Gen Edu (Quantitative Reasoning)

4	Literature of Pakistani Languages	3	9006	Gen Edu (Arts & Humanities)
5	Public Relations	3	9263	Major
15 Credit Hours				

2nd Semester

Sr. No.	Course Title	Credit hours	Course Code	Category
1	Expository Writing	3	9381	Gen Edu (Expository Writing)
2	Ideology and Constitution of Pakistan	3	9378	Gen Edu (Ideology & Constitution of Pakistan)
3	Islamist/Ethics	3	9401/5437	Gen Edu (Islamic Studies/Ethics)
4	Quantitative Reasoning-II	3	9383	Gen Edu (Quantitative Reasoning)
5	Advertising	3	9269	Major
6	Pakistan Studies	3	9374	Gen
18Credit Hours				

3rd Semester

Sr. No.	Course Title	Credit hours	Course Code	Category
1	Entrepreneurship	3	5026	Gen Edu (Entrepreneurship)
2	Civics and Community Engagement	3	9385	Gen Edu (Civics & Community Engagement)
3	Basics of Environmental Sciences	3(2+1)	9389	Gen Edu (Natural Science)
4	Application of Information and Communication Technologies	3(2+1)	9384	Gen Edu (Application of Information and Communication Technologies)
5	Language Skills & Communicative Abilities	3	9266	Major
6	Development Support Communication	3	9272	Major
18 Credit Hours				

4th Semester

Sr. No.	Course Title	Credit hours	Course Code	Category
1	Process & Effects of Mass Communication-I	3	9270	Major
2	Process & Effects of Mass Communication-II	3	9271	Major
3	Print Media-I	3	9261	Major
4	Print Media-II	3	9262	Major
5	Electronic Media-I	3	9267	Major
6	Electronic Media-II	3	9268	Major
18 Credit Hours				

FEE TARIFF

Item	Fee
Registration Fee (At the time of 1 st Admission)	700/-
Admission Fee (At the time of 1 st Admission)	1400/-
Technology Fee (per semester)	850/-
Tuition fee of 1 Credit Hours course 1010 x 15 =	15150/-
Total Fee for First Semester	Rs.18100/-

ASSOCIATE DEGREE IN PAKISTAN STUDIES

(Programme Code 4011)

Introduction

For the pragmatic understanding of the socio-political and economic institutions of any country, it is inevitable to study the Geography, History, Politics, Economics and Culture of that particular country in an integrated manner. The purpose of offering associate degree in Pakistan Studies is to provide exit to the students of BS Pakistan Studies who will not be able to continue the BS Programme due to any circumstances. However, the same students will be able to join 5 semester of BS Pakistan Studies Programme from where they had left.

Objectives

The main objective of associate degree in Pakistan Studies programme is to produce social scientists who can embark on the task of carrying out scientific research in the fields of Pakistan's history, politics, economics, society and culture. We hope, this approach will be helpful to understand the complexities and problems associated with the socio-political and economic development of the country.

Eligibility

The candidates having Intermediate Certificate or equivalent will be eligible to apply for the admission in associate degree in Pakistan Studies.

Duration

The minimum period for completion of the programme is 2 years while the maximum period as prescribed by HEC.

Medium of Instruction

The medium of instructions and examinations will be English.

Scope of Studies

Associate degree in Pakistan Studies will provide base to the students to enroll in BS Pakistan Studies programme (in 5 semester) and the BS Programme would fulfill their inner most satisfaction and their thirst for knowledge as well as the requirements of students for jobs. After completing BS Pakistan Studies, the learners will find the jobs in public as well as in various private sectors. At the same time, Pakistan Studies is a compulsory subject at college level and after completing BS the candidates may serve as lecturers/teachers in all over the country.

Scheme of Studies

Associate degree in Pakistan Studies programme comprises of 69 Credit Hours of course work It would comprise of a total of 04 semesters. Admission for in associate degree would in a year.

Semester wise break-up of the courses:

Course Load per Semester: 15-21 Credit Hours

Number of Courses per Semester: 5-7 Courses

Provided that in case of failure in I or more courses, the student would be allowed to get admission in the coming semester wherein the failed course/s would be offered.

The student could not opt for more than 07 courses in any semester.

Scheme of Study

Sr. No.	Categories	Number of Courses	Credit Hours
1	General Education	13	39
2	Major/ Disciplinary	10	30
	Interdisciplinary Course	00	00
		23	69

1st Semester

15 Credit Hours

Sr. No.	Course Title	Academic Cluster	Course Code	Credit Hours
1	Quantitative Reasoning-I	Quantitative Reasoning	9424	3(3+0)
2	Islamic History (570-661AD) (Prophet Muhammad S.A.W. & Pious Caliphate)	Arts & Humanities	9105	3(3+0)
3	Pakistani Languages and Literature – I	Major	9359	3(3+0)
4	Functional English	Functional English	9382	3(3+0)
5	Application of Information Communication & Technologies	Application of ICT	9384	3(2+1)
		15 Credit Hours		

2nd Semester 18 Credit Hours

1	Entrepreneurship	Entrepreneurship	5026	3(3+0)
2	Evolution of Muslim Civilizations in the Sub-Continent	Major	9341	3(3+0)
3	Islamiyat / Ethics	Islamic Studies	9401/ 5437	3(3+0)
4	Expository Writing	Expository Writing	9381	3(3+0)
5	Basics of Environmental Sciences	Natural Sciences	9389	3(2+1)
6	Pakistan Studies		9374	3(3+0)
18 Credit Hours				

3rd Semester 18 Credit Hours

S. No	Course Title	Academic Cluster	Course Code	Credit Hours
1	Quantitative Reasoning-II	Quantitative Reasoning	9383	3(3+0)
2	Muslim Struggle in British India (1858-1947)	Major	9342	3(3+0)
3	Fundamentals of Business	Social Sciences	5402	3(3+0)
4	Pakistani Languages	Major	9364	3(3+0)

	and Literature- II			
5	Ideology and Constitution of Pakistan	Compulsory	9378	3(3+0)
6	Civics and Community Engagement	Civics & Community Eng.	9385	3(3+0)
18 Credit Hours				

4th Semester 18 Credit hours

Sr. No.	Course Title	Academic Cluster	Course Code	Credit Hours
1	Political and Constitutional Evolution in Pakistan	Major	9343	3(3+0)
2	Geography of Pakistan-I	Major	9351	3(3+0)
3	Archaeology of Pakistan	Major	9357	3(3+0)
4	Genesis of Pakistan Movement	Major	9358	3(3+0)
5	Minorities and Human Rights in Pakistan	Major	9369	3(3+0)
6	Developing Research Reports	Major	9376	3(3+0)
18 Credit Hours				

FEE TARIFF

Item	Fee
Registration Fee (At the time of 1 st Admission)	700/-
Admission Fee (At the time of 1 st Admission)	1400/-
Technology Fee (per semester)	850/-
Tuition fee of 1 Credit Hours course 1010 x 15 =	15150/-
Total Fee for First Semester	Rs.18100/-

Assessment Course:

Under continuous assessment (assignments), the student have to submit two assignments for each 3 C.H. course to the concerned tutor in the stipulated time mentioned in the assignment schedule. Passing marks for each assignment is 50 percent.

Department of Politics & International Relations

The Department of Politics & International Relations at Allama Iqbal Open University (AIU) marks a pioneering step in providing high-quality education to students in Pakistan and around the world. As a leading institution in Open and Distance Learning (ODL), AIU has embraced the changing dynamics of education, making it accessible to all, regardless of geographical location, personal circumstances, or financial barriers.

The Department of Politics & IR offers a unique and specialized learning experience, combining academic rigor with practical insights into the ever-evolving political landscapes both

domestically and globally. Through our comprehensive and tailored programs, students will gain a deep understanding of political theories, international relations, diplomacy, global governance, political economy, and human rights. We strive to develop critical thinkers and leaders who will contribute to political discourse and international cooperation in an increasingly interconnected world. What sets our department apart is our commitment to open and distance learning—an educational approach that allows students to pursue their academic dreams from anywhere in the world. Whether you are in the heart of Pakistan or across continents, our flexible and innovative teaching methodologies ensure you receive the same high-quality education, with personalized support and resources at your fingertips.

