

SHORT CERTIFICATE COURSES:

- Navigating Autism with Confidence
- Nutrition in Supporting Children with Autism Spectrum Disorder (ASD)
- Arabic Journalism: Language & Terms
- Let's Learn Arabic
- Understanding Quranic Arabic
- Shariah Issues in Family Law
- Holistic Development & Foundational Learning in Early Years

AIOU
PROSPECTUS
2026

SPRING



Allama Iqbal Open University, Islamabad

www.aiou.edu.pk

Help Line: (051) 111-112-468

FOR ONLINE ONLY

PROSPECTUS
OF
SHORT CERTIFICATE COURSES PROGRAMMES
FOR
SEMESTER: SPRING, 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 of a distance and online academic programs, AIOU has now turned into the most favourite university of the country with high international repute. The university made a landmark progress by ensuring access to quality education rural areas under-privileged students for the people of all ages particularly the females can now select and join the programs of their choice, while sitting at their residences and along with continuing their jobs. After assessing the success of many degree programs in Pakistan, AIOU is now going to offer a range of programs for the students in UAE, Saudi Arabia, Kuwait, Qatar, Bahrain, Oman, USA and many other countries currently. More than 1.3 million students are getting benefits from the high quality educational services of AIOU in all regions of the country through more than fifty regional offices of the university. It offers/suggests many undergraduate and Postgraduate programs at rural and remote areas providing a paralleled opportunity to all the poor and deprived segments of the society at an affordable cost. The university has recently digitalized all its student-support services for facilitating its students on priority basis. This digitization of the system, it is hoped, will enable AIOU students to get all kinds of educational programmes using their Learning Management System (LMS) Aaghi portal support online.



Committed to your bright future.

Prof. Dr. Nasir Mahmood
Vice Chancellor

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 LMS/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
9	All Master Degree Programs (2 Years)	2 Years / 4 Semesters	4 Years

REVISED POLICY FOR ASSESSMENT

As per revised formula securing passing marks in assignments/practical and other components is not compulsory w.e.f. 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).

For all Certificate offered by Special Education.

Assignments (weightage)	Quiz (weightage)	Final Exam (weightage)	Passing Marks
30%		70%	50% (in aggregate) however 40% marks in final exams is mandatory

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

Revised Policy: Reappear and Again Reappear

The chance of Re-appear and again Re-appear will be given to students who gets less than 40 marks in final exam. The students need to reregister in the failed courses and shall avail the reappear chance in the succeeding consecutive semesters.

For other certificates:

Assignments	Final Examination	Passing Marks
30%	70%	40%

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						
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

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

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

Follow these instructions to apply:

APPLY ONLINE (FRESH STUDENTS)

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

APPLY ONLINE (CONTINUE STUDENTS):

1. Visit website: **<https://aiou.edu.pk/cms-continuing-students>**
2. Press link “**CMS for Continuing Students**”; (**<https://enrollment.aiou.edu.pk>**)
3. Enter your “User ID & Password
4. Select courses and print challan form.
5. Using printed challan form, submit your fee in any branch of FWBL, NBP, MCB or ABL. Keep save copy of your challan form after submission of fee. **You need not to send challan to the University**, but University can ask for copy of challan form any time, if required.
6. You can also deposit fee through Upaisa, Jazzcash & Easypaisa.

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ALLAMA IQBAL OPEN UNIVERSITY

Allama Iqbal Open University, a mega university was established in 1974 under an Act of Parliament. The main campus of the university is situated in sector H-8, Islamabad. It was the second open university of the world and the first of its kind in Asia and Africa. The aim of establishing AIOU was to provide affordable and accessible education through distance learning at the door-steps to those people who could not continue their education journey through formal system of education. The University (AIOU) operates on semester system and admits students in Autumn and Spring semesters. Under graduate admissions are offered in both the semesters where-as post graduates are offered once a year. The enrolled students are given course books specially prepared by the university on self-instructional principles. However, at post graduate level reprints of foreign books alongwith allied material and university prepared study guides help students to polish their skills.

