

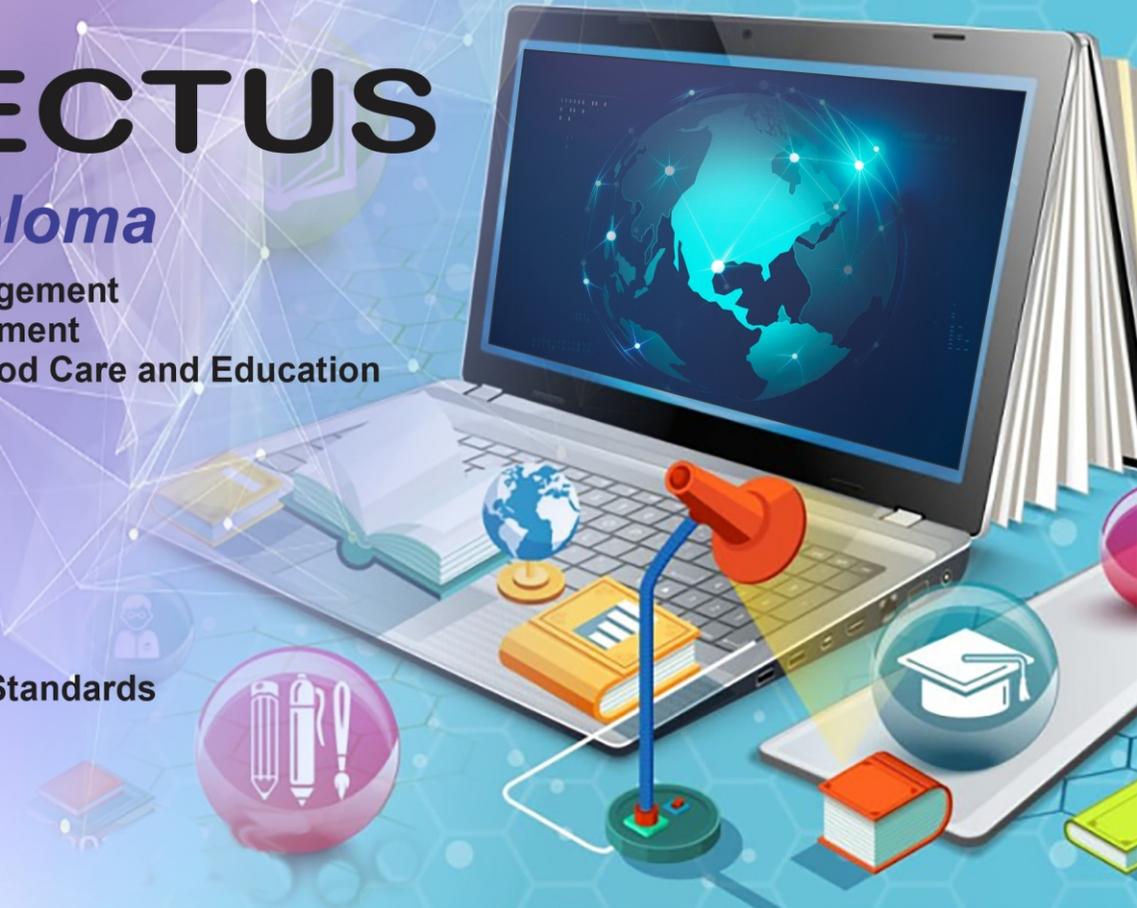
Semester  
*Autumn*  
2025

**AIOU**

# PROSPECTUS

## *Post Graduate Diploma*

- Educational Leadership and Management
- Educational Planning and Management
- Entrepreneurship in Early Childhood Care and Education
- Early Childhood Education (ECE)
- Human Resource Management
- Supply Chain Management
- Entrepreneurship
- Criminology
- Population and Development
- Gender & Women Studies
- International Financial Reporting Standards
- Data Sciences
- TEFL
- Computer Science
- Sustainable Design
- Public Health and Nutrition



Allama Iqbal Open University, Islamabad

[www.aiou.edu.pk](http://www.aiou.edu.pk)

Help Line: (051) 111-112-468

FOR ONLINE ONLY

**PROSPECTUS**  
**OF**  
**POSTGRADUATE DIPLOMA**  
**PROGRAMMES**

**SEMESTER: AUTUMN, 2025**



**Allama Iqbal Open University**  
**Islamabad**

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## Vice-Chancellor's Message

**Dear Student,**

Allama Iqbal Open University (AIOU) is one of the mega universities of the world and it occupies a unique position in the education sector of Pakistan because of its affordability and high quality 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 residence and along with continuing their jobs. After assessing the success of many degree programs in Pakistan, AIOU is now going to offer a wide range of programs for the students in UAE, Saudi Arabia, Kuwait, Qatar, Bahrain, Oman, USA and many other countries. Currently more than 1.3 million students are getting benefits from the high quality educational services of AIOU in all regions of the country through more than fifty regional offices of the university. It offers many Undergraduate and Postgraduate programs at rural and remote areas providing an unparalleled opportunity to all the poor and deprived sections of the society at an affordable cost. The university has recently digitalized all its student-support services for facilitating its students on priority basis. This digitization of the system will enable AIOU students to get all kinds of educational using their Learning Management system (LMS) portal support online.

Committed for your bright future.



**Prof. Dr. Nasir Mehmood**  
**Vice Chancellor**  
**AIOU**

## **AIOU ACADEMIC CALENDAR**

### **IMPORTANT ACTIVITIES TO BE REMEMBERED**

<b>Autumn Semester</b>			<b>Spring Semester</b>		
<b>Proposed Activity</b>	<b>Schedule</b>		<b>Proposed Activity</b>	<b>Schedule</b>	
	<b>From</b>	<b>To</b>		<b>From</b>	<b>To</b>
<b>Admission</b>	01 July	05 September	<b>Admission</b>	01 January	05 March
<b>Mailing</b>	01 September	15 November	<b>Mailing</b>	01 March	15 May
<b>Study Period</b>	16 November	28 February	<b>Study Period</b>	16 May	30 August
<b>Examination (Conduct)</b>	01 March	30 April	<b>Examination (Conduct)</b>	01 September	30 October
<b>Result Declaration</b>	30 June		<b>Result Declaration</b>	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](http://www.aiou.edu.pk)), students can download if not received by post.

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

<b>Sr. No.</b>	<b>Degree Level</b>	<b>Minimum Duration</b>	<b>Maximum Duration</b>
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 Spring 2026.**

## **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).

<b>Assignments (weightage)</b>	<b>Workshop (Quiz) (weightage)</b>	<b>Final Exam (weightage)</b>	<b>Passing Marks</b>
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, 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 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						
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, ABL, MCB, NBP.
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, MCB, ABL or NBP. 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 SOCIAL SCIENCES AND HUMANITIES**

First established in 1981 with five departments, the Faculty of Social Sciences and Humanities has, over the years, flourished to become, by far, the largest Faculty of the University. It consists of 14 departments offering masters programmes in major areas of Social Sciences and Humanities like, Business Administration, Economics, Mass Communication, Sociology, Urdu, Library & Information Sciences, History, Pakistan Studies and Teaching of English as a foreign Language (TEFL). Additionally, efforts are afoot to plan and launch post-graduate programmes in Pakistani Languages and Law.

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

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

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

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

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

## **DEPARTMENT OF BUSINESS ADMINISTRATION**

### **Introduction:**

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

### **The department is offering various programmes for students to achieve objectives such as:**

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

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

## **PGD-HUMAN RESOURCE MANAGEMENT (HRM)**

**(Programme Code: 0712)**

### **Objectives:**

The objectives of Post Graduate Diploma in HRM are:

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

### **Duration:**

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

### **Eligibility:**

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

### **Admission Procedure:**

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

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

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

### **Scheme of Studies:**

The Post Graduate Diploma programme would be offered with the specialization of Human Resource Management. The tentative semester wise offering of courses will be the discretion of the department; it can be changed if desired so. The detail of courses and semester wise offering of courses is as under:

#### **FIRST SEMESTER**

S. #	Code	Course Title	Cr. Hrs
1	9501	Fundamentals of Business	3 (3+0)
2	9502	Professional Communication	3 (3+0)
3	9503	Management Theory and Practice	3 (3+0)
4	9504	Human Resource Management	3 (3+0)
5	9505	Computer Applications for Business	3 (3+0)

#### **SECOND SEMESTER**

1	9506	Organizational Behavior	3 (3+0)
2	9507	Compensation Management	3 (3+0)
3	9508	Performance Management	3 (3+0)
4	9509	Labor Management Relations	3 (3+0)
5	9510	Strategic Human Resource Management	3 (3+0)
		<b>Total Credit Hours</b>	<b>30</b>

**Medium of Instruction:**

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

**Methods of Instruction:**

- i. The Post Graduate Diploma in Human Resource Management would be offered through ODL mode.
- ii. The course outlines along with the required reading materials and assignments will be provided to the students on AIOU website.
- iii. Workshop will be conducted as per university policy.

**Evaluation Scheme:****Assignments:**

The students will submit two assignments of each course to their tutors as per schedule.

**Workshops and Presentations:**

Workshops will be conducted as per university policy.

**Assessment/Weightage:**

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

**Requirements for Award of Post Graduate Diploma:**

Following are the requirements for the award of Post Graduate Diploma:

- i. Successful completion of all courses
- ii. The students who intend to discontinue PGD after first semester may be offered a certificate of passed courses as determined by university or Controller of Examinations Office.

**Fee Structure:**

Item	Rate
<b>Registration Fee:</b> (At the time of first admission)	<b>Rs.650/-</b>
<b>Admission Fee:</b> (At the time of first admission)	<b>Rs.1300/-</b>
<b>Technology Fee:</b> (in each semester)	<b>Rs.800/-</b>
<b>Degree Fee:</b> (At the time of 1 <sup>st</sup> Admission)	<b>Rs.1200/-</b>
<b>Course Fee:</b> (per 3 credit hours) Rs.5070 x 5 =	<b>Rs.25,350/-</b>
<b>Total Fee of First Semester:</b>	<b>Rs.29,300/-</b>

## **PGD-SUPPLY CHAIN MANAGEMENT (SCM)**

**(Programme Code: 0717)**

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

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

### **Objectives:**

Key objectives of Post Graduate Diploma in SCM are:

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

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

### **Duration:**

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

### **Target Market:**

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

### **Eligibility:**

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

### **Admission Procedure:**

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

**Medium of Instruction:**

The medium of instruction and examination is English Language.