At the Department of Politics & International Relations, we blend theory with practical application. Our world-class faculty ensures that students engage with contemporary political challenges while also exploring historical perspectives that shape today's global relations. With a diverse student body and an inclusive learning environment, we promote cross-cultural exchange, enabling our students to broaden their perspectives and deepen their understanding of global issues.

We offer a range of undergraduate programs designed to provide a solid foundation in political science and international relations while fostering skills in research, analysis, negotiation, and policymaking. Our graduates are equipped not only to excel academically but also to pursue careers in government, international organizations, think tanks, diplomatic services, and beyond.

In line with the legacy of Allama Iqbal, whose vision for a progressive and enlightened society resonates deeply with the

department's core values, we are dedicated to nurturing well-rounded individuals who are prepared to take on leadership roles on both the national and international stages. As the first department of its kind offering specialized education in politics and international relations through online and distance learning, we are excited to contribute to the academic and professional growth of individuals who aspire to make a difference.

We invite you to join us on this exciting educational journey as we cultivate the next generation of political leaders, international diplomats, and thinkers, committed to shaping a better future for Pakistan and the world.

Associate Degree in International Relations 2-Years (Code: 4022)

Introduction

The Department of Politics & International Relations at Allama Iqbal Open University is pleased to announce its newly designed Associate Degree Programme in International Relations, launching for the first time in spring 2026. This programme is designed to meet the growing demand for education in global politics, comparative politics, political ideologies, and international affairs. As a distance learning programme, it provides access to students across Pakistan through the AIOU platform.

Our ADP programme offers a comprehensive curriculum covering international diplomacy, global governance, political theory, comparative politics, and international law. The aim is to provide students with a strong foundation in both theoretical

frameworks and practical approaches within Political Science and International Relations.

Aligned with modern educational standards and in response to the increasing interest in political and international studies, the programme emphasizes critical thinking, analytical skills, and effective communication. Students will have opportunities to participate in internships, research projects, and study abroad programmes, gain valuable real-world experience, and deepen their understanding of the evolving global political landscape. The ADP programme is designed to prepare graduates for a wide range of careers across diplomacy, international organizations, public policy, media, the civil services, and academia. By fostering a deep, interdisciplinary understanding of International Relations and Political Science, the programme equips students with the knowledge and skills to navigate and contribute to the complex global environment.

Programme Objectives

- a) **To develop a strong academic foundation in International Relations** by equipping students with a comprehensive understanding of core theories, concepts, and evolving global dynamics necessary for analyzing contemporary international issues.
- b) **To cultivate analytical and practical skills** that enable students to apply International Relations theories, frameworks, and tools in addressing real-world global and regional challenges related to peace, security, diplomacy, and development.

- c) **To enhance professional communication and problem-solving skills so that graduates can effectively articulate informed perspectives, propose viable solutions, and contribute meaningfully to policymaking,** international cooperation, and socioeconomic progress.

Programme Learning Outcomes

- a) Demonstrate a comprehensive understanding of fundamental and advanced concepts in International Relations and their relevance to contemporary global trends.
- b) Apply theoretical frameworks, analytical tools, and practical knowledge of International Relations to real-world scenarios addressing global and regional issues effectively.
- c) Communicate insights and solutions in International Relations with clarity, showcasing the ability to contribute to real-world applications for peace, security, and socioeconomic progress.

Eligibility Criteria & Admission Requirements

Admission to the Associate Degree in International Relations programme is offered on an open merit basis in accordance with university policy. Applicants must have completed Intermediate (FA/F.Sc) or an equivalent qualification. All candidates who meet this eligibility criterion are considered for admission to the programme.

Mode of Learning

The Associate Degree in International Relations Programme is offered through Open & Distance Learning (ODL) mode.

Medium of Instruction

English is the medium of instruction for the Associate Degree in International Relations Programme.

Duration of the programme

The Associate Degree in International Relations programme has a minimum duration of two years (four semesters) and a maximum period as prescribed by HEC & AIOU policy. Any extension beyond the prescribed period may be granted in accordance with AIOU and HEC regulations.

Study Material

The university provides study guides to every student, preferably in electronic format. However, students may use open educational resources available online or in libraries for their coursework & research.

Fee Tariff

As approved by the relevant AIOU committee. The fee for subsequent semesters will be informed at the time of their admission.

Proposed Semester of Offering

This programme is proposed to be offered twice a year in the spring & autumn semesters.

Online Classes/Workshops

There will be mandatory online classes/workshops for all the

courses and attendance will be compulsory as per the University rules.

Evaluation system

The programme's assessment & evaluation system complies with AIOU assessment policies, rules, and regulations. Moreover, the policy rules and regulations amended from time to time shall also apply. As per current policy, students must attend an online workshop, upload two assignments to the LMS, and complete an online quiz, in addition to taking the final examination for each course.

Credit Hours and Division of Courses

A student must complete four semesters. The programme requires 71 credit hours and includes 25 courses to earn an Associate Degree in International Relations. A brief description of the programme structure in terms of the nature of courses and the number of credit hours is as follows:

Approved Scheme of Studies

The primary mission of the Associate Degree in International Relations programme is to deliver high-quality education that meets students' current and future academic and professional needs across both disciplines and professional life.

Career Opportunities

An IR graduate can pursue careers in diplomacy, public service, international organizations, research institutes, non-governmental organizations, media, and multinational corporations.

Programme Structure

Programme Structure Total Number of Courses	25 (3 credit hours each)
General Education courses opted from different departments	13 (3 credit hours each)
International Relations Courses	10 (3 credit hours each)
First Four Semester Courses	23 (3 credit hours each)
Duration	02 years (four semesters)
Semester Duration	As per University calendar
Semesters	4
Course Load per Semester	15-18 credit hours
Total Credit Hours	71

Semester Breakdown

1 st SEMESTER				
Sr. #	Course Title	Credit hours	Course Code	Category
1	Functional English	3(3+0)	9382	Gen Education
2	Basics of Environmental Science	3(2+1)	9389	Gen Education(Natural Sciences)
3	Islamic Studies/Ethics	3(3+0)	9401/ 5437	Gen Education (Compulsory)

4	Introduction to International Relations	3(3+0)	9570	Major
5	Quantitative Reasoning -I	3(3+0)	9424	Gen Education
Total Credit Hours		15		
2nd SEMESTER				
Sr. #	Course Title	Credit Hours	Course Code	Category
1	Expository Writing	3(3+0)	9381	Gen Education
2	Applications of Information and Communication Technology	3(2+1)	9384	Gen Education
3	Entrepreneurship	3(3+0)	5026	Gen Education
4	Quantitative Reasoning II	3(3+0)	9383	Gen Education
5	Introduction to Political Science	3(3+0)	9571	Major
6	Pakistan Studies	3(3+0)	9374	Gen Education
Total Credit Hours		18		
3rd SEMESTER				
Sr. #	Course Title	Credit Hours	Course Code	Category
1	Economics	3(3+0)	9335	Gen Education, (Social Sciences)

2	Civic and Community Engagement	3(3+0)	9385	Gen Education
3	Pakistani Adab I	3(3+0)	9403	Gen Education, Arts & Humanities
4	Introduction to Law	3(3+0)	9573	Major
5	Introduction to Political Science II	3(3+0)	9572	Major
6	Ideology and Constitution of Pakistan	3(3+0)	9378	Gen Education
7	Fahm-E-Quran-II (Tajwid, Translation, and Tafsir)	01	Not Allocated Yet	Fahm-ul-Quran (Introduction to Quran)
Total Credit Hours		19		
4th SEMESTER				
Sr. #	Course Title	Credit Hours	Course Code	Category
1	International Relations 1648-1945	3(3+0)	9574	Major
2	Diplomacy: Theory and Practice	3(3+0)	9575	Major