At present, the AIOU is offering programmes from Matric to PhD level in diverse disciplines comprised of four faculties. The university has established study centres across the country where distance education students are provided

necessary guidance by their respective tutors. Moreover, the university has established full-time study centres wherein the students of MBA (IT), MBA (Banking and Finance), MBA (Marketing), MBA (HRM), BS (CS), MSc/BS Chemistry, MSc/BS Microbiology etc. are being provided instruction, guidance and counselling through face-to-face education. AIOU is also offering four years' under-graduate degrees.

Apart from curricular and extra-curricular activities during the academic year, the AIOU and its regional centres actively participate in the co-curricular activities by arranging educational and literary seminars, workshops and conferences, attended not only by the students and faculties of the university but also by the renowned dignitaries and scholars. For the science students and the research scholars, a science complex has been built where they use the latest equipment of international standard for experiments and research. To meet the present day challenges, internet facility is also available in the student hostel and the Central Library where computers have been provided to enable students to access latest information available through open source databases.

FACULTY OF EDUCATION

INTRODUCTION:

The faculty of education was founded at the time of establishment of 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 1973 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 consists of the following 06 departments:

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

Distance, Non-Formal and 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 programs/courses in Distance, Non-Formal and Continuing Education, Adult Education

and Educational Technology at MA Education, M.Ed., M.Phil. and Ph.D. (MS/MPhil based) level.

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, MEd, MPhil and PhD programs. 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.

Educational Planning, Policy Studies & Leadership (EPPSL)

The department was established in 1976 and was renamed as EPPS in 2008. It offers programs in educational planning and management. These programs are aimed at producing a cadre of professionals for the educational institutions and organizations in the country. Programs of EPPSL include postgraduate diplomas, MPhil and PhD (MS/MPhil based). The courses of these programs are attained to the field

requirements of target personnel in the areas of educational planning and management.

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 programs aim at imparting academic and professional knowledge and training to in-service and pre-service teachers and scholars.

Science Education

The Department of Science Education was established in 1988. The programs 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, MA, MEd, 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 programs. Present programs/courses of this department are comprised of postgraduate diploma, MEd, MA, 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.
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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 following specializations:

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

MEd/MA Education with following specializations (for continuing students only):

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

BEd/PGD/BS/ADE/SSC/HSSC/BA level Educational programmes:

- BEd (1.5 year, 2.5 years, 4 years)
- PGD Educational Planning and Management
- PGD Early Childhood Education
- BS Early Childhood Care and Education (ECCE)
- BS Instruction Design and Technology (face to face program)
- Associate Degree in Education (2 years)
- PGD Entrepreneurship in ECCE (Early Childhood Care and Education)
- Certificate of Entrepreneurship in Early Childhood Education (CEECE)
- Courses of Education at SSC, HSSC and BA level

Center for Lifelong Learning (CLL) Department

Introduction

The Center for Lifelong Learning (CLL) was established in Faculty of Education. Allama Iqbal Open University. The Center has been established with the aim of fostering a culture of continuous professional and personal development, aligned with global trends and national priorities in lifelong learning. Guided by its mandate, CLL is committed to serving as a hub for lifelong learning, research, capacity building and innovative learning initiatives across diverse sectors.

Objectives of the Center for Lifelong Learning (CLL)

Major objectives of establishing Center for Lifelong Learning (CLL) at Allama Iqbal Open University are the following,

1. To Provide a platform for policy dialogue and developing policy framework on lifelong learning,
2. To raise awareness and advocacy for lifelong learning,
3. To develop and implement various programs and activities for lifelong learning and recognition of prior learning.

4. To collaborate with national and international organizations and do joint ventures to foster efforts of CLL
5. To conduct research and development activities on literacy, lifelong learning and related issues.
6. To offer capacity building activities for AIOU academic and non-academic employees

In line with these objectives, the dynamic faculty members from different departments have designed the offered short courses.

Functions of the Center for Lifelong Learning (CLL)

The CLL will perform the following functions.