**Scheme of Studies:**

The Post Graduate Diploma program is offered with the specialization in Supply Chain Management. The semester wise offering of courses are as under:

**FIRST SEMESTER**

S. #	Codes	Course Title	Credit Hours
1	9501	Fundamentals of Business	3 (3+0)
2	9502	Professional Communication	3 (3+0)
3	9503	Management Theory and Practice	3 (3+0)
4	9541	Introduction to Supply Chain Management	3 (3+0)
5	9505	Computer Applications for Business	3 (3+0)

**SECOND SEMESTER**

1	9542	Purchasing and Procurement Principles	3 (3+0)
2	9545	Production and Operations Management	3 (3+0)
3	9543	Logistics Management	3 (3+0)
4	9544	Inventory and Material Management	3 (3+0)
5	9546	Distribution Channels	3 (3+0)
		<b>Total Credit Hours</b>	<b>30</b>

**Methods of Instruction:**

- i. The Post Graduate Diploma in Supply Chain Management would be offered through online mode.
- ii. The course outlines along with the required reading materials and assignments will be provided to the students via university website.
- iii. The schedule of classes will be chalked out by the DRS office as per Credit Hours requirements provided by the department.
- iv. Workshop will be conducted for each course as per university policy.

**Evaluation Scheme:**

As per AIOU policy.

**Assignments:**

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

**Workshops and Presentations:**

Workshop will be conducted as per university policy.

**Assessment/Weightage:**

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

### Fee Structure:

Item	Rate
<b>Registration Fee:</b> (At the time of first admission)	<b>Rs.650/-</b>
<b>Admission Fee:</b> (At the time of first admission)	<b>Rs.1300/-</b>
<b>Technology Fee:</b> (in each semester)	<b>Rs.800/-</b>
<b>Degree Fee:</b> (At the time of 1 <sup>st</sup> Admission)	<b>Rs.1200/-</b>
<b>Course Fee:</b> (per 3 credit hours) Rs.5070 x 5 =	<b>Rs.25,350/-</b>
<b>Total Fee of First Semester:</b>	<b>Rs.29,300/-</b>

### Requirements for Award of Post Graduate Diploma:

Following are the requirements for the award of Post Graduate Diploma:

- i. Successful completion of all courses
- ii. The students who intend to discontinue PGD after first semester may be offered a certificate of passed courses as to be determined by university.

## PGD-ENTREPRENEURSHIP

(Programme Code: 0718)

Entrepreneurship is a cross-functional approach which deals with the willingness to take risks and develop, organize and manage a business venture in a competitive global marketplace that is constantly evolving. Entrepreneurship is a key driver of our economy. Wealth and a high majority of jobs are created by

small businesses started by entrepreneurially minded individuals, many of whom go on to create big businesses.

Entrepreneurship, adds value to the economy including educational institutes, commercial enterprises, social welfare departments, strategic organizations etc. That's why entrepreneurship education and its successful implementation would not only generate jobs and income; it will also facilitate innovation and stimulates transfer of wealth, knowledge, and skills. One can easily believe that Entrepreneurship is essential for a country economic growth and enduring progress. Even we cannot deny the contribution of entrepreneurship for the society.

Considering the significance of entrepreneurship for economy and society, the Post Graduate Diploma in Entrepreneurship has been developed to meet the needs of those professionals who want to establish and enhance insight into theoretical as well as practical knowledge of entrepreneurship & innovation management; strategies, theories, and challenges.

### Objectives:

Key objectives of Post Graduate Diploma in Entrepreneurship are:

- To provide basic understanding, concepts and practices about entrepreneurship.
- To enable students to develop the insight needed to discover and create entrepreneurial opportunities.
- To equip students with knowledge and skills to successfully start and manage their own businesses to take advantage of these opportunities.
- To help entrepreneurship professionals in their career advancement and growth.

**Target Market**

- Graduated students with interest in entrepreneurship and innovation.
- Professionals associated with Entrepreneurship development activities/projects.
- Specialists working in but not limited to development sector and academic organizations.

**Duration:**

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

**Eligibility:**

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

**Admission Procedure:**

- i. Admission in Post Graduate Diploma in Entrepreneurship is proposed to be offered once/twice a year as decided. Applications will be invited through the daily newspapers/AIOU website and other advertisements as per AIOU policy.
- ii. The candidates will be required to deposit fee in the designated branches of banks or through TELECOS procedure.

**Medium of Instruction:**

The medium of instruction and examination would be English Language.

**Methods of Instruction:**

- i. The Post Graduate Diploma in Entrepreneurship will be offered through Open and Distance Learning Pedagogy- (online classes, workshops as well as tutorial support) all over Pakistan.
- ii. Students will be provided complete study material in soft form including assignments, course outlines and suggested readings.
- iii. Students will be provided tutorial support as per AIOU educational system.

**Evaluation Scheme**

As per AIOU policy.

**Assignments:**

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

**Workshops and Presentation**

At the end of each semester, workshops for the courses of this programme. Students would be required to deliver mandatory presentations of their 2<sup>nd</sup> assignments during workshop. No relaxation on any ground will be provided to the students in this regard.

**Scheme of Studies:**

The Post Graduate Diploma program would be offered with specialization in Entrepreneurship. The semester wise offering of courses is as under:

**FIRST SEMESTER**

S. No.	Codes	Course Title	Credit Hours
1	9501	Fundamentals of Business	3 (3+0)
2	9502	Professional Communication	3 (3+0)
3	9503	Management Theory and Practice	3 (3+0)
4	9551	Introduction to Entrepreneurship	3 (3+0)
5	9505	Computer Applications for Business	3 (3+0)

**SECOND SEMESTER**

S. No.	Codes	Course Title	Credit Hours
1	9552	Innovation Management	3 (3+0)
2	9553	Entrepreneurial Finance	3 (3+0)
3	9554	Marketing for Entrepreneurs	3 (3+0)
4	9555	Entrepreneurial Supply Chain	3 (3+0)
5	9556	New Venture Planning & Launch	3 (3+0)
		<b>Total Credit Hours</b>	<b>30</b>

**Assessment/Weightage:**

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

**Fee Structure:**

Item	Rate
<b>Registration Fee:</b> (At the time of first admission)	<b>Rs.650/-</b>
<b>Admission Fee:</b> (At the time of first admission)	<b>Rs.1300/-</b>
<b>Technology Fee:</b> (in each semester)	<b>Rs.800/-</b>
<b>Degree Fee:</b> (At the time of 1 <sup>st</sup> Admission)	<b>Rs.1200/-</b>
<b>Course Fee:</b> (per 3 credit hours) Rs.5070 x 5 =	<b>Rs.25,350/-</b>
<b>Total Fee of First Semester:</b>	<b>Rs.29,300/-</b>

**Requirements for Award of Post Graduate Diploma:**

Following are the requirements for the award of Post Graduate Diploma:

- i. Successful completion of all courses
- ii. The students who intend to discontinue PGD after first semester may be offered a certificate of passed courses as to be determined by university.

## **FACULTY MEMBERS:**

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10. **Syeda Attiya Rahat** (on study leave)  
Lecturer
11. **Mr Ahmed Hassan Jamal**  
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## DEPARTMENT OF SOCIOLOGY

### Introduction

The department of Sociology, Social work and Population studies is a part of Faculty of Social Sciences and Humanities. It was established in 1985. The department offers MSc Sociology, PGD-Criminology, BS Sociology and various graduate and undergraduate level courses of Sociology, Anthropology, Population Studies, Community and Rural Development.

### Aims and Objectives of the Department

The major objectives are:

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

### **PGD-CRIMINOLOGY**

**(Programme Code: 0714)**

In accordance with the vision of Allama Iqbal Open University and demand from the relevant stakeholders as well as current rising needs of the society, a new Postgraduate Diploma in Criminology is offered by the department of Sociology. The programme combines an emphasis on basic concepts and theoretical understanding of crime and criminal behavior as well as different approaches of criminal justice, crime detection and prevention.

### Objectives

The major objectives of the programme are:

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

### Duration

One year/A minimum of two semesters.

### Eligibility

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

### Scheme of Studies 1<sup>st</sup> Semester

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

## 2<sup>nd</sup> Semester

S. No.	Course Code	Course Title	Credit Hours
1	9604	Criminal Justice System	3
2	9605	Theoretical Approaches on Crime and Criminal Behavior	3
3	9606	Crime Investigation	3
4	9607	Methods of Social Research	3
5	9608	Social Stratification and Inequality	3
6	9609	Social Psychology	3
<b>Total Credit Hours</b>			<b>36</b>

## **PGD-POPULATION AND DEVELOPMENT**

**(Programme Code: 0715)**

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

### **Objectives**

The major objectives of the programme are:

- To provide students historical and theoretical understanding of the Discipline through the study of various approaches and theories of population.

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

**Duration:** One year / A minimum of two semesters.

### **Eligibility to Apply**

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

## 1<sup>st</sup> Semester

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

## 2<sup>nd</sup> Semester

S. No.	Course Code	Course Title	Credit Hours
1	9610	Dynamics of Population Change	3
2	9611	Community Development	3
3	9612	Population and Development	3
4	9607	Methods of Social Research	3
5	9613	Sociology of Health	3
6	9609	Social Psychology	3
<b>Total Credit Hours</b>			<b>36</b>

### Medium of Instruction for both the PGDs

Medium of instruction is English

### Instructional Methodology for PGDs Assessment

For each course the registered student will be assessed as following:

### Assignments

Assignments are those written evaluation criteria as on page (v) student are required to complete while being at homes or places of work after having studied their required material prescribed in the study guide/reader. They are designed in a way to motivate the students in studying the required readings and enabling them to relate their reading with their own objective. For each 3 credit hours course, you will receive two assignments.

After completion, you will submit these assignments on LMS within a time schedule for assessment. The tutor is supposed to return the same (Through LMS) after marking and providing necessary academic guidance.

### Workshops

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

### Final Examination

As per AIOU policy.

### Fee Tariff (for PGD)

Item	Rate
<b>Registration Fee:</b> (At the time of first admission)	<b>Rs.650/-</b>
<b>Admission Fee:</b> (At the time of first admission)	<b>Rs.1300/-</b>
<b>Technology Fee:</b> (in each semester)	<b>Rs.800/-</b>
<b>Degree Fee:</b> (At the time of 1 <sup>st</sup> Admission)	<b>Rs.1200/-</b>
<b>Course Fee:</b> (per 3 credit hours) Rs.5070 x 6 =	<b>Rs.30,420/-</b>
<b>Total Fee of First Semester:</b>	<b>Rs.34,370/-</b>

### **Admission Procedure for:**

- PGD in Criminology &
- PGD in Population and Development

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

### **FACULTY MEMBERS**

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

### Introduction

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

### PGD-GENDER AND WOMEN STUDIES

(Programme Code: 2102)

#### Eligibility Criteria

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

**Duration:** One Year (2 Semesters)

**AIOU Required Credit Hours:** 30

**Medium of Instruction:** English/ Urdu

#### Teaching Methodology:

The study guides are available on the AIOU website.  
Online workshops are held online for each course.