3	Foreign Policy Analysis	3(3+0)	9576	Major
4	Theories of International Relations	3(3+0)	9577	Major
5	Government and Politics in Pakistan	3(3+0)	9578	Major
6	International and Regional Organizations	3(3+0)	9579	Major
7	Fahm-E-Quran-II (Tajwid, Translation, and Tafsir)	01	Not Allocated Yet	Fahm-ul-Quran (Introduction to Quran)
Total Credit Hours		19		

FEE TARIFF

Item	Fee
Registration Fee (At the time of 1 st Admission)	700/-
Admission Fee (At the time of 1 st Admission)	1400/-
Technology Fee (per semester)	850/-
Tuition fee of 1 Credit Hours course 1010 x 15 =	15150/-
Total Fee for First Semester	Rs.18100/-

Associate Degree in Political Science 2-Years (Code: 4021)

Introduction

The Department of Politics & International Relations at Allama Iqbal Open University is pleased to announce its newly designed Associate Degree Programme in Political Science, launching for the first time in spring 2026. This programme is designed to meet the growing demand for education in global politics, comparative politics, political ideologies, and international affairs. As a distance learning programme, it provides access to students across Pakistan through the AIOU platform.

Our ADP programme offers a comprehensive curriculum covering international diplomacy, global governance, political theory, comparative politics, and international law. The aim is to provide students with a strong foundation in both theoretical frameworks and practical approaches within Political Science and International Relations. Aligned with modern educational standards and in response to the increasing interest in political and international studies, the programme emphasizes critical thinking, analytical skills, and effective communication. Students will have opportunities to participate in internships, research projects, and study abroad programmes, gain valuable real-world experience, and deepen their understanding of the evolving global political landscape.

The ADP programme is designed to prepare graduates for a wide range of careers across diplomacy, international organizations, public policy, media, the civil services, and academia. By fostering a deep, interdisciplinary understanding of Political Science and International Relations, the programme equips students with the knowledge and skills to navigate and contribute to the complex global environment.

Programme Objectives

- d) To develop a strong academic foundation in Political Science by equipping students with a comprehensive understanding of core theories, concepts, and evolving global dynamics necessary for analyzing contemporary international issues.
- e) To cultivate analytical and practical skills that enable students to apply Political Science theories, frameworks, and tools in addressing real-world global and regional challenges related to peace, security, diplomacy, and development.
- f) To enhance professional communication and problem-solving skills so that graduates can effectively articulate informed perspectives, propose viable solutions, and contribute meaningfully to policymaking, international cooperation, and socioeconomic progress.

Programme Learning Outcomes

- d) Demonstrate a comprehensive understanding of fundamental and advanced concepts in International Relations and their relevance to contemporary global trends.
- e) Apply theoretical frameworks, analytical tools, and practical knowledge of International Relations to real-world scenarios addressing global and regional issues effectively.
- f) Communicate insights and solutions in Political Science with clarity, showcasing the ability to contribute to real-world applications for peace, security, and socioeconomic progress.

Eligibility Criteria & Admission Requirements

Admission to the Associate Degree in Political Science programme is offered on an open merit basis in accordance with university policy. Applicants must have completed Intermediate (FA/F.Sc) or an equivalent qualification. All candidates who meet this eligibility criterion are considered for admission to the programme.

Mode of Learning

The Associate Degree in Political Science Programme is offered through Open & Distance Learning (ODL) mode.

Medium of Instruction

English is the medium of instruction for the Associate Degree in Political Science Programme.

Duration of the programme

The Associate Degree in Political Science programme has a minimum duration of two years (four semesters) and a maximum period as prescribed by HEC & AIOU policy. Any extension beyond the prescribed period may be granted in accordance with AIOU and HEC regulations.

Study Material

The university provides study guides to every student, preferably in electronic format. However, students may use open educational resources available online or in libraries for their coursework & research.

Fee Tariff

As approved by the relevant AIOU committee. The fee for subsequent semesters will be informed at the time of their admission.

Proposed Semester of Offering

This programme is proposed to be offered twice a year in the spring & autumn semesters.

Online Classes/Workshops

There will be mandatory online classes/workshops for all the courses and attendance will be compulsory as per the University rules.

Evaluation system

The programme's assessment & evaluation system complies with AIOU assessment policies, rules, and regulations. Moreover, the policy rules and regulations amended from

time to time shall also apply. As per current policy, students must attend an online workshop, upload two assignments to the LMS, and complete an online quiz, in addition to taking the final examination for each course.

Credit Hours and Division of Courses

A student must complete four semesters. The programme requires 69 credit hours and includes 25 courses to earn an Associate Degree in Political Science. A brief description of the programme structure in terms of the nature of courses and the number of credit hours is as follows:

Approved Scheme of Studies

The primary mission of the Associate Degree in Political Science programme is to deliver high-quality education that meets students' current and future academic and professional needs across both disciplines and professional life.

Career Opportunities

Political Science graduate can pursue careers in diplomacy, public service, bureaucracy, international organizations, research institutes, non-governmental organizations, media, and multinational corporations.

1ST SEMESTER

Sr. No.	Course Title	Credit hours	Course Code	Category
1	Functional English	3(3+0)	9382	Gen Education

2	Basics of Environmental Science	3(2+1)	9389	Gen Education
3	Islamic Studies/Ethics	2(2+0)	9801/9802	Gen Education Compulsory
4	Quantitative Reasoning -I	3(3+0)	9424	Gen Education
5	Introduction to Political Science I	3(3+0)	9571	Major
6	Introduction to International Relations	3(3+0)	9570	Major

(Total Credit Hours=17)

2nd SEMESTER

Sr. No.	Course Title	Credit hours	Course Code	Category
1	Expository Writing	3(3+0)	9381	Gen Education
2	Entrepreneurship	2(2+0)	9805	Gen Education
3	Quantitative Reasoning II	3(3+0)	9383	Gen Education
4	Introduction to Political Science II	3(3+0)	9572	Major

5	Applications for Information and Communication Technology	3(2+1)	9384	Gen Edu Natural Sciences
6	Pakistan Studies	3(3+0)	9806	Gen Education

(Total Credit Hours=17)

3rd SEMESTER

Sr. No.	Course Title	Credit hours	Course Code	Category
1	Economics	3(3+0)	9810	Gen Edu. Social Sciences
2	Civics and Community Engagement	3(3+0)	9803	Gen Education
3	Pakistani Adab	3(3+0)	9828	Gen Edu. Arts & Humanities
4	Political System (Developed)	3(3+0)	9535	Major
5	Ideology and Constitution of Pakistan	3(3+0)	9804	Gen Education
6	Western Political Thought-I	3(3+0)	9536	Major

7	Fahm-E-Quran -I (Tajwid, Translation, and Tafsir)	01	9489	Fahm-ul- Quran (Introduction to Quran)
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(Total Credit Hours=19)

4th SEMESTER

Sr. No.	Course Title	Credit hours	Course Code	Category
1	Political System (Developing)	3(3+0)	9537	Major
2	Foreign Policy Analysis	3(3+0)	9576	Major
3	Political Ideologies	3(3+0)	9538	Major
4	Western Political Thought-II	3(3+0)	9539	Major
5	Muslim Political Thought	3(3+0)	9598	Major
7	Fahm-E-Quran - II (Tajwid, Translation, and Tafsir)	01	Not Allocated Yet	Fahm-ul- Quran (Introduction to Quran)

(Total Credit Hours=16)

FEE TARIFF

Item	Fee
Registration Fee (At the time of 1 st Admission)	700/-
Admission Fee (At the time of 1 st Admission)	1400/-
Technology Fee (per semester)	850/-
Tuition fee of 1 Credit Hours course 1010 x 17 =	17170/-
Total Fee for First Semester	Rs.20120/-

Faculty Members:

1. **Dr. Mehmood Hussain**

Assistant Professor

2. **Dr. Waqar Ilahi**

Consultant

Faculty Members

1. **Dr. Mehmood Hussain**

Assistant Professor

2. **Dr. Waqar Ilahi**

Assistant Professor (IPFP)

ASSOCIATE DEGREE IN PSYCHOLOGY 2 YEARS (Program Code - 4026)

The Associate Degree in Psychology at Allama Iqbal Open University is a structured two-year undergraduate program requiring the completion of 67 credit hours across twenty-seven courses, fully aligned with the Higher Education Commission (HEC) guidelines.