1. Designing and conducting research and development for lifelong learning activities.
2. Development and execution of plans/ strategies for lifelong learning programs.
3. Development and implementation of course/programs for lifelong learning through blended/online/face-to-face mode in collaboration with university departments and other organizations.
4. Engagement in policy dialogue and advocacy with the government and other stakeholders of lifelong learning.

5. Promote lifelong learning in the country through awareness, advocacy and recognition.
6. Developing strategy for the engagement, participation and mobilization of the community in lifelong learning activities.
7. Collaboration with Public Private Partners, and national and international Agencies to foster CLL activities
8. Monitoring and evaluation of lifelong learning activities offered through CLL.
9. Capacity Building of the staff of lifelong learning programs and other stakeholders for the strengthening and sustainability of lifelong learning.
10. Integrating lifelong learning activities with resources from the community, education, health and other sectors of the society
11. Information and guidance services for lifelong learners.

**NAVIGATING AUTISM WITH CONFIDENCE: A
COURSE FOR PARENTS AND CARETAKERS
(Programme Code: 1079)**

1. Introduction of the Program:

This course will help the teachers and parents of children with autism spectrum disorder (ASD) in understanding and supporting their child. We will begin by defining ASD and exploring the concept of neurodiversity, celebrating the unique strengths and perspectives of autistic individuals. The course will cover a comprehensive scope, including key areas such as communication styles, sensory processing differences along with behavior and emotional regulation. We will emphasize the critical importance of informed parental understanding and tailored support in fostering your child's growth, well-being, and ability to thrive. By establishing this foundational knowledge, this module aims to equip you with the confidence and insight needed to navigate the subsequent topics with greater clarity and purpose

2. Objectives of the Program:

The primary purpose of this course is to

1. Provide basic knowledge and necessary skills to parents and caregivers for the effectively support their children with ASD
2. Equip caregivers and parents with strategies to address communication styles and sensory processing differences.

3. Empower caregivers to support behavior and emotional regulation through informed, individualized approaches

3. Eligibility for Admission:

Literate

Duration

8 weeks

Mode of Delivery

ODL

Fee Structure

Rs. 5000/-

Owner/Host Department

Dr. Hafiz Tahir Jameel, Department of Special Education

**NUTRITION IN SUPPORTING CHILDREN WITH
AUTISM SPECTRUM DISORDER (ASD)
(Programme Code: 1080)**

1- Introduction of the Program:

This course is designed to educate and empower those involved in the care and development of children with Autism Spectrum Disorder (ASD), focusing specifically on the often-overlooked role of nutrition. Nutrition and eating habits play a crucial role in influencing mood, behavior, sleep, and overall well-being. Through evidence-based content and real-life applications, this course provides a foundational and practical understanding of how tailored nutritional support can complement therapeutic strategies, improve outcomes, and enhance the quality of life for children with ASD and their families.

2- Objectives of the Program

The main goals of this course are to:

1. Educate participants on the unique nutritional challenges and needs of children with ASD.
2. Highlight the link between diet, brain health, and behavior in autistic individuals.
3. Equip participants with practical tools to implement nutrition-based strategies.
4. Promote interdisciplinary collaboration among families, schools, and health professionals

3. Eligibility for Admission:

Literate

Duration

8 weeks

Mode of Delivery

ODL

Fee Structure

Rs. **5000/-**

Owner/Host Department

Dr. Hafiz Tahir Jameel, Department of Special Education

ARABIC JOURNALISM: LANGUAGE & TERMS

(Programme Code: 1081)

1- Introduction of the Program:

The media landscape in the Arab world is vast, encompassing newspapers, television, radio, and digital platforms. This course is designed for students, researchers, and professionals who wish to develop expertise in translating Arabic electronic, print, and social media content. It will cover translation techniques from Arabic to Urdu and English, focusing on various media styles and the fundamental principles of media translation. Students will explore prominent Arabic newspapers, digital platforms, and TV channels, learning translation techniques, media terminologies