**Assessment Criteria:** As per AIOU policy on page (v)

#### Courses for PGD

##### First Semester:

S. No.	Course Title	Course Code	Credit Hours
1	Psychology of Gender	9151	3
2	Pakistani Khawateen Ka Sheri Adab Mein Kirdar	9153	3

3	Lifespan Development of Women: A Psychosocial Context	8308	3
4	Pakistani Khawateen Ka Nasri Adab Mein Kirdar	8309	3
<b>Total Credit Hours:</b>			<b>12</b>

##### Second Semester:

S. No.	Course Title	Course Code	Credit Hours
1	Research Methods in Gender Studies	9155	3
2	Applied Statistics in Gender Studies	9156	3
3	Feminist Debates on Gender Inequalities	9157	3
4	Feminism and Islam	8310	3
5	Sociological Theory I	9434	3
6	Sociology of Gender Issues: Theoretical Background	8223	6
<b>Total Credit Hours:</b>			<b>21</b>

#### FEE TARIFF (for PGD)

Item	Rate
<b>Registration Fee:</b> (At the time of first admission)	<b>Rs.650/-</b>
<b>Admission Fee:</b> (At the time of first admission)	<b>Rs.1300/-</b>
<b>Technology Fee:</b> (in each semester)	<b>Rs.800/-</b>
<b>Degree Fee:</b> (At the time of 1 <sup>st</sup> Admission)	<b>Rs.1200/-</b>
<b>Course Fee:</b> (per 3 credit hours) 5070 x 4 =	<b>Rs.20,280/-</b>
<b>Total Fee of First Semester:</b>	<b>Rs.24,230/-</b>

## DEPARTMENT OF ENGLISH

### Introduction

The Department of English was established with the inception of Allama Iqbal Open University in 1974, keeping in view the present dynamics of English language learning and teaching in Pakistan, the Department offers programmes with the following objectives:

### Objectives

- To bring education to the students' doorsteps through online learning mechanisms combining with the print and multimedia support.
- To offer English language courses at SSC, HSSC and Bachelor's levels.
- To offer teacher training programmes for in-service and aspiring school, college and university teachers who wish to enhance their professional competence and skills through Diploma and Master's level.
- To develop understanding of the teachers about theoretical and practical implications of English language teaching.
- To facilitate research in English language teaching.
- To create awareness among the prospective teachers about the latest pedagogical trends, methodologies and techniques of English language teaching.

## PGD-TEACHING OF ENGLISH AS A FOREIGN LANGUAGE (TEFL)

**(Programme Code: 1302)**

The Diploma in Teaching of English as a Foreign Language (Dip TEFL) is the first stage towards the MA TEFL degree which aims at creating awareness about approaches, methods and techniques of learning and teaching of English in the classroom. The Dip TEFL offers a range of courses which cover different aspects of English language teaching.

### Eligibility

Candidates with the following qualification are eligible for admission:

MA/BS (16 years' education/degree in English Language/Linguistics/Literature)

Admissions are awarded on merit which is determined by the Department.

**Medium of Instruction:** English

**Credit Hours Required:** It is a 30 credit hour study programme.  
**Duration:** One year (two semesters) including workshop (compulsory) having 6 credit hours.

## COURSES OFFERED

### First Semester

S.#	Course Title	Code	Cr. Hrs
1	Psycholinguistics and Language Teaching Methodology	5655	3
2	Sociolinguistics	5656	3
3	Grammar	5657	3
4	Phonology	5658	3

### Second Semester

S.#	Course Title	Code	Cr. Hrs
1	The Language Skills–I	5659	3
2	The Language Skills–II	5660	3
3	EFL in the Classroom–I	5661	3
4	EFL in the Classroom –II	5662	3
5	Workshop	5078	6(0+6)

In Diploma TEFL, during the second semester, the students are required to attend the workshop. The workshop spans over two weeks. During a 1<sup>st</sup> week, resource persons deliver lectures on different aspects of ELT. During the second week, the students are required to prepare three lesson plans based on ELT and present any two of these plans in the classroom.

### Fee Tariff (for PGD)

Item	Rate
<b>Registration Fee:</b> (At the time of first admission)	<b>Rs.650/-</b>
<b>Admission Fee:</b> (At the time of first admission)	<b>Rs.1300/-</b>
<b>Technology Fee:</b> (in each semester)	<b>Rs.800/-</b>
<b>Degree Fee:</b> (At the time of 1 <sup>st</sup> Admission)	<b>Rs.1200/-</b>
<b>Course Fee:</b> (per credit hours) 1300 x 12 =	<b>Rs.15,600/-</b>
<b>Total Fee:</b>	<b>Rs.19,550/-</b>

### Admission Procedure for Dip/MA TEFL Programme

Only the selected candidates will be informed online, and all the processes will also be completed online by the Department of Admission of the University, about their selection for admission to the programme.

**Applicants are advised not to pay/send fee until they are informed by the admission section about their final selection for admission.**

Candidates are required to submit online complete admission forms along with the attested copies of certificates/degrees, domicile certificates (may be needed), detailed mark sheets and other documents/testimonials as required for the admission. The selected candidates will be able to generate fee proforma online to deposit fee.

**CHAIRMAN**  
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**FACULTY MEMBERS:**

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## **DEPARTMENT OF COMMERCE**

### **Introduction**

Department of Commerce is one of the pioneering academic departments of AIOU, established in 1975 to cater the needs of a wide range of people interested in the commercial field. Since its inception, thousands of commerce graduates have got the education and are serving the nation in different capacities as part of the country's trained workforce. The Department takes the privilege to offer I. Com Associate Degree in Commerce, BS (Accounting & Finance) and M.Com. The Department is a part of the faculty of social sciences and humanities.

### **Objectives**

Department of Commerce endeavors to embrace students' market-oriented knowledge to keep them abreast with new techniques and developments. The department offers skill-oriented academic programs in the Commerce discipline to fulfill the industry needs and deliver course contents in effective and innovative synchronous and asynchronous modes of teaching. Efforts are made to collaborate with professional organizations and business communities for students learning and grooming.

### **Department is offering following academic programs:**

- Master in Commerce
- BS Accounting & Finance
- Associate Degree in Commerce
- Intermediate in Commerce

## **PGD-INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)**

**(Programme Code: 1060)**

### **Introduction:**

The field of accounting has undergone significant changes in the last two decades with the development of new standards and revision of existing financial reporting frameworks. The IFRSs are adopted by companies around the globe to make their financial statement comparable across various jurisdictions. The objective of this PGD in IFRS is to enable students to understand the requirements of International Accounting Standards/International Financial Reporting Standards for the preparation of financial statements and improve the quality of financial reporting in corporate sector.

### **Eligibility:**

Minimum 14 years of education in commerce/business or management sciences (B. Com/Associate Degree/BBA or equivalent) 2<sup>nd</sup> division. Persons with higher education commerce and business subjects such as BS Accounting and Finance, B. Com Hons, BBA Hons., BS Business Studies, M.Sc Accounting and Finance, MPA, M. Com, M.Sc Public Administration, CMA, ACCA, PIPFA, CA MBA, MS Commerce, MS Management Sciences, etc. is also eligible for admissions.

**Mode of Education:**

ODL Mode of education will be adopted. Study material will be provided in the form of e-books and the workshop classes will be conducted in online mode through LMS.

**Duration & Credit Hours:**

One year comprising of 30 credit hours with 10 courses divided into two semesters.

**Assessment:**

As per AIOU criteria.

**Course Offering:****First Semester:**

S. No.	Course Title	Course Code	Credit Hours
1	Financial Management	5040	3
2	Advanced Financial Accounting	5059	3
3	Public Sector Accounting	5061	3
4	Financial Reporting-I	5062	3
5	Financial Reporting-II	5063	3
<b>Total Credit Hours:</b>			<b>15</b>

**Second Semester:**

S. No.	Course Title	Course Code	Credit Hours
1	Advanced Auditing	8533	3
2	Financial Statement Analysis	5589	3
3	IFRSs for SMEs	5590	3
4	Managerial Accounting	5031	3
5	Financial Reporting-III	5591	3
<b>Total Credit Hours:</b>			<b>15</b>

**Fee Tariff:**

Item	Rate
<b>Registration Fee:</b> (At the time of first admission)	<b>Rs.650/-</b>
<b>Admission Fee:</b> (At the time of first admission)	<b>Rs.1300/-</b>
<b>Technology Fee:</b> (in each semester)	<b>Rs.800/-</b>
<b>Degree Fee:</b> (At the time of 1 <sup>st</sup> Admission)	<b>Rs.1200/-</b>
<b>Course Fee:</b> (per 3 credit hours) 5070 x 5 =	<b>Rs.25,350/-</b>
<b>Total Fee of First Semester:</b>	<b>Rs.29,300/-</b>

## **FACULTY OF EDUCATION**

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

### **DEPARTMENTS OF THE FACULTY**

Faculty of Education comprises of the following six departments:

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

### **Programmes of Faculty of Education**

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

### **The faculty is offering the following academic programmes:**

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

- MEd (Science Education)
- MEd (Special Education)
- MEd (one year) Elementary Education
- MEd (Teacher Education)
- MA (Distance and Non-Formal Education)
- MA (Educational Planning and Management)
- MA (Elementary Teacher Education)
- MA (Teacher Education)
- MA (Special Education)
- BEd (Bachelor of Education) 1.5 year
- BEd (Bachelor of Education) 2.5 year
- BEd (Bachelor of Education) 4 year
- PG (Diploma Educational Planning & Management)
- PG (Diploma in Special Education)
- Associate Degree in Education (2 year)
- SSC Level Courses Related to the Faculty
- HSSC Level Courses Related to the Faculty
- BA Level Courses Related to the Faculty
- Non Credit Research Courses

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Assistant Professor

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## **DEPARTMENT OF EDUCATIONAL PLANNING, POLICY STUDIES AND LEADERSHIP (EPPSL)**

The department was established in 1976 was renamed as EPPSL in 2008. It offers programmes in educational planning and management. These programmes are aimed at producing a cadre of professionals for the educational institutions and organizations in the country. Programmes of EPPSL include Postgraduate Diploma (EPM) (ELM), MA (EPM), MPhil and PhD in Education. The courses of these programmes are attained to the field requirements of target personnel in the areas of educational planning and management.