Program Educational Objectives (PEOs)

The Associate Degree aims to:

- Provide an introductory understanding of core psychological concepts, theories, and historical developments.
- Enable the application of basic psychological principles across disruptive individual, educational, and organizational contexts.
- Prepare graduates for entry-level employment or a smooth transition into advanced degree programs.
- Cultivate community awareness by promoting basic psychological literacy and personal well-being.

Program Learning Outcomes (PLOs)

Upon successful completion of the program, graduates will be able to:

- Explain fundamental psychological concepts, primary historical trends, and theoretical frameworks.
- Utilize foundational psychological principles to understand human behavior in social, educational, and work environments.

- Use basic statistical and logical tools to evaluate academic data and interpret information accurately.
- Apply basic ICT tools for academic navigation, digital presentations, and information retrieval within an ODL environment.
- Present foundational psychological ideas clearly through structured written assignments, academic reporting, and digital formats.
- Demonstrate awareness of ethical boundaries, professional standards, and cultural sensitivity in academic and community settings.

1. Eligibility Criteria and Admission Requirement:

An applicant having an Intermediate Certificate or equivalent with any subject(s) from any Board or institution is eligible for admission. All students who fulfill the above criteria will be given admission.

2. Mode of learning

The program is offered through Open Distance Learning (ODL) mode. There will be workshops for each course as per AIOU policy/rules as amended from time to time.

3. Medium of Instruction

English language will be the medium of study. The students may not opt for any other language for any of the components of this program except some compulsory courses offered in Urdu language.

4. Duration of the Program

This program spans a minimum of four semesters (2 years) and a maximum period as prescribed by HEC & AIOU Policy. The extension(s) in the studies may be granted as per existing AIOU and HEC policy.

5. Study Material

The university provides study guides to every student preferably in electronic format. However, the students may use open educational resources available online or in libraries for their coursework and research purposes.

6. Fee Tariff:

As approved by the relevant AIOU committee.

7. Proposed Semester of Offering:

This program is proposed to be offered in both spring & autumn semesters.

8. Online Classes/Workshops:

There will be online classes/workshops for all the courses as per the University rules.

9. Evaluation System

The assessment & evaluation system of the program is as per AIOU assessment policy, rules regulations. Moreover, the policy rules and regulations amended from time to time shall also apply. As per current policy, students are required to attend an online workshop, upload two assignments on the LMS, and attempt an online quiz besides taking the final examination for each course.

10. Credit Hours & Division of Courses

A student will have to complete courses comprising 67 credit

hours and a student is required to complete twenty-seven courses to earn an Associate degree in Psychology. The semester-wise break-up of these courses as per guidelines of the Higher Education Commission is as attached below:

Semester-wise Scheme of Studies:

Semester	S. No	Category	Course Title	Credit Hours	Course Codes
1st Semester	1	General Education	Functional English	3(3+0)	9382
	2	General Education	Basics of Environmental Science	3 (2+1)	9389
	3	General Education	Islamic Studies/Ethics	2(2+0)	9801/9802
	4	General Education	Quantitative Reasoning I	3(3+0)	9424
	5	General Education	Pakistan Studies	2(2+0)	9806
	6	Major	Introduction to Psychology	3(3+0)	8411
Total Credit Hours				16	
2nd Semester	1	General Education	Expository Writing	3(3+0)	9381
	2	General Education	Applications of Information and Communication Technology	3 (2+1)	9384

	3	General Education	Civics and Community Engagement	2(2+0)	9803
	4	General Education	Quantitative Reasoning II	3(3+0)	9383
	5	General Education	Ideology and Constitution of Pakistan	2(2+0)	9804
	6	Major	Ethics in Psychology	3(3+0)	9891
	7	Compulsory	Fahm-E-Quran-I	1(0+1)	9489
	Total Credit Hours			17	
3rd Semester	1	General Education	Introduction to Sociology, Culture and Society	2(2+0)	9807
	2	General Education	Entrepreneurship	2(2+0)	9805
	3	General Education	Pakistani Adab I	2(2+0)	9828
	4	Major	Theories of Personality	3(3+0)	9615
	5	Major	Behavioral Neuroscience	3(3+0)	9892
	6	Major	Experimental Psychology	3(3+0)	9617
	7	Compulsory	Fahm-E-Quran-II	1(0+1)	9490

		Total Credit Hours		16	
4th Semester	1	Major	Cognitive Psychology	3(3+0)	9631
	2	Major	Developmental Psychology	3(3+0)	9619
	3	Major	Psychology of Gender	3(3+0)	9151
	4	Major	Social Psychology	3(3+0)	9609
	5	Major	Schools and Perspectives in Psychology	3(3+0)	9618
	6	Major	Positive Psychology	3(3+0)	9633
	7	Compulsory	Seerat-e Tayyaba	Non /Credit	9488
		Total Credit Hours		18	
		Total Credit Hours Associate Degree in psychology (2 Year)		67	

11. Program Coordinator

Mrs. Maria Mustafa Malik

Assistant Professor, Department of Psychology

Email: maria_mustafa@aiou.edu.pk

12. Staff Members:

- **Ms. Qurat-ul-Ain, Research Associate**

- **Tahir Aziz**

Contact Number : 0519576890

FEE TARIFF

Item	Fee
Registration Fee (At the time of 1 st Admission)	700/-
Admission Fee (At the time of 1 st Admission)	1400/-
Technology Fee (per semester)	850/-
Tuition fee of 1 Credit Hours course 1010 x 16 =	16160/-
Total Fee for First Semester	Rs.19110/-

ASSOCIATE DEGREE IN SOCIOLOGY
(Programme Code 4015)

Introduction

Since 1985 department of Sociology, social work and population studies is committed to empirically rich, conceptually sophisticated, and socially and politically relevant research and scholarship. Keeping the traditions of discipline of Sociology, the department aims to play a key role in developing new intellectual areas and addressing the social problems and ethical dilemmas that face a globalized society. AIOU's Sociology department embraces a theoretically and methodologically diverse range of approaches. The department aims to provide a learning environment in which students are encouraged to think critically and independently.

Objectives of the Department

The objectives of the department are:

1. To introduce students with recent and contemporary debates and frameworks for social analysis to enable them to understand, evaluate and compare arguments
2. To provide students an understanding of different social problems of society and highlight them for broader national interests
3. To prepare students for scholarly and applied research and for teaching in Sociology

Eligibility

- F.A/FSC or equivalent

1st Semester

Sr. No.	Course Title	Category	Code	Credit Hours
1	Functional English	General	9382	3(3+0)
2	Introduction to Sociology: Culture & Society	Major	9410	3(3+0)
3	Public Relations	General (Social Sciences)	9263	3(3+0)
4	Quantitative Reasoning	General	9424	3(3+0)
5	Literature of Pakistani Languages	General (Arts & Humanities)	9006	3(3+0)
				15 Credit Hours

2nd Semester

1	Expository Writing	General	9381	3(3+0)
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2	Basics of Environmental Sciences	Natural Sciences	9389	3(2+1)
3	Anthropology	Major	9460	3(3+0)
4	Application of Information and Communication Technologies	General	9384	3(2+1)
5	Entrepreneurship	General	5026	3(3+0)
6	Islamic Studies/ Ethics	General	9401/5437	3(3+0)
			18 Credit Hours	