2- Objectives of the Program

The course is designed to

1. Develop translation and interpretation skills for Arabic media content.
2. Understand key terminologies in Arabic media discourse,
3. Develop proficiency in reading and analyzing Arabic newspapers
4. Explore electronic media platforms such as Al Jazeera, Al Arabiya, BBC Arabic, and others
5. Understand the principles of translating Arabic electronic, print, and social media content

6. Develop skills to accurately translate Arabic news articles, reports, and social media posts
7. Improve translation speed and quality through practical exercises.
8. Prepare students for professional media translation roles

3. Eligibility for Admission:

Candidates who have passed Matriculation along with any recognized Arabic certificate, or those who hold Dars-e-Nizami qualification from any recognized board, are eligible to apply for this course.

Fee Structure

Rs.6000/-

Duration

08-10 weeks

Owner/Host Department

Dr. Hafiz Haris Saleem, Department of Arabic Language & Literature

**LET’S LEARN ARABIC
(Programme Code: 1082)**

1- Introduction of the Program:

Arabic is one of the most spoken languages in the world and holds special significance for professionals, students, and general learners. This 8-10 week Arabic Speaking Course aims to equip participants with essential conversational skills in Arabic, making them confident speakers in real-life scenarios.

2- Objectives of the Program

The course is designed to:

1. Enable learners to engage in everyday conversations.
2. Develop basic to intermediate Arabic speaking skills.
3. Improve pronunciation and fluency in Arabic.
4. Familiarize learners with common Arabic phrases used in professional and social settings.
5. Introduce essential grammar and vocabulary required for speaking.

3. Eligibility for Admission:

Literate

Fee Structure
Rs. 6000/-

Duration

08-10 weeks

Owner/Host Department

Dr. Hafiz Haris Saleem Department of Arabic Language & Literature

Mode of Delivery
Face to Face

UNDERSTANDING QURANIC ARABIC
(Programme Code: 1083)

1- Introduction of the Program:

The Qur'an is the ultimate source of guidance for Muslims, and understanding it in its original language allows for a deeper connection and comprehension. This Qur'anic Arabic Course is designed to help learners grasp the fundamental linguistic and grammatical structures of Arabic as used in the Qur'an. The course will focus on improving reading, comprehension, and interpretation skills, enabling students to understand the meanings of Qur'anic verses directly without relying on translations

2- Objectives of the Program

This course aims to:

1. Introduce students to the essential vocabulary and grammar of Qur'anic Arabic.
2. Enable direct understanding of frequently occurring words and phrases in the Qur'an.
3. Develop proficiency in reading. Reciting. And interpreting Qur'anic verses.
4. Provide a foundational understanding of Arabic morphology (صرف) and syntax (نحو) as used in the Qur'an.
5. Enhance spiritual connection with the Qur'an by comprehending its linguistic depth.

The Qur'an Arabic Course is a structured and effective program for learners who wish to understand the Qur'an in its original language. By focusing on vocabulary, Grammar, and real Qur'anic examples, the course ensures that students develop a strong foundation in Qur'anic Arabic. Enhancing both their linguistic skills and spiritual connection.

3- Eligibility for Admission:

Literate

Fee Structure

Rs. 6000/-

Duration

08-10 weeks

Owner/Host Department

Dr. Hafiz Haris Saleem Department of Arabic Language & Literature

Mode of Delivery

Face to Face

SHARIAH ISSUES IN FAMILY LAW

(Programme Code: 1084)

1- Introduction of the Program:

Understanding Shariah principles is crucial for legal professionals dealing with family law matters in Pakistan. This short course is designed to provide lawyers with comprehensive knowledge of key Shariah issues, focusing on *Talaq* (divorce), *Khulah* (judicial divorce), and *Mirath* (inheritance), alongside their interpretation under Pakistani law. This course bridges the gap between theoretical Islamic jurisprudence and practical legal applications in the Pakistani legal system.

2- Objectives of the Program

This course aims to:

1. Provide a deep understanding of the Shariah principles governing Talaq, Khulah, and Mirath.
2. Clarify the legal procedures and requirements for these issues under Pakistani law.
3. Equip lawyers with practical skills to handle Shariah-related cases effectively in courts.
4. Foster the ability to interpret and apply relevant legal provisions in light of Shariah and statutory laws.