### **PGD-EDUCATIONAL PLANNING AND MANAGEMENT (EPM)**

**(Programme Code: 1500)**

The programme of Educational Planning and Management (EPM) is the first Master's degree venture of the Allama Iqbal Open University. The early courses of the EPM were launched in 1976 under the Institute of Education. In 1984, when the status of the Institute of Education was raised to the Faculty of Education the Department of Educational Planning and Management was created within the Faculty of Education to organize the EPM programmes. The Department of EPM offers courses of study in the professional areas of Educational Planning and Management which are aimed at producing a cadre of professionals for

educational institutions and organizations of the country for all levels of planning and management jobs.

#### **1) Objectives of Program**

To produce a cadre of professionals for educational institutions and other organizations of the country for all levels of managerial and administrative jobs by equipping them with the knowledge and skills of educational planning and management.

#### **2) Duration of Program**

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

#### **3) Admission Criteria/Eligibility**

A graduate with second division is eligible to apply for admission to PGD in Educational Planning and Management.

#### **4) Semester-wise scheme of study with credit hours**

##### **First Semester: (Compulsory Courses)**

<b>Sr. No.</b>	<b>Course title</b>	<b>Course Code</b>	<b>Cr. Hrs</b>
1	Basic Concepts of Educational Planning-I	8238	3
2	Basic Concepts of Educational Planning-II	8239	3
3	Plan Implementation and Management-I	8240	3
4	Plan Implementation and Management-II	8241	3

### 2nd Semester (Compulsory Courses)

Sr. No.	Course title	Course Code	Cr. Hrs
1	Processes of Educational Planning-I	8233	3
2	Processes of Educational Planning-II	8231	3
3	Curriculum Planning and Evaluation-I	8235	3
4	Curriculum Planning and Evaluation-II	8232	3

### Elective Courses:

Any 6 credit hours of title from the following courses:

1	Development Education-I	8236	3
2	Development Education-II	8237	3
3	Project Implementation, Monitoring & Evaluation -I	8242	3
4	Project Implementation, Monitoring & Evaluation -II	8243	3
5	Population Education-I	8244	3
6	Population Education-II	8245	3

### Fee Tariff

Item	Rate
<b>Registration Fee:</b> (At the time of first admission)	<b>Rs.650/-</b>
<b>Admission Fee:</b> (At the time of first admission)	<b>Rs.1300/-</b>
<b>Technology Fee:</b> (in each semester)	<b>Rs.800/-</b>
<b>Degree Fee:</b> (At the time of 1 <sup>st</sup> Admission)	<b>Rs.1200/-</b>
<b>Course Fee:</b> (per 3 credit hours) Rs.2940 x 4=	<b>Rs.11,760/-</b>
<b>Total Fee of First Semester:</b>	<b>Rs.15,710/-</b>

### Note:

1. Students can take course work equivalent to 18 credit hours in a semester (Except 1st Semester)
2. A student must opt courses in pair (I & II) **Award of degree** Post graduate diploma in Educational Planning and Management can be awarded only when the students have completed 30 credit hours.

### 3. Method of Instructions:

Medium of instructions for PGD (EPM) is English.

**Online Mode:** Online Learning Management System and typed assignments shall be included.

### 4. Evaluation Scheme:

#### i. Assignments

Two assignments for each course (100+100 marks)

#### ii. Workshops

A week long workshop for each course will be held at the end of each semester at AIOU Main Campus Islamabad/ online. Participation in the workshop is mandatory.

#### iii. Presentation

Nil

#### iv. Final/Mid-Term Examination

One 100 marks final written paper of each course

### **1) Fee Structure**

PGD (EPM) candidates may not submit the fee. They should submit only the admission form with all the relevant attested documents including experience certificates to the EPPSL department, AIOU, Islamabad. After determination of the merit, selected candidates will be offered to submit their fee within stipulated period.

### **Research Work/Thesis Project (if Applicable)**

Not Applicable

### **Concluding Remarks**

Note: Admission Form with all credentials and experience certificates must be sent to the following address:

#### **Chairperson**

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#### **Program Coordinator**

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## **PGD-EDUCATIONAL LEADERSHIP AND MANAGEMENT (ELM)**

**(Programme Code: 0716)**

### **1. Introduction:**

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

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

### **2. Objectives of the Programme:**

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

### 3. Duration:

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

### 4. Eligibility for Admission:

- i. Applicant having 14 years of Education from HEC recognized institution with at least 2<sup>nd</sup> division (45%) marks or equivalent CGPA are eligible to apply.
- ii. PGD (ELM) candidates will not submit the fee they should submit only the admission form with all the relevant attested documents including experience certificates to the concerned department Chairman AIOU Islamabad.
- iii. After determination of the merit, selected candidates will be offered to submit their fee within stipulated time period.

### 5. Semester Course Detail:

#### First Semester:

Course Code	Course Titles	Credit Hours
1645	Educational Leadership	03
1647	Instructional Supervision	03
1646	Organizational Leadership	03
1648	Institutional Development	03
1649	Educational Research	03

#### Second Semester:

Course Code	Course Titles	Credit Hours
1690	School Administration & Supervision	03
1691	School Community Relations	03
1692	Comparative Perspective of ELM	03
1693	Educational Resource Management	03
1694	Research / Project	03

### 6. FEE TARIFF:

Item	Rate
<b>Registration Fee:</b> (At the time of first admission)	<b>Rs.650/-</b>
<b>Admission Fee:</b> (At the time of first admission)	<b>Rs.1300/-</b>
<b>Technology Fee:</b> (in each semester)	<b>Rs.800/-</b>
<b>Degree Fee:</b> (At the time of 1 <sup>st</sup> Admission)	<b>Rs.1200/-</b>
<b>Course Fee:</b> (per 3 credit hours) Rs.5070 x 5 =	<b>Rs.25.350/-</b>
<b>Total Fee of First Semester:</b>	<b>Rs.29,300/-</b>

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

**There are two modes:**

**i) Correspondence mode**

In which printed learning material and hand written assignments are included. Study material will be available on AIOU website only.

**ii) Online Mode**

Online Learning Management System (LMS) and typed assignments shall be included.

**Evaluation Scheme**

As per AIOU policy.

**Assignments**

Two assignments for each course (100+100 marks)

**Workshops**

Workshop for each course will be held at the end of each semester at AIOU Main Campus Islamabad/ online. Participation in the workshop is mandatory.

**Final/Mid-Term Examination**

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

**Fee**

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

**Research Work/Thesis Project (Applicable)**

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

**Note:** Apply for admission online only.

**Incharge**

Dr Afshan Huma

afshan.huma@aiou.edu.pk

Educational Planning,

Policy Studies & Leadership Department

Faculty of Education AIOU

Sector H – 8, Islamabad.

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

**Program Coordinator**

Dr Farkhunda Rashid

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Ph: 051-9574373, 051-9574395

## **DEPARTMENT OF EARLY CHILDHOOD 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.

### **PGD-ENTREPRENEURSHIP IN ECCE**

**(Programme Code: 6002)**

#### **Introduction:**

The postgraduate diploma of Entrepreneurship in Early Childhood Care and Education (ECCE) is offered by the Department of Early Childhood Education and Elementary Teacher Education, Allama Iqbal Open University. The courses of the programme aims to build up the knowledge and skills of the students about entrepreneurship in early education sector. The courses assist to develop the attitude and skills of students about initiating and sustaining educational change within society using the entrepreneurial principles, process and skills.

It would be helpful for students to understand the process of achieving the objectives of education system in early years' educational institutions through effective entrepreneurial leadership; and realize the role of stakeholders in the education industry. This programme is also helpful for entrepreneurs, teachers, managers, investors and consultants to identify and avail an opportunity to launch or improve an early childhood educational venture, programme, product and/or service. The program uses an interactive approach involving the use of study guides, assignments, workshops, examination, and preparation of action plan and business plan in workshops and course assignments.

#### **Objectives:**

The objectives of PGD Entrepreneurship in ECCE are given below:

1. Assist students to interpret basic concepts and processes involved in education entrepreneurship/intrapreneurship.
2. Provide students the knowledge, strategies and techniques to become qualified entrepreneurs in early childhood education sector.
3. Enable students to assess the application of elements of entrepreneurial process in a variety of business and organizational contexts in the early education sector.
4. Equip students with entrepreneurial skills so that they can identify a new opportunity for a new early childhood and education venture or design programme, service or product for early childhood sector.
5. Train students in pursuing their career in early education sector.

6. Help students to adapt entrepreneurial process to lead growth and innovation in the education industry.
7. Facilitate managers, entrepreneurs, investors and consultants in early childhood and education sector to analyse and avail any opportunity for education innovation.

**Eligibility for Admission:**

BA/BSc/ADA/ADE or equivalent to 14 years of education with minimum 2<sup>nd</sup> division.

**DETAIL OF COURSES:**

**1st Semester**

Sr. #	Course Title	Code	Cr. Hrs
1.	Introduction to Child Care and Development	8305	03
2.	Fundamentals of ECCE and Entrepreneurship	8295	03
3.	Entrepreneurial Leadership in Early Childhood Education	8296	03
4.	Design Thinking for Learning Environments	8297	03
5.	Early Childhood Social Entrepreneurship	8298	03
6.	Learning Organizations, Marketing and Entrepreneurship	8299	03

**2nd Semester**

Sr. #	Course Title	Code	Cr. Hrs
1.	Financing Early Childhood Care and Education	8300	03
2.	Performance Management in ECCE	8301	03
3.	Business Communications & Technical Writing	8302	03
4.	Feasibility Analysis of ECCE Project material	8303	03
5.	Internship	8304	03

**FEE STRUCTURE of PGD Entrepreneurship in ECCE:**

Item	Rate
<b>Registration Fee:</b> (At the time of first admission)	<b>Rs.650/-</b>
<b>Admission Fee:</b> (At the time of first admission)	<b>Rs.1300/-</b>
<b>Technology Fee:</b> (in each semester)	<b>Rs.800/-</b>
<b>Degree Fee:</b> (At the time of 1 <sup>st</sup> Admission)	<b>Rs.1200/-</b>
<b>Course Fee:</b> (per 3 credit hours) Rs.5070 x 6 =	<b>Rs.30,420/-</b>
<b>Total Fee of First Semester:</b>	<b>Rs.34,370/-</b>

Allama Iqbal Open University (AIOU) reserves the right to amend the policy of fee structure, course offering and assessment of courses when required. The department may change the sequence of the course(s) offering as per availability of course(s).

**Faculty Members of Department of Early Childhood Education and Elementary Teacher Education:**

**FACULTY MEMBERS**

1. Dr. Muhammad Athar Hussain  
Associate Professor/Chairman  
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3. Dr. Muhammad Samiullah  
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7. Dr. Mubeshera Tufail  
Lecturer & Program Coordinator  
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Lecturer  
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**Contact for Information**

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*Program Coordinator*, PGD Entrepreneurship in ECCE  
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**Official Address:** Office# 116, First Floor, Faculty of Education, Allama Iqbal Open University, sector H-8, Islamabad.