3rd Semester

Sr. No.	Course Title	Category	Code	Credit Hours
1	Civics and community engagement	General	9452	3(3+0)
2	Quantitative Reasoning II	General	9383	3(3+0)
3	Ideology and Constitution of Pakistan	General	9378	3(3+0)
4	Sociology of Gender	Major	9447	3(3+0)
5	Population Studies	Major	9411	3(3+0)
6	Human Rights	Major	9448	3(3+0)

7	Pakistan Studies		9374	3(3+0)
			21 Credit Hours	

4th Semester

Sr. No.	Course Title	Category	Code	Credit Hours
1	Social change and Social Institutions	Major	9444	3(3+0)
2	Introduction to Criminology	Major	9459	3(3+0)
3	Social Stratification	Major	9445	3(3+0)
4	Sociology of Child Rights and Child Development	Major	9433	3(3+0)
5	Conflict Resolution	Major	9446	3(3+0)
6	Population and Development	Major	9612	3(3+0)
			18 Credit Hours	

FEE TARIFF

Item	Fee
Registration Fee (At the time of 1 st Admission)	700/-
Admission Fee (At the time of 1 st Admission)	1400/-
Technology Fee (per semester)	850/-
Tuition fee of 1 Credit Hours course 1010 x 15 =	15150/-
Total Fee for First Semester	Rs.18100/-

شعبہ اُردو کا تعارف (پروگرام کوڈ 4010)

تعارف (Introduction)

شعبہ اُردو کا قیام 1974ء میں علامہ اقبال اوپن یونیورسٹی کے قیام کے ساتھ ہی عمل میں آیا۔ یہ شعبہ اب تک اردو زبان کے حوالے سے مختلف امور کی انجام دہی خصوصاً قومی زبان کو بطور لازمی مضمون متعارف کرانے میں فعال رہا ہے۔ اس وقت شعبہ اُردو کی طرف سے میٹرک، انٹرمیڈیٹ اور بی۔ اے کے علاوہ ایم۔ اے، ایم فل اور پی۔ ایچ۔ ڈی کے پروگرام پیش کیے جا رہے ہیں۔

اہلیت (Eligibility)

☆ انٹرمیڈیٹ/مساوی

سکیم آف سٹڈیز برائے ایسوسی ایٹ ڈگری اُردو پروگرام

1- شعبہ: اُردو

2- پروگرام: ایسوسی ایٹ ڈگری

3- پروگرام کا پہلا سمسٹر (آغاز): خزاں 2025ء

4- دورانیہ: 2 سال

5- کل کریڈٹ آورز: 69

6- کل سمسٹرز: 4 سمسٹر

7- ڈگری ٹائٹل نام: ایسوسی ایٹ ڈگری اُردو

سمسٹر وائز کورسز کی تقسیم

☆ کورس لوڈ فی سمسٹر: 15 تا 21 کریڈٹ آورز

☆ کورسز کی تعداد فی سمسٹر: 5 تا 7 کورس فی سمسٹر

نوٹ: کسی ایک یا زیادہ کورسز میں فیل ہونے کی صورت میں طالب علم کو آئندہ اس سمسٹر میں داخلے کی اجازت ہوگی جس میں متعلقہ کورسز پیش ہو رہے ہوں۔

پہلا سمسٹر

کریڈٹ اور اکریڈٹ کلسٹر	نوعیت	کورس کوڈ	کورس ٹائٹل
QRI	لازمی	9424	Quantative Reasoning
N Sc	لازمی	9389	Basic of Environmental Sciences
	تخصیصی	9015	ادبی اصطلاحات (Literary Terms)
F. Eng.	لازمی	9382	Functional English
	تخصیصی	9002	اردو زبان: تشکیل و ارتقا (Urdu language Formation & Evolutions)
	کریڈٹ آورز	15	

Social Sciences	3	لازمی	8411	Introduction to Psychology
	3	تخصیصی	9037	شعری اصناف: تعارف و تفہیم (Poetical Genres: Introduction and Comprehension)
I&C of Pak	3	لازمی	9378	Ideology & Constitution of Pakistan
Civ. & Comm. Engg.	3	لازمی	9385	Civics and Community Engagement
	3	لازمی	9374	Pakistan Studies
	18	کریڈٹ آورز		

چوتھا سمسٹر

	کریڈٹ آور	نوعیت	کورس کوڈ	کورس ٹائٹل
	3	تخصیصی	9008	تحریر و انشا (عملی تربیت) Writing and Composition (Practical Training)
	3	تخصیصی	9010	اُردو زبان: قواعد و املا (Urdu Language: Grammar and Orthography)
	3	تخصیصی	9013	تاریخ ادب اردو اور ادبی تحریکیں (History of Urdu Literature and Literary Movements)

دوسرا سمسٹر

کریڈٹ آور	نوعیت	کورس کوڈ	کورس ٹائٹل
3	لازمی	5026	Entrepreneurship
3	لازمی	9384	Application of information Communication and Technology
3	تخصیصی	9036	نثری اصناف: تعارف و تفہیم Introduction and Comprehension
3	لازمی	9401/5437	اسلامیات/اخلاقیات (Islamic Studies and Ethics)
3	لازمی	9381	Expository Writing
3	لازمی	9383	Quantitative Reasoning-II
18	کریڈٹ آورز		

تیسرا سمسٹر

کریڈٹ آور	نوعیت	کورس کوڈ	کورس ٹائٹل
3	لازمی	9105	Islamic History (570-661 AD) Prophet Muhammad (SAW) & Pious Caliphate

	3	تخصیصی	9014	بیان و بدیع و عروض (Rhetoric & Prosody)
	3	تخصیصی	9024	لغت نویسی کا فن اور اردو میں لغت نویسی کی روایت (Art of Lexicography and Tradition of Lexicography in Urdu)
	3	تخصیصی	9011	اُردو داستان اور ناول: فکری و فنی مباحث (Urdu Dastan and Novel: Thematic and Formalistic Debates)
	18	کریڈٹ آورز		

شرح فیس

700/- روپے	رجسٹریشن فیس
1400/- روپے	ایڈمیشن فیس
850/- روپے	ٹیکنالوجی فیس
15150/- روپے	ٹیوشن فیس فی کریڈٹ آورز 15*1010
18100/- روپے	ٹوٹل

کلیہ عربی و علوم اسلامیہ

تعارف

علامہ اقبال اوپن یونیورسٹی کے قیام کے ساتھ ہی ادارہ عربی و علوم اسلامیہ قائم کیا گیا تھا۔ اس ادارے میں عربی زبان ادب اور علوم اسلامیہ کا شعبہ موجود تھا۔ ادارے کی طرف سے ابتدائی سطح پر السان العربی، تدریب المعلمین (اے ٹی ٹی سی)، میٹرک، ایف اے اور بی اے کی سطح پر اسلامیات فقہ اور سیرت طیبہ ﷺ کے کورسز پیش کیے گئے۔

1988ء میں علامہ اقبال اوپن یونیورسٹی ایکٹ 1974 کی رو سے منظور شدہ کلیہ عربی و علوم اسلامیہ کو معرض وجود میں لایا گیا اور ادارہ عربی و علوم اسلامیہ کو کلیہ عربی والوں میں اسلامیہ کے نام سے ایک مستقل کلیہ (Faculty) کا درجہ دے دیا گیا۔ اس کلیہ کے قیام کا مقصد اسلامی علوم کی ترویج اور پاکستان میں نئی نسل کو اسلامی علوم سے اس طرح روشناس کرانا ہے کہ وہ معاشرے کو اسلام کے سانچے میں ڈھالنے کے لیے موثر کردار ادا کر سکیں اور اس کے ساتھ اہل مغرب کی جانب سے اسلام پر جو اعتراضات کیے جاتے ہیں ان کا جواب انہی کی زبان اور انہی کے انداز میں اخلاقیات کے اصولوں کو مد نظر رکھ کر دے سکیں ان مقاصد کے حصول کے لیے 1987 میں علوم اسلامیہ میں ایم فل پروگرام کی ابتداء کی ابتدا کی گئی جو مزید ترقی پا کر پی ایچ ڈی علوم اسلامیہ کے اجراء تک جا پہنچا۔ 1999ء میں ایم اے عربی و علوم