3- Eligibility for Admission:

FA/FSc or Equivalent

Duration

8 weeks

Mode of Delivery**ODL****Fee Structure**

Rs. 6000/-

Owner/Host Department

Dr. Hafiz Moazzum Shah, Department of Shariah

**Holistic Development and Foundational Learning in
Early Years****(Programme Code: 1085)****1- Introduction of the Program:**

This three-week online professional development workshop is designed to enhance the pedagogical and assessment capacities of Early Childhood Education (ECE) teachers working with children. The program focuses on strengthening teachers' understanding of developmentally appropriate practices for fostering foundational literacy, numeracy, socio-emotional, and motor skills. Emphasis is placed on observation-based and formative assessment approaches suited to early learners. Through interactive sessions and guided tasks, participants will learn to design age-appropriate learning activities aligned with developmental milestones and early childhood education standards, enabling more responsive, inclusive, and evidence-informed classroom practices.

2- Objectives of the Program

By the end of the workshop, participants will be able to:

1. Apply developmentally appropriate pedagogical strategies to support foundational literacy, numeracy, socio-emotional, and motor skill development in early learners
2. Use observation-based and formative assessment tools, including checklists and progress-tracking techniques,

- to monitor children’s developmental growth.
3. Design and adapt age-appropriate learning activities aligned with developmental milestones and early childhood education standards.
 4. Integrate assessment evidence into instructional planning to enhance learning outcomes in early childhood classrooms.

Fee Structure

Rs. 5000/-

Owner/Host Department

Dr. Tooba Saleem, Early Childhood Education & Care Department.

3- Scope of the Training Program

The workshop covers core domains of early childhood development for children aged 3–5 and 6–8 years, with a focus on pedagogy, assessment, and instructional design. It includes practical training in formative and observation-based assessment methods, development of age-appropriate learning activities, and alignment with recognized early childhood education standards. The program is delivered fully online, combining synchronous sessions, hands-on tasks, and reflective activities to ensure applicability in diverse ECE settings.

4- Eligibility for Admission:

Matric:

Duration

03 weeks

Mode of Delivery

ODL

GENERAL INFORMATION

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A candidate is required to apply for admission (LMS) online only.
- iii. If an applicant does not receive any information regarding admission within three months from submission of application, he/she should presume no admission.
- iv. A course taken by any student cannot be changed during the semester. However, in real hardship cases, the change in courses will be allowed before the start of study period after deposit of prescribed fee. Study period schedule is available on AIOU website.
- v. The address of a student will not be changed during the semester.
- vi. On payment of the registration fee, each student will be issued a student ID. This number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.
- vii. Study material shall be available at the LMS and Website at their given addresses.
- viii. After confirmation of admission students are usually intimated about the part time tutors for each course through student CMS portal. If you do not found information about tutors, you are required to contact the concerned AIOU Regional Office immediately without any delay.
- ix. Rules and regulations framed, enhanced and changed from time to time by the authorities, bodies of the university will be effective as deemed necessary. The student will have to abide by all such rules and regulations from the date of their implementation.
- x. A student who fails in continuous assessment component is not eligible to reappear but will be allowed to re-register for the same course at its next offering semester by the university.
- xi. It is the responsibility of the student to remain in touch with the department regarding the selected programme.
- xii. A student already admitted to a programme or a specialization of a programme shall not be allowed to transfer or to get admission to another programme unless he/she formally postpones it till the completion of the new programme or withdraws from the previous programme.
- xiii. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.