## **EARLY CHILDHOOD EDUCATION AND ELEMENTARY TEACHER EDUCATION**

The department of Elementary Teacher Education was established in 2003. In April 2008, the name of Elementary Teacher Education Department was changed as Early Childhood Education and Elementary Teacher Education Department.

The Department offers BEd (1.5 year), BEd (2.5 years), BEd (4 years), Associate Degree in Education (ADE), MEd, MA (Elementary Teacher Education), Postgraduate Diploma in Early Childhood Education, MPhil and PhD programme, it also offers “Education” as subject at Matric, Intermediate and Graduate level.

The department also planned to offer non-credit research courses and Postgraduate Diploma for Teaching in Higher Education.

### **PGD-EARLY CHILDHOOD EDUCATION**

**(Programme Code: 0713)**

#### **Programme Description:**

Duration One Year:	(Two Semesters)
Semester Duration:	16-18 Weeks Maximum
Course Load Per Semester:	18 Credit Hours
Total Credit Hours:	30
Medium of Instruction:	English/Urdu
❖ Entry Qualification:	Bachelor Degree (45% marks)
Delivery Mode:	Online/Distance Learning

- ❖ The eligible candidates submit the admission form alongwith copy of credentials and fee in designated branches of bank.

#### **Programme Description**

Early childhood age is the most important stage in term of child development and growth. Keeping in view its importance and growing demand from private and public enterprize in the country and overseas, Allama Iqbal Open University planned to launch postgraduate diploma in Early Childhood Education (ECE). This is a unique and intensive programme in the country. During the programme, the prospective graduates will be introduced to ECE, child physical/social/emotional and cognitive development processes. The graduate will learn about ECE curriculum, assessment, classroom management and art work. The programme also aimed to equip the graduates with necessary quality training and skills for ECE. It will also help in developing understanding of the graduates about how toddlers learn the skills they need for life. The programme will provide interactive sessions via tutorial/online sessions/workshops, practice teaching and seminar. Another important feature of this diploma is that it will provide hands on practice to graduates for conducting observation of kids in action. Another strong area of the programme is interactive practice session for the graduates. It is expected that the postgraduate diploma programme will produce quality early childhood education teachers/instructors and planners so that they can pursue career successfully.

## **Programme Objectives**

The objectives of programme are to:

- Equip the graduate with essential professional skills and competencies for Early childhood education
- Upgrade pedagogical skills of practicing preschool teachers
- Provide knowledge about child cognitive/emotional and social development
- Develop insight and understanding relating ECE philosophy/beliefs and its significance.
- Introduce reflective practices in curriculum planning and instruction.
- Link theory and practice in early childhood education
- Setup knowledge of various classroom management techniques for early childhood class
- Provide Skill of selection of appropriate teaching aid for early childhood class
- Provide knowledge and use of different classroom observation and assessment techniques
- Apply national standards for early childhood education
- Enhance career prospects of the graduates.

## **Mode of Delivery**

Flexible study option available through distance learning. Graduates can study at their own pace. They can take one course or complete six courses in a semester for completion of diploma. For each course there will be two days' workshop. The student will also get tutorial support and there will be 9 tutorial meetings for each course in a study centre. The student will get tutorial schedule along with course books.

## **Prospective Students**

Early childhood education is a popular and well- established area of study within sub sector of teacher education. This diploma is designed for those who wished to work with early childhood education within the country or overseas. The primary focused of the programme is:

- Early childhood education teachers
- Childcare workers
- Preschool teachers
- ECE planners
- Childcare managers/directors
- Family day care staff

## **Career Prospects**

The postgraduate diploma holders will be qualified kindergartens having appropriate knowledge, skills and dispositions. This will open new venues and opportunities to get into a rewarding career

into early childhood school/centers in the country. There is an also great demand for preschool and childcare workers in overseas having professional diploma in ECE.

### Further Education

The postgraduate diploma in early childhood education can lead to further degree in ECE.

### Scheme Structure

#### Semester 1

S. No.	Course Code	Course	Credit Hours
1	1624	Introduction to Early Childhood Education	3
2	1625	Early Childhood Curriculum	3
3	1626	Child Development	3
4	5077	Classroom Assessment	3
5	1628	Teaching Literacy	3
6	1629	Language Learning in Early Childhood	3

#### Semester 2

1	1630	Practicum	3
2	5079	Classroom Management	3
3	5065	Arts, Craft & Calligraphy	3
4	5076	Introduction to Inclusive Education	3

For each 3 credit hour course there will be a workshop for 2 days (5 hours/day). Attendance in the workshop is compulsory. Those who do not attend will be considered fail

in the workshop. They will have to reappear in the workshop when conducted. The workshop and seminar shall be conducted at Main Campus, Islamabad only. The department may change offering of the courses/adopt existing courses as per availability.

### PRACTICUM (CODE 1630)

This segment consists of:

- i. Teaching Practice (two weeks)
- ii. Professional portfolio
- iii. Class room observation
- iv. Workshop (one week)
- v. End of Practicum Seminar (3days)

#### i. Teaching Practice:

Two weeks teaching practice in early childhood class (2 hours/day) is mandatory for each graduate. The student will submit a certificate of practice teaching dully signed by the concerned school principal/Head. The graduate will also submit 20 lesson plans taught during teaching practice.

#### ii. Professional Portfolio:

Each graduate will prepare a professional portfolio and submit it to the department.

#### iii. Classroom Observation Report (Montessori/ kindergarten classroom observation):

Each student also requires to observe a session in

kindergarten/Montessori class for one hour and submit a report of the observation to the ECE&ET department as per guidelines.

**iv. Workshop (One Week)**

A one-week workshop is also mandatory part of practicum. Workshop will be conducted before practice teaching in the classroom. The workshop includes **components** like:

- Language learning
- Pre-observation guide
- Techniques for observation in the classroom
- Preparation of professional portfolio
- Planning unit of instruction
- Preparing portfolios
- Practical issues of teaching and learning
- Development of AV aid/artwork
- Classroom assessment
- Classroom management

**v. End of Practicum Seminar (3 days):**

A three-day seminar will be conducted at the end of the practicum. This is also mandatory component. The seminar will cover following areas:

- Reflect/review what has been learned in the field
- Share observation reports
- Sharing of professional portfolio

**SCORING GUIDE FOR PRACTIUM**

<b>S. No.</b>	<b>Component</b>	<b>Marks Allocated</b>
1	Teaching practice/20 Lesson plan	20
2	Professional Portfolio	20
3	Classroom observation report	20
4	Attendance in Workshop	10
5	Presentation of observation report & Professional Portfolio	20
6	Attendance in End of Practicum Seminar	10
	Total marks	100
	Pass percentage	50%

***Workshop/Seminar attendance marks distribution***

95 %&above	10marks
90-94%	09marks
85-89%	08marks
80-84%	07marks
Below80%	Does not qualify

The graduate has to pass each component of the practicum separately. In case of failure in any component, the student has to take fresh admission in the practicum.

**FEE TERIFF:**

Item	Rate
<b>Registration Fee:</b> (At the time of first admission)	<b>Rs.650/-</b>
<b>Admission Fee:</b> (At the time of first admission)	<b>Rs.1300/-</b>
<b>Technology Fee:</b> (in each semester)	<b>Rs.800/-</b>
<b>Degree Fee:</b> (At the time of 1 <sup>st</sup> Admission)	<b>Rs.1200/-</b>
<b>Course Fee:</b> (per 3 credit hours) Rs.5070 x 6 =	<b>Rs.30,420/-</b>
<b>Total Fee of First Semester:</b>	<b>Rs.34,370/-</b>

**For Academic Assistance:**

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**FACULTY MEMBERS**

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**Dr. Mubeshera Tufail**

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## FACULTY OF SCIENCES

The Faculty of Sciences forms an integral part of the university. Since its establishment in 1982 with five teaching departments, it has undergone major development changes. It now comprises nine teaching and research departments which are offering courses at the undergraduate and postgraduate levels to more than ten thousand students. The faculty operates under the basic guidelines of the University Act and on an “Education for All as Convenient” basis so that maximum students get benefit from its academic programs and educational facilities. This principle has necessitated some structural changes in the non-formal mode, particularly at the postgraduate level, in the offering of theory courses and practical lab work. This conceptual adjustment has been quite successful, and many in-service students are benefiting from postgraduate study programs. Improvement in qualifications for a better life is a right of everyone and the faculty’s programs meet this challenge by offering opportunities to all. A significant number of beneficiaries are those who cannot afford education in formal institutions due to a variety of reasons.

All the departments (Agricultural Sciences, Biology, Environmental Sciences, Chemistry, Nutritional Sciences and Environmental Design, Computer Science, Physics, Mathematics, Statistics & Engineering & Technology) of The Faculty of Sciences are running a variety of postgraduate technical, scientific, and professional programs successfully.

The departments are equipped with computer labs for practical work, teaching, research, and instrumentation labs for analysis. The University is developing these labs through its resources. The Faculty of Sciences is thankful to the Vice-Chancellor for giving personal attention to the development of the Faculty of Sciences by providing generous amounts of funds and valuable guidance.

Around 80 highly qualified full-time faculty members are in the role of the Faculty of Sciences. Their role in the planning, designing and development of different courses, to meet students’ needs, is vital. Faculty members also engage in imparting and supervising instructions so that high standards are maintained. In addition, highly qualified and experienced Professors are also engaged on the contract or as part-time instructors, for postgraduate study programs. The University faculty is also offering academic positions under the tenure track system to attract the best minds in scientific and technological fields, as a full-time employee of the university.

Research is an integral part of postgraduate study programs MPhil and Ph.D. degrees in Agricultural Sciences, Chemistry, Computer Sciences, Biology (Microbiology and Molecular Genetics), Environmental Sciences, Nutritional Sciences and Environmental Design, Mathematics, Statistics and Physics. Rules and regulations for governing postgraduate study programs are those approved by the Higher Education Commission (HEC).

## DEPARTMENT OF COMPUTER SCIENCE

### Introduction

The Department of Computer Science was established in the year 2000. The Department has received recognition nation-wide due to its quality education. The department had developed curricula of the academic programs at various levels to meet the national and international standards as defined by Higher Education Commission. The curricula include PhD (computer Science), MS (Computer Science), BS (Computer Science) and Postgraduate Diploma (PGD) in Computer Science & Data Science.