اسلامیہ کے پروگراموں کا باقاعدہ اجراء کر دیا گیا اور ایم اے علوم اسلامیہ کو چار تخصصات میں تقسیم کیا گیا۔ مزید برآں خزاں 2019 سے ایسوسی ایٹ علوم اسلامیہ کا چار سالہ ڈگری پروگرام بھی شروع کیا گیا جو سات تخصصات پر مبنی ہے۔

ایسوسی ایٹ عربی کا (دو سالہ) پروگرام

شرائط داخلہ

مزید رہنمائی اور معلومات کے لئے رابطہ

بی ایس عربی و ایسوسی ایٹ ڈگری پروگرام میں داخلہ اور مزید معلومات و رہنمائی کیلئے درج ذیل پروگرام کو آرڈینیٹرز سے رابطہ کریں:

ڈاکٹر محمد خرم شہزاد، لیکچرار شعبہ عربی،

muhammad.khurram@aiou.edu.pk

ایسوسی ایٹ علوم اسلامیہ اور عربی کے کورسز کے لوازمات

مطالعائی رہنما

علامہ اقبال اوپن یونیورسٹی میں رسمی تعلیم کے عام طریقے استعمال نہیں کئے جاتے چونکہ اس یونیورسٹی کے طلبہ پورے ملک میں پھیلے ہوئے ہیں اس لئے فاصلاتی نظام تعلیم (Distance Learning) کے مطابق تعلیم دی جاتی ہے۔

بی ایس علوم اسلامیہ اور بی ایس عربی پروگرام کے اجزا مندرجہ ذیل ہوں گے۔

(i) مطالعاتی مواد (ii) امتحانی مشقیں (iii) ورکشاپ (iv) کورسز (v) آخری امتحان

(i) مطالعاتی مواد

بی ایس پروگرام کا طالب علم بننے کے بعد آپ کے تمام کورسز یونیورسٹی ہذا کی ویب سائٹ پر آن لائن موجود ہیں یہ کتابیں آپ آسانی کے ساتھ پڑھ سکیں گے۔

1- بی ایس پروگرام کے لئے بیشتر کورسز کا انحصار کسی مخصوص کتاب پر نہیں ہے۔ بعض کورسز جن میں متون شامل ہیں ان کی متداول شروح آپ کے پیش نظر ہونی چاہئیں۔ جن کورسز کا مقرر کردہ درسی مواد ان کتابوں میں نہیں ملتا ہے وہ آپ کو اپنے ذرائع سے حاصل کرنا ہوگا۔ ان کتابوں اور ان کے ساتھ مجوزہ کتب کی ان مطالعاتی رہنماوں میں نشاندہی کر دی جاتی ہے۔

2- مطالعاتی رہنما میں مقررہ نصابی کتب کے متعلقہ ابواب اور صفحات کی نشاندہی بھی موجود ہے۔ اس طرح آپ سہولت کے ساتھ مجوزہ کتب سے استفادہ کر سکتے ہیں۔

مطالعاتی رہنمایا نصابی کتاب کے یونٹ

ہر کورس کے کتابی اجزا درسی یونٹ کہلاتے ہیں۔ بی ایس پروگرام کا کورس (9) یونٹوں پر مشتمل ہوتا ہے۔ ایک ہی بڑے عنوان سے متعلق دو یا زیادہ کوبلاک کہا جاتا ہے۔

ایک کورس کا مطالعہ اندازاً آپ کو نو ہفتوں میں مکمل کرنا ہے۔ اس لئے درسی مواد کو نو (09) یونٹوں میں تقسیم کر دیا گیا ہے۔ اس طرح آپ ایک یونٹ کے مطالعہ پر اوسطاً ایک ہفتہ صرف کر سکتے ہیں۔ خیال رہے کہ روزانہ کم از کم دو گھنٹے یا ایک ہفتہ میں بارہ سے چودہ گھنٹے تک کا وقت ایک یونٹ یا اس سے مساوی مواد کے لئے درکار ہوگا۔

بی ایس پروگرام کے ہر کورس پر مشتمل ایک مطالعاتی رہنما کے یونٹ خود آزمائی کے اصول پر تیار کئے گئے ہیں۔ یہ یونٹ بذات خود کورس نہیں بلکہ ان کا تعلق کورس کے درسی مواد کے ساتھ ہے جو مجوزہ کتابوں میں موجود ہے۔ یہ یونٹ مندرجہ ذیل اجزا پر مشتمل ہوتے ہیں:

1- یونٹ کا مطالعہ 2- مطالعہ کے مقاصد 3- درسی مواد کے مختصر

4- درسی مواد کی نشاندہی 5- خود آزمائی کے سوالات

ان یونٹوں میں اس بات کا بھی خیال رکھا جاتا ہے کہ وضاحت طلب امور کی صراحت کر دی جائے نیز یونٹوں کے تعارف میں درسی تفصیلات سے متعلق خاکہ بھی دیا جاتا ہے تاکہ آپ درسی مواد کو بہتر طور پر سمجھ سکیں۔ متعلقہ مواد یونیورسٹی کی ویب سائٹ پر موجود ہے۔ تاہم طلبہ کی سہولت کے لئے یونیورسٹی اپنی مرکزی لائبریری اور علاقائی دفاتر میں حتی الامکان مجوزہ کتب کی فراہمی کا انتظام کرتی ہے۔

(i) خود آزمائی

ہر یونٹ کے درمیان یا آخر میں خود آزمائی (Self Assessment) کے سوالات دیئے گئے ہیں۔ ان سوالات کو حل کر کے آپ کو اپنی تعلیمی رفتار کا اندازہ ہو سکے گا۔

(ii) اساتذہ سے رہنمائی

فاصلاتی نظام تعلیم کا ایک جزو اساتذہ سے براہ راست رابطہ ہے۔ ہر سمسٹر میں ہر کورس کے لیے الگ سے اساتذہ تعینات کئے جاتے ہیں، جن کے نمبرز طلباء کے سی ایم ایس پورٹل پر ٹیوٹرز پورشن میں مہیا کئے جاتے ہیں تاکہ طلبہ براہ راست اپنے

امتحانی مشقیں

ہر کورس کے لئے امتحانی مشقوں کی ایک مخصوص تعداد مقرر کی گئی ہے۔ طلبہ ہر کورس کی امتحانی مشقیں حل کر کے بروقت ایل ایم ایس پر اپ لوڈ کریں گے جبکہ ٹیوٹر جانچ پڑتال کے بعد ایل ایم ایس پر ہی ان مشقیات کے نمبرات کا اندراج کریں گے۔ اس طرح طلبہ اپنی کارکردگی سے باخبر رہیں گے۔ ان مشقوں کے نمبر بھی آخری امتحان میں حاصل کردہ نمبروں میں شامل کر کے نتیجہ مرتب کیا جاتا ہے۔ ایک مکمل کورس کے لئے دو امتحانی مشقیں ہوتی ہیں اور 20 نمبر مشقوں کے لئے مختص ہیں۔

کسی طالب علم کی امتحانی مشق دوسرے سے نقل کرنے کا ثبوت مہیا ہونے پر تادیبی کارروائی کی جائے گی۔ جس میں طالب علم کی مشق منسوخ کی جاسکتی ہے اور بعض صورتوں میں متعلقہ کورس یا پروگرام میں داخلہ بھی منسوخ کیا جاسکتا ہے۔

اتالیق کی جانچی ہوئی مشق پر نظر ثانی نہیں ہو سکتی، البتہ نمبروں کے میزان کی غلطی درست ہو سکتی ہے۔