- xiv. The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.
- xv. The student must inform the Admission Department in writing about admission mistakes within the period of 15 days, which is not according to the admission form/ check list or mistake in name and address. No request for any change will be entertained after the stipulated period.
- xvi. Admission form received without prescribed fee, less fee or fee deposited after due date will not be considered in any case.
- xvii. In case of discrepancies in the name of student/ Father's name of the student or difference in name mentioned in his/her other educational certificates, the name on the Matric certificate of the student will be considered as correct name. The Examinations Department shall also issue certificate/ degree on the said name.
- xviii. In case provision of forged documents for admission, not only the admission will be refused to the applicant but the fee deposited by him/her will also be forfeited. The university may proceed further in the matter.
- xix. The degree/diploma/certificate of the student will be quashed:
 - i) If any mistake found in compilation or declaration of result at any stage.
 - ii) If any candidate found ineligible for a degree/ diploma/certificate during the cross verification process of result and documents at any stage.

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

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

FEE DEPOSITING PROCEDURE

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

First Woman Bank Limited (FWBL)
Allied Bank Limited (ABL)
Muslim Commercial Bank (MCB)
National Bank of Pakistan (NBP)

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 One Links.

10. Through 1-Link Modes/Channels

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

12. Note:

13. For fee payment through 1- Link banks, website, digital banking and outlets, please enter **1Bill Prefix: 10004717950** before challan number.
14. Fee payment through IBFT/ RAAST/ Funds Transfer Mode is not allowed

15. Over the Counter

16. 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.

17. - *1 Link Banks (Al Barka, Askari Bank, Bank Islami, Meezan Bank, Faysal, Bank, JS Bank, Habib Metro, NRSP bank)*

18. Web-Based

19. - *Credit/Debit Card*

20. *All Master/VISA/Pay Pak/ Union Pay Credit/Debit Cards*

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

22. Digital Banking

23. Mobile Banking, Internet Banking and ATM of banks

24. Note:

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

26. Outlets

27. TCS, Leopard, NADRA eSahulat, HBL Konnect

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

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

REGULATIONS FOR REFUND OF ADMISSION FEE

- (i) The Applicant/candidate/student who have submitted his/her fee for Admissions but do not wish to continue and applied for refund of fee before the start of his/her study period as per Academic Calendar available on the AIOU website corresponding to his/her respective semester i.e Autumn or Spring, the fees will be refunded after the deduction @ 10% of the total fee.
 - (ii) The Applicant/Candidate who was not eligible but deposited the fee for admission and applied for refund within one year from the date of fee deposit, the fee shall be refunded after deduction @ 15% of total fee.
 - (iii) The student who has deposited his/her fee in excess of due fee that total excess amount shall be refunded or adjusted as the case may be.
- (iv) The Treasurer Department shall verify the fee of students and shall send the case to the Audit Department for pre-audit.
 - (v) The cheque will be issued to the candidate by the Campus Payment Section (CPS), Treasurer's Department.
 - (vi) In the case of death, the full fee will be refunded through crossed cheque in favour of the Blood Relative of deceased student, after fulfilling all the codal formalities. The refund case must be submitted within one year of fee deposit.
 - (vii) In case the students who are not allowed/granted admission to a program offered by the University due to less enrollment/non formation of viable group/non offering of courses, full fee will be refunded to them.
 - (viii) If the admission of an Applicant/Candidate is not matured due to any reason beyond the control of the University or due to unforeseen issues, the whole paid fee, without any deductions shall be refunded to the respective applicant/candidate. The refund case must be submitted within one year of fee deposit.

DISABILITY COORDINATORS

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

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

IMPORTANT TELEPHONE NUMBERS

Sr.#	Name	Telephone Nos.
1.	Director Admissions	051-9250043 051-9250162 (Fax)
2.	Assistant Registrar (Mailing)	051-9250185

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

ہدایات برائے درستی 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 ہو گا۔ 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 ہر گز 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 پبلر 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۔