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

## POSTGRADUATE DIPLOMA (COMPUTER SCIENCE)

(Programme Code: 6000)

### a) Introduction:

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

### b) Objectives:

The objectives of this program are to:

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

**c) Salient Features:**

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

**d) Duration:**

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

**e) Eligibility:**

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

**f) Award of Degree**

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

**g) Program Status:**

PGD (Data Science) Program is non-merit based program.

**h) Scheme of Studies:**

**Semester-1**

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

**Semester-2**

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

**Total:39 Credit Hours**

**Note:** The Department of Computer Science reserves the right to offer or not to offer any of the listed courses due to various reasons.

## **1. GENERAL GUIDELINES:**

### **a) Method of Instruction:**

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

### **b) Attendance Guidelines:**

- i. 70% attendance is compulsory in online session held according to timetable that is communicated before the start of semester. Timetable is also made available on DCS website.
- ii. Midterm examination is held during the semester. It is compulsory for all students of all subjects.
- iii. In case of less attendance in online sessions and absence in midterm, student will have to re-admit in the concerned courses by paying full fee as per AIOU rules.
- iv. Failure in (Sessional) Assignments and Midterm examination results into re-admission in the course by paying full fee for that course as per AIOU rules.

### **c) Course Admission Criteria:**

*Note:* Only 5 courses can be taken generally.

The University reserves the right to revise the fee structure as deemed or to add any fee considered appropriate any time during the study period. All such changes will be applicable to all students.

### **d) Course Calendar:**

Course calendar will contain the timetable of classes & guidelines for the whole semester for PGD programs. The course calendar will be available on LMS website. Activities like online sessions, workshops, mid-term will be held according to the schedule given in this course calendar. Additional announcements will be made at the LMS website. Students should carefully observe and follow instructions made an important announcement at the website.

### **e) Online Tutorial Sessions:**

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

### **f) Midterm Examination:**

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

**g) Reading Materials:**

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

**h) Announcements:**

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

**i) News & Discussion Forums:**

Using the forums, students can share the knowledge with each other and can have discussion on different topics of the course. This forum is available in each course.

**j) Fail:**

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

**k) Evaluation Scheme:**

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

**l) Assessment Criteria:**

For Theory Courses:

Sr. No.	Components	Total Marks	Weightage	Passing Marks
1	Assignments	10	20%	50% (in aggregate)
2	Assignment-2	10	30%	
3	Mid Term	30	30%	
4	Attendance	100	Nil	70%
5	Final Exam	100	50%	50%

*For Theory-Practical Course*

Sr. No.	Components	Total Marks	Weightage	Passing Marks
1	Assignments	10	20%	50% (in aggregate)
2	Assignment-2	10		
3	Mid Term	15	30%	
4	Practical	15		
5	Attendance	100	Nil	70%
6	Final Exam	100	50%	50%

*For Practical/FYP Courses:*

Sr. No.	Components	Total Marks	Weightage	Passing Marks
1	Attendance	100	Nil	70%
2	Final Exam	100	100%	50%

## 2. FEE TARIFF:

### PGD PROGRAM

DESCRIPTION	FEE
<b>Registration</b> (if not registered) once at the time of first admission in the university	<b>Rs.650/-</b>
<b>Admission fee</b> (Payable in advance at the time of first admission)	<b>Rs.1300/-</b>
<b>Technology fee</b> (Per semester per student)	<b>Rs. 800/-</b>
<b>Degree Fee:</b>	<b>Rs.1200/-</b>
Per credit hour Course fee @ Rs.1960/- (PGD-CS) 19 Credit Hours Fee: (1960 x 19) =	<b>Rs.34-7,240/-</b>
<b>Total Fee PGD-CS:</b>	<b>Rs.41,190/-</b>

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

## 3. CONTACTS:

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

- a) **Academic Matters:**  
Program Coordinator/Computer Science Department
- b) **Administrative Matter:**  
Computer Science Department/ Regional Office
- c) **Examination (Roll No Slip not received, Conflict in date sheet etc.)**  
Controller of Examination
- d) **Financial Support**  
Student Advisory Cell/Regional Office
- e) **Admissions, Course Material not received.**  
Director Admission & Mailing
- f) **Any Other Matter**  
Computer Science Department

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

#### 4. FACULTY MEMBERS:

*Contact Addresses (Academics):*

**a) Dr. Saleem Iqbal**

*Chairman*

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Email: yusra.rehmat@aiou.edu.pk

**POSTGRADUATE DIPLOMA**  
**DATA SCIENCE**

**(Programme Code: 6003)**

The Postgraduate Diploma (Data Science) (PGD-DS) is designed especially for those candidates who want to learn data science, whether they are experts in the field or amateurs. Professionals in marketing, software and IT development, and engineering can enroll in this data science diploma program. The highlights of program are as given below.

**a) Eligibility Criteria**

- Candidates who have completed a 14-year Bachelor’s Degree in Science or any other field with mathematics as a subject, and have obtained a minimum 2<sup>nd</sup> division from institutions recognized by the Higher Education Commission (HEC), are eligible for admission into this program.
- Admission will be granted to all candidates satisfying the eligibility requirements.
- All eligible candidates are being offered admission in PGD-DS program, subject to formation of viable group of students.
- All eligible candidates are required to deposit fee of the program as per laid down procedure.

**b) Program Status:**

PGD (Data Science) Program is non-merit based program.

**c) Mode of Teaching**

PGD (Data Science) program being offered by DCS in a face-to-face mode of teaching through Learning Management System (LMS).

**d) Award of Degree**

The minimum marks required for the award of PGD (Data Science) Degree is 50% of passing marks.

**e) Assessment Criteria**

As per approved AIOU/Policy/Criteria for concerned department.

**f) Propose Scheme of Study**

**Semester-1**

<b>Code</b>	<b>Title</b>	<b>Cre. Hrs.</b>
CS4511	Fundamentals of Data Science	3 (2 - 1)
CS4512	Statistics and Probability	3 (3 - 0)
CS4513	Data Analysis and Visualization	3 (2 - 1)
CS4514	Data Management and Warehousing	3 (2 - 1)
CS4515	Data Structure and Applications	3 (2 - 1)
<b>Total Credit Hours</b>		<b>15 (11 + 4)</b>

**Semester-2**

<b>Code</b>	<b>Title</b>	<b>Cre. Hrs.</b>
CS4516	Data Mining	3 (2 - 1)
CS4517	Machine Learning & Artificial Intelligence	3 (2 - 1)
CS4518	Statistical Modelling and Inference	3 (3 - 0)
CS4519	Data Ethics and Privacy	3 (3 - 0)
CS4520	Big Data Analytics	3 (2 - 1)
<b>Total Credit Hours</b>		<b>15 (12+ 3)</b>

**Grand Total 30 (23 + 7)**

## **1. GENERAL GUIDELINES:**

### **a) Method of Instruction:**

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

### **b) Attendance Guidelines:**

- v. 70% attendance is compulsory in online session held according to timetable that is communicated before the start of semester. Timetable is also made available on DCS website.
- vi. Midterm examination is held during the semester. It is compulsory for all students of all subjects.
- vii. In case of less attendance in online sessions and absence in midterm, student will have to re-admit in the concerned courses by paying full fee as per AIOU rules.
- viii. Failure in (Sessional) Assignments and Midterm examination results into re-admission in the course by paying full fee for that course as per AIOU rules.

### **c) Course Admission Criteria:**

*Note:* Only 5 courses can be taken generally.

The University reserves the right to revise the fee structure as deemed or to add any fee considered appropriate any time during the study period. All such changes will be applicable to all students.

### **d) Course Calendar:**

Course calendar will contain the timetable of classes & guidelines for the whole semester for PGD programs. The course calendar will be available on LMS website. Activities like online sessions, workshops, mid-term will be held according to the schedule given in this course calendar. Additional announcements will be made at the LMS website. Students should carefully observe and follow instructions made an important announcement at the website.

### **e) Online Tutorial Sessions:**

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

### **f) Midterm Examination:**

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

### **g) Reading Materials:**

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

### **h) Announcements:**

Announcements are being made from time-to-time on the website. Students are advised to carefully observe these announcements and updates. Teacher can make announcements

at the LMS website. Students can view the announcements and may get further information from the concerned tutor.

**i) News & Discussion Forums:**

Using the forums, students can share the knowledge with each other and can have discussion on different topics of the course. This forum is available in each course.

**j) Fail:**

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

**k) Evaluation Scheme:**

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

**l) Assessment Criteria:**

For Theory Courses:

Sr. No.	Components	Total Marks	Weightage	Passing Marks
1	Assignments	10	20%	50% (in aggregate)
2	Assignment-2	10	30%	
3	Mid Term	30	30%	
4	Attendance	100	Nil	70%
5	Final Exam	100	50%	50%

**For Theory-Practical Course**

Sr. No.	Components	Total Marks	Weightage	Passing Marks
1	Assignments	10	20%	50% (in aggregate)
2	Assignment-2	10		
3	Mid Term	15	30%	
4	Practical	15		
5	Attendance	100	Nil	70%
6	Final Exam	100	50%	50%

**For Practical/FYP Courses:**

Sr. No.	Components	Total Marks	Weightage	Passing Marks
1	Attendance	100	Nil	70%
2	Final Exam	100	100%	50%

**2. FEE TARIFF:**

**PGD PROGRAM**

DESCRIPTION	FEE
<b>Registration</b> (if not registered) once at the time of first admission in the university	<b>Rs.650/-</b>
<b>Admission Fee</b> (Payable in advance at the time of first admission)	<b>Rs.1300/-</b>
<b>Technology Fee</b> (Per semester per student)	<b>Rs. 800/-</b>
<b>Degree Fee:</b> (Once at the time of admission)	<b>Rs.1200/-</b>
<b>Per Credit Hour Course Fee @ Rs.1960/-</b>	
(PGD-DS) 15 Credit Hours Fee: (1960 x 15) =	<b>Rs.29,400/-</b>
<b>Total Fee PGD-DS:</b>	<b>Rs.33,350/-</b>

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

### 3. CONTACTS:

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

- a) **Academic Matters:**  
Program Coordinator/Computer Science Department
- b) **Administrative Matter:**  
Computer Science Department/ Regional Office
- c) **Examination (Roll No Slip not received, Conflict in date sheet etc.)**  
Controller of Examination
- d) **Financial Support**  
Student Advisory Cell/Regional Office
- e) **Admissions, Course Material not received.**  
Director Admission & Mailing
- f) **Any Other Matter**  
Computer Science Department

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

### 4. FACULTY MEMBERS:

Contact Addresses (Academics):

- a) **Dr. Saleem Iqbal**  
*Chairman*  
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- b) **Dr. Aftab Khan**  
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- g) **Ch. Muhammad Shahbaz Anjum**  
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- h) **Mr. Basit Ismail, Lecturer,**  
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## **PGD-SUSTAINABLE ENVIRONMENTAL DESIGN (SED)**

**(Programme Code: 1047)**

PGD Sustainable Environmental Design is an initiative which embodies a holistic perspective, intertwining elements of architecture, urban planning, engineering, and environmental studies. It embraces the principles of resource efficiency, biodiversity conservation, and resilience, striving to create spaces and structures that not only meet human needs but also foster ecological balance and vitality. After enrolling in this program, students will be equipped with the knowledge, skills, and passion to address pressing environmental challenges and create a more sustainable and equitable world.