آخری امتحان

ہر کورس کے کورس اور دو امتحانی مشقوں کی تکمیل کے بعد آخری امتحان ہو گا جو سارے کورس پر مشتمل ہو گا۔ کورس، امتحانی مشقوں اور آخری امتحان کے نمبرات کو ملا کر مجموعی طور پر آپ کو کامیابی کے لیے کم از کم 50 فیصد نمبر حاصل کرنے ہوں گے۔ اگر کوئی طالب علم کسی ایک مضمون میں 50 فیصد نمبرات حاصل نہ کر سکا تو اسے اس کورس میں دوبارہ سے داخلہ لے کر پاس کرنا ہو گا۔

اساتذہ / ٹیوٹر سے رابطہ کر کے تعلیمی مسائل پر گفتگو کر سکیں، اس کے ساتھ ساتھ بی ایس کے طلباء کا اساتذہ / ٹیوٹر کے ساتھ رابطہ خط و کتابت کے ذریعے بھی رہتا ہے۔ 1-

ہر کورس کے 30 عدد مختصر کورسز بی ایس پروگرام کا لازمی جزو ہیں، جو ہر کورس کی ورکشاپ کے آخری دنوں میں طلباء کے ایل ایم ایس پورٹل پر جاری کئے جاتے ہیں اور اگلے 72 گھنٹوں تک وہ ایل ایم ایس پر موجود رہتے ہیں اس دوران طلباء کو کسی بھی وقت ان 30 سوالات کو حل کرنا ہوتا ہے، مقررہ وقت گزرنے کے بعد از خود طریقہ کار کے تحت یہ ایل ایم ایس پورٹل سے بند ہو جاتے ہیں، جس کے بعد یہ دوبارہ نمایاں نہیں ہوتے، یاد رہے کہ ان 30 مختصر کورسز کو حل کرنا ضروری ہے کیونکہ ان کے 30 نمبرات فائنل رزلٹ میں شمار کئے جاتے ہیں۔ 4-

عملی ورکشاپ

بی ایس پروگرام کے ہر کورس کے لیے 6 دن 2، 2 گھنٹے کی ورکشاپ آن لائن منعقد کی جاتی ہے، ورکشاپ میں طلباء کی شرکت لازمی نوعیت کی اس لیے کہ ورکشاپ کے آخری دنوں میں کورس حل کرنا ضروری ہوتے ہیں جو دوران ورکشاپ ہی ایل ایم ایس پورٹل پر ظاہر ہوتے ہیں، اسی طرح ریسرچ پراجیکٹ اور انٹرن شپ کے لیے ورکشاپ میں شرکت کرنا لازمی جزو ہے جس میں پراجیکٹ کے متعلق موضوعات کو فائنل کیا جاتا ہے اور انٹرن شپ کے دوران طلباء کو انٹرن شپ کے حوالے سے مختلف نوعیت کی ہدایات اور طریقہ کار اساتذہ کی طرف سے بتایا جاتا ہے۔

ایسوسی ایٹ عربی پروگرام کوڈ 4018

دو سالہ پروگرام

(پہلا سمسٹر)

نمبر شمار	نام کورس	کورس کوڈ	کریڈٹ آورز
1	Functional English	9382	03
2	Quantitative Reasoning-I	9424	03
3	Introduction to Sociology Culture and Society	9410	03
4	اسلامیات / اخلاقیات (غیر مسلموں کیلئے)	9401/5437	03
5	Application of Information and Communication Technologies	9384	03
	کریڈٹ آورز		15

(دوسرا سمسٹر)

نمبر شمار	نام کورس	کورس کوڈ	کریڈٹ آورز
1	Expository Writing	9381	03
2	Basics of Environmental Sciences	9389	03
3	Quantitative Reasoning-II	9383	03
4	Ideology & Constitution of Pakistan	9378	03
5	Entrepreneurship	5026	03
6	Civics and Community Engagement	9385	03
	کریڈٹ آورز		18

(تیسرا سمسٹر)

نمبر شمار	نام کورس	کورس کوڈ	کریڈٹ آورز
1	العربية الوظيفية-1 Functional Arabic -1	4900	03
2	القواعد الأساسية Basic Arabic Grammar	4901	03
3	القواعد التطبيقية-I Applied Grammar-I	4905	03
4	الأدب الديني (القرآن) Religious Literature (Quran)	4910	03
5	تاريخ الأدب العربي القديم History of Classical Arabic Literature	4915	03
6	مطالعہ پاکستان	9374	03
	کریڈٹ آورز		18

(چوتھا سمسٹر)

نمبر شمار	نام کورس	کورس کوڈ	کریڈٹ آورز
1	مصادر اللغة والأدب Sources of Language & Literature	4904	03
2	العربية الوظيفية-II Functional Arabic-II	4906	03
3	الأدب الديني (الحديث) Religious Literature (Hadith)	4912	03
4	الشعر العربي القديم (النصوص المختارة) Classical Arabic Poetry (Selected Texts)	4913	03
5	النثر العربي القديم (النصوص المختارة) Classical Arabic Prose (Selected Texts)	4914	03
6	عربي قواعد Arabic Grammar	1919	03
	کریڈٹ آورز		18

ii- ہر سمسٹر کی مدت 6 ماہ ہے، کل 4 سمسٹرز ہیں ہر سمسٹر کے کورسز کی امتحانی مشقیں اور کونٹرازمی ہیں۔

iii- طلباء یونیورسٹی کی طرف سے پیش کئے گئے، کورسز ہی میں داخلہ لے سکیں گے، جو ہر سمسٹر کے شروع ہونے سے قبل ان کے سی ایم ایس پورٹل پر شو ہوں گے۔

iv- ایسوسی ایٹ ڈگری اسلامک سٹڈیز کی 2 سالہ ڈگری کے حصول کے لئے 67 کریڈٹ آورز پاس کرنا ضروری ہے اور اس مقصد کے لیے ہر سمسٹر میں شامل تمام کورسز کی تکمیل کرنا ہوگی۔

v- طلباء و طالبات کی سہولت کے پیش نظر شعبہ فکر اسلامی کو کوپیش کردہ کورسز میں سے کسی بھی وقت تبدیلی کا اختیار حاصل ہوگا۔

(پہلا سمسٹر)

نمبر شمار	کورس کوڈ	نام کورس	کریڈٹ آورز
1	9489	Fahm-e-Quran-I	01
2	9382	Functional English	03
3	9424	Quantitative Reasoning-I	03
4	9813	جدید دنیائے اسلام	02
5	9801/9802	اسلامیات/اخلاقیات (غیر مسلموں کیلئے)	02
6	9806	Pakistan Studies	02
7	9384	Application of Information and Communication Technologies	03

1. Fee Tariff

Item	Fee
Registration Fee	700/-
Admission Fee	1400/-
Technology Fee (per semester)	850/-
Tuition fee per 1 Credit Hours	980 × 15
Total fee for 1 st Semester Rs.	17650/-

ایسوسی ایٹ ڈگری اسلامک سٹڈیز (2 سالہ)

پروگرام کوڈ (4033)

1- شرائط داخلہ:

جو امیدوار ایسوسی ایٹ ڈگری (2 سالہ) پروگرام میں داخلہ کے خواہش مند ہوں وہ یونیورسٹی ویب سائٹ پر موجود آن لائن طریقہ کار کے تحت داخلہ اپلائی کریں۔ ایسوسی ایٹ ڈگری اسلامک سٹڈیز پروگرام میں داخلہ کی شرائط درج ذیل ہیں:

- 12 سالہ تعلیم / کسی تسلیم شدہ بورڈ / یونیورسٹی سے ایف اے یا مساوی ڈگری
- میٹرک مع خاصہ سرٹیفکیٹ جو کہ IBCC کے منظور شدہ مدارس یا بورڈ سے پاس کیا گیا ہو، اس شرط کے ساتھ کہ طالب علم ایف اے لیول کے کورسز کو پاس کرنا ہو گا تاکہ وہ ایسوسی ایٹ ڈگری پروگرام مکمل ہونے سے قبل IBCC سے مساوی سرٹیفکیٹ حاصل کر سکیں۔