☆ 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۔

ADDRESSES OF PTRC(S) ACROSS PAKISTAN

S.#	Region	Regional Coordinators	Mobile #
1	Hyderabad	Mr. Rasheed Ahmad, Regional Coordinator, Allama Iqbal Open University, HST, Govt. Shah Abdul Latif High School Tando Adam Tehsil Tando Adam	0333-2881340
2	Rawalpindi	Mr. Muhammad Raza Vaince, Regional Coordinator, Allama Iqbal Open University, Senior Headmaster (Rtd.), Rakh Printing Press, Pindi Road, Tehsil KallarSyedan, District Rawalpindi.	0300-9700563
3	Rawalpindi	Mr. Rashid Shahzad, Regional Coordinator, Allama Iqbal Open University, S.S.S., KRL Model College for Boys Tehsil Kahuta District Rawalpindi	0300-9143860
4	Rawalpindi	Mr. Ayaz Qureshi, Regional Coordinator, Allama Iqbal Open University, Incharge/Headmaster, Govt. High School PAF Base Lower Topa, Tehsil Muree District Muree.	0314-9517902
5	Rawalpindi	Mr. Danish Majeed, Regional Coordinator, Allama Iqbal Open University, Incharge/Headmaster, Govt. High School, Anwali, Tehsil Kotli Sattian, District Rawalpindi	0334-5097767
6	Rawalpindi	Dr. Muhammad Anwar, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. High School, Bhabra Tehsil Wah Cantt District Rawalpindi.	0300-5363883
7	Rawalpindi	Mr. Shakeel Ahmed, Regional Coordinator, Allama Iqbal Open University, EST, Village & Post Office Rupper Kalan, Sub Tehsil Chakbeli Khan, District Rawalpindi.	0334-5290864
8	Rawalpindi	Mr. Arshad Mehmood, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. MC Higher Secondary School, Tehsil Gujar Khan district Rawalpindi	0336-5355163

9	Muzaffarabad	Mr. Naseer Ahmed, Regional Coordinator, Allama Iqbal Open University, SST, C/O Zahoor Shopkeeper, Main Bazar, Pattika P/O & Tehsil Patika, Muzaffarabad	0343-5791465
10	Muzaffarabad	Mr. Zia Arif Awan, Regional Coordinator, Allama Iqbal Open University, Headmaster, C/O Hamdani Block Depot, Huttian Bala, Tehsil & District Huttian Bala	0333-2333327
11	Muzaffarabad	Mr. Naqaash Mehmood, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School, Chakothi P/o Chakothi, Tehsil Huttian Bala, Distt. Jhelum Valley	0312-8600098
12	Muzaffarabad	Mr. Malik Mushtaq Ahmed, Regional Coordinator, Allama Iqbal Open University, AP, Govt. Boys Degree College, Leepa Tehsil Leepa, District Jhelum Valley	0355-8155551
13	Muzaffarabad	Mr. Mushtaq Ahmed Mughal, Regional Coordinator, Allama Iqbal Open University, Librarian, Govt. Boys Degree College, Authmuqam, Tehsil Authmuqm, District Neelum	0355-8152453
14	Muzaffarabad	Mr. Muhammad Iqbal, Regional Coordinator, Allama Iqbal Open University, Senior Teacher, Govt. Boys High School, Sharda, Tehsil Sharda District Neelum	0355-8111812
15	Muzaffarabad	Mr. Sajid Qayyum, Regional Coordinator, Allama Iqbal Open University, Lecturer, Govt Boys Inter College, Kel, Tehsil Sharda District Neelum	0355-8129706
16	Muzaffarabad	Mr. Abdul Hameed, Regional Coordinator, Allama Iqbal Open University, SST, Village Sardari, P/O Halmat Tehsil, Sharda, District Neelum	0355-7179695
17	Mardan	Mr. Khurshid Khan, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. High School, Takht Bhai, Tehsil Takht Bhai District Mardan	0315-9300077
18	Mardan	Dr. Iftikhar Ali, Regional Coordinator, Allama Iqbal Open University, Headmaster,	0346-9354577