### **1. Objectives**

- i. Understand the application of ecological principles and design of sustainable buildings and cities.
- ii. Understand sustainable urban technologies and design strategies.
- iii. Evaluate and monitor the present state and future potential of built environments in terms of sustainability.
- iv. Enable individuals to integrate and apply knowledge and skills of Sustainable Environmental Design in future studies.

### **2. Eligibility Criteria**

Students from Pakistan and abroad having a minimum of 14 years of formal education with at least 2<sup>nd</sup> division in any field from accredited Colleges, Universities, in Pakistan or abroad are eligible to apply for admission.

### **3. Scheme of Studies**

<b>S. No.</b>	<b>Course Title</b>	<b>Course Code</b>	<b>Credit Hours</b>
<b>1<sup>st</sup> Semester</b>			
1	Environmental Planning & Practice	EDHN6001	3 (3+0)
2	Climate Responsive Design	EDHN6002	3 (3+0)
3	Ecology & Ethics in Design & Architecture	EDHN6003	3 (3+0)
4	Environmental Aesthetics	EDHN6004	3 (3+0)
5	Culture & Building Design	EDHN6005	3 (3+0)
<b>2<sup>nd</sup> Semester</b>			
1	Sustainable Communities	EDHN6006	3 (3+0)
2	Environmental Pollution (Air, Water, noise, Visual)	EDHN6007	3 (3+0)
3	Water Conservation & Management	EDHN6008	3 (3+0)
4	Ecological Building Design & Materials	EDHN6009	3 (3+0)
5	Environmental Control System	EDHN6010	3 (3+0)
<b>Total Credit Hours:</b>			<b>30</b>

#### 4. Teaching Methodology

AIOU employs ODL mode of learning (online teaching, quiz, assignments, practical activities and final exams) as methodology of instruction.

#### 5. Attendance

Attendance in teaching sessions is compulsory.

#### 6. Assessment

As per AIOU assessment Criteria on page (v).

#### 7. FEE TARIFF:

<b>Admission Fee</b> This fee will be paid with the fee of first semester.	<b>Rs. 1300/-</b>
<b>Registration Fee</b> Once at the time of Admission	<b>Rs. 650/-</b>
<b>Technology Fee</b>	<b>Rs. 800/-</b>
<b>Diploma Fee</b>	<b>Rs. 1200/-</b>
<b>Course Fee</b> (Per 3 Credit Hours) Rs. 5880 x 5 =	<b>Rs. 29,400/-</b>
<b>Total Fee for 1<sup>st</sup> semester</b>	<b>Rs. 33,350/-</b>

#### 8. Attainment of Diploma

On successful completion of the diploma, the student will have to apply to the Controller of Examination for the issuance of Diploma.

**Note:** Fee, scheme of studies or courses can be changed or upgraded as per AIOU policy from time to time.

#### 9. Important Addresses and Telephone Numbers Contact Addresses (Academics)

##### 1. Dr. Zaheer Ahmed

Chairman/Associate Professor  
(Food Engineering and Biotechnology)  
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##### 2. Dr. Mahpara Safdar

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##### 4. Dr. Asma Afreen

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**5. Dr. Rabeea Zafar**

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**6. Ar. Nazia Iftakhar**

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**7. Ms. Faiza Azmat**

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**Adjunct Faculty Members  
(PGD Sustainable Environmental Design)**

**1. Prof. Dr. Nomana Anjum**

(Environmental Design)  
Former Chairperson, EDH&N Sciences  
AIOU, Islamabad.

**2. Dr. Tabasum Zahidi**

Associate Professor (Urban Design) F/7/2 College,  
Islamabad

**3. Ar. Gul Najam Sami**

(The world Bank) (Architecture/Design)

## **DEPARTMENT OF NUTRITIONAL SCIENCES & ENVIRONMENTAL DESIGN**

### **Introduction**

The Department of Nutritional Sciences and Environmental Design was first established in 1981. It is one of the pioneer departments of the university, which has progressed with the university by developing a range of professional courses/ programs in collaboration with King's College London, UK, British Council Pakistan, and University of Dundee, UK with a multidisciplinary approach in the field of Preventive and Allied Health, Nutrition, and Environmental Design. Multipurpose teaching/ research labs for Food, Nutrition, and Environmental Design programs have been set up to provide a comprehensive environment for imparting practical training and research at the main campus.

The department has successfully completed numerous projects in the fields of Preventive and Allied Health, Nutrition, and Environmental Design. The faculty is actively involved in organizing seminars and conferences at both national and international levels to disseminate the latest trends and advancements, foster collaboration with various stakeholders, and provide policy-level recommendations.

By addressing critical issues within these fields, the department focused on Sustainable Development Goals (SDGs) 2, 3, 4, 6, 11, 12, and 13. The teaching and research initiatives are particularly aligned with these SDGs, guiding

towards achieving COP28 targets and promoting climate-resilient and sustainable development within our country.

### **Aims & Objectives**

1. To upgrade and update the skills & knowledge of professionals in various fields of applied sciences.
2. To prepare learners for the career related disciplines considering the professional interests of individuals in the areas of Health, Food Science, Nutrition, Dietetics, Environmental Design and Home Economics.
3. To prepare the individuals/professionals for the development and up gradation of community & sustainable environment.
4. To enable the individuals to integrate and apply knowledge and skills of Basic Sciences, Home Economics & Applied Sciences for their professional development.

The Department has produced scientific/value added and professional programs/courses in the areas of Health, Food & Nutrition, Home Economics and Environmental Design. The courses are now being offered under basic functional to post-graduate, MPhil and PhD level programs. Many of these courses are supported with audio-visual programs.

Currently the Department is offering the following programs:

1. PhD Food and Nutrition
2. MS Community Health & Nutrition
3. MS Environmental Design
4. M.Sc. Public Nutrition (continuing students only)
5. M.Sc. Sustainable Environmental Design (continuing students only)
6. BS in Human Nutrition and Dietetics
7. PGD Public Health and Nutrition
8. PGD Sustainable Environmental Design
9. PGD in Environment, Health and Safety
10. PGD Clinical Nutrition
11. Undergraduate-level Home Economics, Health and Nutrition courses

## **PGD-PUBLIC HEALTH AND NUTRITION**

**(Programme Code: 1048)**

### **1. Introduction**

The Postgraduate Diploma (PGD) in Public Health and Nutrition (PHN) is a specialized program designed to provide advanced knowledge and skills in the field of public health and nutrition. This program is typically aimed at professionals and

graduates who are looking to enhance their understanding of health issues in relation to nutritional science. The PGD PHN is an interdisciplinary program designed to prepare professionals to address complex health and nutritional challenges. Through a combination of theoretical knowledge and practical experience, graduates are equipped to contribute effectively to the field of public health and nutrition, improving health outcomes at individual and community levels.

### **2. Objectives:**

The objectives of this program are:

1. To deepen knowledge of the principles and concepts of nutrition, including macronutrients, micronutrients, and their role in health and disease during different stages of the lifespan.
2. To focus on maternal and child nutrition, addressing the unique nutritional needs during pregnancy, lactation, and early childhood.
3. To address issues related to food safety and security, including the prevention of foodborne illnesses and ensuring access to safe and nutritious food.
4. To equip students with skills in nutritional epidemiology, enabling them to analyze and interpret data related to nutrition and health outcomes.
5. To develop skills in designing and implementing effective nutrition education programs to promote health.

### 3. Eligibility Criteria

Students from Pakistan or Overseas having minimum of 14 years of formal education with at least 2<sup>nd</sup> division as per university rules in any field from accredited Colleges, Universities, in Pakistan or abroad are eligible to apply for admission. (As per scheme of study the following fields of BSc BS in basic and applied sciences including Bachelor of Dentistry and Surgery Human Nutrition food & nutrition, Home Economics Pharmacy Both Pharm-D and Pharm-B Food Technology Food Safety physiotherapy Eastern medicine Medical Sciences Biotechnology Biochemistry/ Chemistry microbiology Medical Technology Associate Degree in Dental hygiene and Assistance Associate Degree of Science and Medical Technology Genetics, public Health, Agricultural Sciences, Bio Science (Botany, Zoology, Chemistry).

### 4. Scheme of Studies

Sr. No.	Course Codes	Course Title	Credit Hours
<b>1<sup>st</sup> Semester</b>			
1	EDHN6011	Macronutrients	3(3-0)
2	EDHN6012	Micronutrients	3(3-0)
3	EDHN6013	Nutrition Education	3(3-0)
4	EDHN6014	Introduction to Food Science	3(3-0)
5	EDHN6015	Nutrition-A Lifespan Approach	3(3-0)

<b>2<sup>nd</sup> Semester</b>			
1	EDHN6016	Nutrition for Fitness	3(3-0)
2	EDHN6017	Nutritional Status Assessment	3(3-0)
3	EDHN6018	Maternal & Child Health	3(3-0)
4	EDHN6019	Epidemiology	3(3-0)
5	EDHN6020	Food Microbiology	3(3-0)
<b>Total Credit Hours</b>			<b>30</b>

### 5. Teaching Methodology

AIOU employs blended mode of learning (online teaching, quiz, assignments, practical activities and final exams) as methodology of instruction.

### 6. Mode of Instruction

English/Urdu as per convenience of the students

### 7. Attendance

Attendance in teaching sessions is compulsory and has 10% weightage in assessment.

### 8. Assessment

The distribution of the marks of each course work of PGD shall be as follows:

a) Quiz	30%
b) Continuous Assessment	20%
c) Final Examination	50%
Total:	100%
(Pass percentage in each component will be 50%)	

## 9. FEE TARIFF:

Item	Rate
<b>Registration Fee:</b> (At the time of first admission)	<b>Rs.650/-</b>
<b>Admission Fee:</b> (At the time of first admission)	<b>Rs.1300/-</b>
<b>Technology Fee:</b> (in each semester)	<b>Rs.800/-</b>
<b>Degree Fee:</b> (At the time of 1 <sup>st</sup> Admission)	<b>Rs.1200/-</b>
<b>Course Fee:</b> (per 3 credit hours) $Rs.5880 \times 5 =$	<b>Rs.29,400/-</b>
<b>Total Fee of First Semester:</b>	<b>Rs.33,350/-</b>

**Note:** Fee, scheme of studies or courses can be changed or upgraded as per AIOU policy from time to time.

## 10. Completion of Diploma

On successful completion of the diploma, the student will have to apply to the Controller of Examination for the issuance of Diploma.