2- ایسوسی ایٹ ڈگری (2 سالہ) پروگرام کی مطالعاتی سکیم:

- ایسوسی ایٹ ڈگری پروگرام کا کم سے کم دورانیہ 2 سال (4 سمسٹرز) ہے۔

02	عربی قواعد	9831	6
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Fee Tariff

Item	Fee
Registration Fee	700/-
Admission Fee	1400/-
Technology Fee (per semester)	850/-
Tuition fee per 1 Credit Hours 980 × 16	15680/-
Total fee for 1 st Semester Rs.	18630/-

مزید رہنمائی اور معلومات کے لئے رابطہ:

بی ایس علوم اسلامیہ و ایسوسی ایٹ ڈگری پروگرام میں داخلہ اور مزید معلومات
ورہنمائی کیلئے درج ذیل پروگرام کو آرڈینیشنرز سے بذریعہ ای میل رابطہ کریں:

ڈاکٹر احمد رضا (بی ایس علوم اسلامیہ عمومی و ایسوسی ایٹ ڈگری اسلامک سٹڈیز)

ahmad.raza@aiou.edu.pk

ڈاکٹر محمد طیب خان (بی ایس علوم اسلامیہ، قرآن و تفسیر)

muhammad.tayyab1@aiou.edu.pk

ڈاکٹر احسن محمود (بی ایس علوم اسلامیہ، حدیث و علوم الحدیث)

ahsan.mahmood@aiou.edu.pk

ڈاکٹر حافظ سعید الرحمن (بی ایس علوم اسلامیہ، سیرت سٹڈیز)

saeed.rehman@aiou.edu.pk

ڈاکٹر حافظ معظم شاہ (بی ایس علوم اسلامیہ، اسلامی فقہ و قانون)

moazzum.shah@aiou.edu.pk

ڈاکٹر عثمان علی شیخ (بی ایس علوم اسلامیہ، مطالعات بین المذاہب)

usman.ali@aiou.edu.pk

ڈاکٹر سید مجیب الرحمن (بی ایس علوم اسلامیہ، درس نظامی)

syed.mujeeb@aiou.edu.pk

(دوسرا سمسٹر)

کریڈٹ آورز	نام کورس	کورس کوڈ	نمبر شمار
01	Fahm-e-Quran-II	9490	1
03	Expository Writing	9381	2
03	Basics of Environmental Sciences	9389	3
03	Quantitative Reasoning-II	9383	4
02	Ideology & Constitution of Pakistan	9804	5
02	Entrepreneurship	9805	6
02	Civics and Community Engagement	9803	7

(تیسرا سمسٹر)

کریڈٹ آورز	نام کورس	کورس کوڈ	نمبر شمار
03	علم التبیید	1966	1
03	قرآنی عربی	1952	2
03	اسلامی اخلاق و تصوف	1910	3
03	سیرت طیبہ	3900	4
03	تاریخ اسلام	4931	5
03	فتاویٰ عربی	1926	6

(چوتھا سمسٹر)

کریڈٹ آورز	نام کورس	کورس کوڈ	نمبر شمار
03	تعارف قرآن	1951	1
03	تعارف حدیث	2900	2
03	تعارف فقہ	2951	3
03	مقاصد شریعہ	1901	4
03	مطالعہ مذاہب عالم	1902	5

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 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 change during the semester. However, in real hardship cases, the change in courses will be allowed only before the start of study period after deposit of prescribed fee. The 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 on the AIOU website.
- 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 AIOU Regional Office concerned 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 cannot be granted if the fee deposited after due.
- 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 Examination 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

National Bank of Pakistan

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

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.

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.

Through 1-Link Modes/Channels

In addition to the existing fee payment modes, fee can also be paid through below mentioned 1-Link modes/channels.

Note:

For fee payment through 1- Link banks, website, digital banking and outlets, please enter **1Bill Prefix: 10004717950** before challan number.

Fee payment through IBFT/ RAAST/ Funds Transfer Mode is not allowed

Over the Counter

In addition to over the counter fee payment facility through ABL, MCB, FWBL and NBP, the fee can also be paid by visiting any branch of the banks mentioned below.

- *1 Link Banks (Al Barka, Askari Bank, Bank Islami, Meezan Bank, Faysal, Bank, JS Bank, Habib Metro, NRSP bank)*

Web-Based

- *Credit/Debit Card
All Master/VISA/Pay Pak/ Union Pay Credit/Debit Cards*

For web-based fee payments, please click on PAY button available on OAS/CMS/AIOU website or directly go to aiou.kuickpay.com

Digital Banking

Mobile Banking, Internet Banking and ATM of banks

Note:

For payment through digital banking, select 1Bill option from the Bank app, internet banking or ATM.

Outlets

TCS, Leopard, NADRA e Sahulat, HBL Konnect

☆ فیس کی تفصیل درج ذیل ہے۔

Sr. No.	Time Frame	Amount (Rs)			
		Correction in Name Spelling	Change in Name	Correction in Father's Name	Correction in Date of Birth
1	Within 2 years of Passing Program	Rs.1500/-	Rs.3000/-	Rs.3000/-	Rs.4000/-
2	After 2 to 5 years	Rs.3500/-	Rs.4500/-	Rs.4500/-	Rs.5500/-
3	After 5 to 10 years	Rs.5000/-	Rs.6000/-	Rs.6000/-	Rs.7500/-
4	After 10 years	Rs.10000/-	Rs.12000/-	Rs.12000/-	Rs.14000/-

نوٹ: پروگرام پاس کرنے سے پہلے نام یا تاریخ پیدائش میں درستگی کے لیے فیس نہیں لی جائے گی۔

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.

☆ ہدایات برائے درستگی نام طالب علم / والد / تاریخ پیدائش

☆ درخواست بذریعہ CMS Student Service Request یا فارم ہذا کے ذریعے جمع کروائی جاسکتی ہے۔ دونوں صورتوں میں طالب علم کی درخواست کی منظوری ڈائریکٹر شعبہ داخلہ سے لی جائے گی اور ان کا فیصلہ حتمی ہوگا۔ منظوری کے بعد متعلقہ اہلکار چالان فارم Generate کرے گا اور طالب علم کو مطلع کرے گا اس کے بعد طالب علم فیس جمع کروا کر ترمیم حاصل کر سکے گا۔

☆ منظوری سے قبل ہرگز فیس جمع نہ کروائیں جمع کروائی گئی فیس واپس نہ ہوگی۔

☆ گورنمنٹ کے نوٹیفیکیشن اور یونیورسٹی قوانین کے مطابق سرکاری و نیم سرکاری اداروں کے ملازمین کی تاریخ پیدائش جو کہ ملازمت ریکارڈ میں درج ہے تبدیل نہیں ہوگی۔ اگر کسی طالب علم کو ایک سے زائد پروگرامز میں تصحیح درکار ہے تو طالب پہلے رجسٹرڈ پروگرام کے مطابق صرف ایک بار فیس جمع کروائے گا اور اگلے پروگرامز میں تصحیح کی فیس وصول نہیں کی جائے گی۔

☆ اگر کوئی طالب علم اپنے نام اور ولدیت کی درستگی / تبدیلی ایک ہی درخواست میں کروانا چاہتا ہے تو وہ یونیورسٹی سے جاری کردہ چالان کے مطابق صرف ایک ہی فیس جمع کروائے گا۔

**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 AIU:

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

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

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2	AJK	Muzaffarabad	Mr. Zia Arif Awan, Part Time Regional Coordinator, Allama Iqbal Open University, Headmaster, C/O Hamdani Block Depot, Huttian Bala, Tehsil & District Huttian Bala	0333-2333327
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13	AJK	Rawalakot	Mr. Muhammad Khalil Khan, Part Time Regional Coordinator, Allama Iqbal Open	0346-5424249

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