		Govt. High School, Shamozaï, Tehsil Katlang, District Mardan	
19	Mardan	Mr. Muhammad Ayaz, Regional Coordinator, Allama Iqbal Open University, SST, Govt. High School, Asota Sharif, Tehsil Razor District Swabi	0313-6692788
20	Mardan	Dr. Sheraz Khan, Regional Coordinator, Allama Iqbal Open University, SPST, Govt. Primary School, Hayatabad Jabai Tehsil Lahor District Swabi	0313-9748080
21	Mardan	Mr. Ghaza Bacha, Regional Coordinator, Allama Iqbal Open University, District Programme Coordinator, Village and Post Office Kaddi Tehsil & District Swabi	0300-5686975
22	Mardan	Mr. Rasheed Khan, Regional Coordinator, Allama Iqbal Open University, SST, Govt. High School, Gari Chatra Tehsil Topi District Swabi	0344-5334478
23	Gilgit	Mr. Imtiaz Hussain, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School Tehsil Danyor District Gilgit	0346-5260815
24	Gilgit	Mr. Niamatullah, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School Tehsil & District Astore	0315-7331152
25	Gilgit	Mr. Mahfuzullah, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Higher Secondary School, Tehsil Darel, District Diamir	0355-5355009
26	Gilgit	Mr. Ahmad Raza, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Girls High School, Tehsil Chalt, District Nagar	0346-9239995
27	Gilgit	Mr. Javed Iqbal, Regional Coordinator, Allama Iqbal Open University, Assistant Headmaster, Village & Post Office Gupis Tehsil Gupis District Ghizar	0355-5204808
28	Gilgit	Mr. Khurshid Alam, Regional Coordinator, Allama Iqbal Open University, AEO, Village & Post Office Yasin Tehsil Yasin District Ghizer	0312-9784772

29	Gilgit	Mr. Khushwali Khan, Regional Coordinator, Allama Iqbal Open University, AEO, Village Silpi, Post Office Gahkuch Tehsil Punial District Ghizer	0344-6779985
30	Gilgit	Mr. Abdul Nazir, Regional Coordinator, Allama Iqbal Open University, TGT, Village Hasis, Tehsil Punial, District Ghizer	0335-9153990
31	Gilgit	Mr. Jamal Ud Din, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys Model High School, Tehsil Chilas, District Diamer	0341-0471246
32	Gilgit	Mr. Shahid Hussain, Regional Coordinator, Allama Iqbal Open University, Teacher, Post Office Pakora Teshil Shounter, District Astore	0355-5114440
33	Bahawalnagar	Mr. Khawar Mahmood, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Elementary School, Model Town, Tehsil & District Bahawalnagar	0334-42273767
34	Bahawalnagar	Mr. Abdul Sattar Niazi, Regional Coordinator, Allama Iqbal Open University, Lecturer, H.No.172/A, Muslim Town, Tehsil Chistian District Bahawalnagar	0333-6345517
34	Bahawalnagar	Mr. Abdul Rehman Faisal, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Model High School, Tehsil Forabbass, District Bahawalnagar	0345-1682227
36	Bahawalnagar	Mr. Muhammad Asif Ramzan, Regional Coordinator, Allama Iqbal Open University, Govt. R.I Graduate College, Tehsil Haroonabad, District Bahawalnagar	0346-4904247
37	Bahawalnagar	Mr. Mahfooz Ul Haq, Regional Coordinator, Allama Iqbal Open University, S.S, Ward No.11, Mohallah Mansafi Wala C/o Faran Public School, Minchanabad, District Bahawalnagar	0301-7683853

ALLAMA IQBAL OPEN UNIVERSITY, REGIONAL NETWORK

ISLAMABAD CAPITAL TERRITORY (ICT)

ISLAMABAD

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PUNJAB

ATTOCK

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BAHAWALNAGAR

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CHAKWAL

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SINDH

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UMERKOT

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KHYBER PAKHTUNKHWA

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CHITRAL

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DERA ISMAIL KHAN

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Ph: 0937-841030
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PESHAWAR

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Ph: 091-9217603
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TIMERGARA

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BALUCHISTAN

DALBANDIN

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DERA MURAD JAMALI

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GWADAR

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Email: rd_turbat@aiou.edu.pk

KALAT

Regional Center, AIOU,
Near B & R Rest House
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Email: rd_kalat@aiou.edu.pk

QUETTA

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Eastern By Pass Takhtani Road
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Email: rd_quetta@aiou.edu.pk

ZHOB

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