## 11. Important Addresses and Telephone Numbers Contact Addresses (Academics)

- Dr. Zaheer Ahmed**  
Chairman  
Associate Professor (Food Engineering and Biotechnology)  
zaheer.ahmed@aiou.edu.pk  
051-9575500
- Dr. Mahpara Safdar**  
Assistant Professor (Human Nutrition)  
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- Dr. Muhammad Farooq Mustafa**  
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- Dr. Asma Afreen**  
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5. **Dr. Rabeea Zafar**  
Lecturer (Waste Management & Biotechnology)  
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051-9575534
6. **Ar. Nazia Iftakhar**  
Lecturer (Architecture/Urban Planning)  
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051-9575532
7. **Ms. Faiza Azmat**  
Lecturer (Human Nutrition & Dietetics)  
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051-9057743
8. **Ar. Omer Shujjat Bhatti**  
Research Associate (Environmental Design)  
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051-9057745

**12. Adjunct Faculty Members  
(PGD Public Health and Nutrition)**

1. **Prof. Dr. Hajra Ahmad**  
(Food and Nutrition)  
Dean Faculty of Sciences  
AIOU, Islamabad.
2. **Dr. Rezzan Khan**  
Consultant Clinical Nutrition  
Shifa International Hospital,  
Islamabad
3. **Dr. Zainab Bibi**  
(Food and Clinical Nutrition)  
HoD Clinical Nutrition  
Shifa International Hospital, Islamabad
4. **Ms. Muazama Zafar**  
(Food and Clinical Nutrition)  
Dietitian at Pakistan Naval Hospital PNS Hafeez  
Islamabad

## **DEPARTMENT OF ENVIRONMENTAL DESIGN, HEALTH & NUTRITIONAL SCIENCES**

### **INTRODUCTION**

Pakistan is a developing country, and it is the need of the hour to improve standard of education in all disciplines especially in science and technology in order to better cope with the challenges of 21<sup>st</sup> century. The Department was first established in 1981. During last few decades the Department has developed a range of professional programs in Health and Nutrition, Environmental Design and Home Economics. Multipurpose teaching/research labs for Food and Nutrition and Environmental Design programs has been set up in order to provide a comprehensive environment for imparting practical training and research at the main campus.

### **AIMS & OBJECTIVES**

1. To upgrade and update the skills & knowledge of professionals in various fields of applied sciences.
2. To prepare learners for the career related disciplines considering the professional interests of individuals in the areas of Health, Food Science, Nutrition, Dietetics, Environmental Design and Home Economics.
3. To prepare the individuals/professionals for the development and up gradation of community & sustainable environment.
4. To enable the individuals to integrate and apply knowledge and skills of Basic Sciences, Home Economics & Applied Sciences for their professional development.

The Department has produced scientific/value added and professional programs/courses in the areas of Health, Food & Nutrition, Home Economics and Environmental Design. The courses are now being offered under basic functional to post-graduate, MPhil and PhD level programs. Many of these courses are supported with audio-visual programs.

Currently the Department is offering the following programs:

1. Ph. D Food and Nutrition
2. MS Community Health & Nutrition
3. MS Environmental Design
4. M.Sc Public Nutrition
5. M.Sc Sustainable Environmental Design
6. Postgraduate Diploma in Environment, Health and Safety
7. Certificate courses in Public Health
8. Undergraduate level Home Economics and Health courses

### **PGD-ENVIRONMENT, HEALTH & SAFETY**

**(Programme Code: 6005)**

The Department is offering PGD in Environment, Health & Safety (EHS) which provides the benefits to professionals who work for the federal, state or local government as well as for industries, factories and mines etc. EHS aims to prevent and reduce accidents, emergencies, and health issues at workplace, along with any environmental damage that could result from work practices. By offering the PGD in EHS, Department will train the specialists as master trainers who can protect the well-being of public and also ensure the environmental regulations that meet the employees and workplace safety standards.

### 1. OBJECTIVES

- i. To develop a strong understanding of Environment and Occupational Health & Safety (EHS) amongst the professionals.
- ii. To develop the skill set for planning, execution and analysis for EHS.
- iii. To be able to evaluate the existing work practices and how they can be improved to enhance the safety and wellness of the users and employees.
- iv. To train professionals to be able to get certified in international standard EHS certifications.
- v. To increase the human resource with EHS expertise which in turn would help increase country's compliance to various EHS regulations.

### 2. ELIGIBILITY CRITERIA

Students having minimum of 14 years of formal education in proposed and equivalent fields are eligible to apply for admission.

- BS/BE Environmental Engineering, BE Civil, Electrical, Chemical & Mechanical Engineering, Urban Engineering (Transport, Industrial etc.)
- Architecture Design, Urban/Town Planning, Interior Design
- BS Environmental Science
- BSc in Sciences
- B. Tech (Hons.)
- MSc Sustainable Environmental Design

### 3. SCHEME OF STUDIES

<b>1<sup>st</sup> Semester</b>			
<b>Sr. No</b>	<b>Title of the Course</b>	<b>Course code</b>	<b>Credit Hours</b>
1.	Foundation in Occupational Health & Safety	7439	4(4+0)
2.	Health and Safety Management System – I (Organizing, Planning & Implementation)	7440	4(3+1)
3.	Health and Safety Management System – II (Monitoring and Auditing)	7441	4(3+1)
4.	Electrical and Fire Hazards	7442	3(2+1)
<b>2<sup>nd</sup> Semester</b>			
1.	Physical and Psychological Hazards	7443	4(3+1)
2.	Equipment and Machine Related Musculoskeletal Hazards	7444	4(3+1)
3.	Chemical and Biological Health Hazards	7445	4(3+1)
4.	Waste Management (Environmental, Health & Safety Issues)	7446	3(3+0)
			<b>Total Credit Hours 30</b>

#### 4. TEACHING METHODOLOGY

AIOU employs blended mode of learning (online teaching, assignments, practical activities and final exam) as methodology of instruction.

#### 5. ATTENDANCE

Attendance in teaching sessions is compulsory.

#### 6. ASSESSMENT

The distribution of the marks of each course work of PGD shall be as follows:

- a) Continuous Assessment 30 %
  - b) Final Examination 70 %
- Total: 100% (Pass percentage in each component will be 50%)

#### 7. FEE STRUCTURE

Item	Rates
<b>Admission Fee</b> This fee will be paid with the fee of first semester.	<b>Rs. 1300/-</b>
<b>Registration Fee</b> Once at the time of Admission	<b>Rs. 650/-</b>
<b>Technology Fee</b>	<b>Rs. 800/-</b>
<b>Diploma Fee</b> Once at the time of Admission	<b>Rs. 1200/-</b>
<b>Course Fee</b> (per 3 credit hours) $Rs.5880 \times 4 =$	<b>Rs.23,500/-</b>
<b>Total Fee for First Semester:</b>	<b>Rs.27,450/-</b>

#### 8. ATTAINMENT OF DIPLOMA

On successful completion of the diploma, the student will have to apply to the Controller of Examination for the issuance of Diploma.

**Note: Fee, scheme of studies or courses can be changed or upgraded as per AIOU policy from time to time.**

#### 9. Important Addresses and Telephone Numbers Contact Addresses (Academics)

1. **Prof. Dr. Hajra Ahmad**  
Chairperson  
051-9057742
2. **Dr. Zaheer Ahmed**  
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**5. Dr. Muhammad Farooq Mustafa**

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**6. Ms. Asma Afreen**

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**7. Mrs. Rabeea Zafar**

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**8. Ar. Nazia Iftikhar**

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(Architecture/Urban Planning)  
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**9. Dr. Syeda Mahvish Zahra**

Lecturer  
Food Science and Technology (Clinical Nutrition)  
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**10. Ms. Faiza Azmat**

Lecturer  
Human Nutrition & Dietetics)  
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**11. Ar. Omer Shujjat Bhatti**

Research Associate (Environmental Design)  
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**Adjunct Faculty Members (PGD Environment,  
Health and Safety)**

**1. Imtiaz A. Aslam**

Director  
EDCONS Institute of Business & Technology (PVT)  
LTD, Islamabad.

**2. Mr. Muhammad Iqbal**

Director  
Zain Institute of Training and Consultancy in Occupational  
Safety Health & Environment, Islamabad.

## **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.

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

## PTRC ADDRESSES

S.#	Region	Regional Coordinators	Mobile #
1	Gilgit	Mr. Imtiaz Hussain, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School Tehsil Danyor District Gilgit	0346-5260815
2	Gilgit	Mr. Niamatullah, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School Tehsil & District Astore	0315-7331152
3	Gilgit	Mr. Mahfuzullah, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Higher Secondary School, Tehsil Darel, District Diamir	0355-5355009
4	Gilgit	Mr. Ahmad Raza, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Girls High School, Tehsil Chalt, District Nagar	0346-9239995
5	Hyderabad	Mr. Khalid Nadeem, Regional Coordinator, Allama Iqbal Open University, HST, Govt. Boys High School Sanghar Tehsil Sanghar	0333-2911690
6	Hyderabad	Mr. Rasheed Ahmad, Regional Coordinator, Allama Iqbal Open University, HST, Govt. Shah Abdul Latif High School Tando Adam Tehsil Tando Adam	0333-2881340
7	Hyderabad	Mr. Muhammad Mobin, Regional Coordinator, Allama Iqbal Open University, Head Master (R), House No.B546, Qaim Khani Mohallah, Ward No. 06, Jhudo Tehsil Jhudo	0331-3891884
8	Rawalpindi	Mr. Muhammad Raza Vaince, Regional Coordinator, Allama Iqbal Open University, Senior Headmaster (Rtd.), Rakh Printing Press, Pindi Road, Tehsil Kallar Syedan, District Rawalpindi.	0300-9700563
9	Rawalpindi	Mr. Rashid Shahzad, Regional Coordinator, Allama Iqbal Open University, S.S.S., KRL Model College for Boys Tehsil Kahuta District Rawalpindi	0300-9143860

10	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
11	Rawalpindi	Mr. Danish Majeed, Regional Coordinator, Allama Iqbal Open University, Incharge/Headmaster, Govt. High School, Anwali, Tehsil Kotli Sattian, District Rawalpindi	0334-5097767
12	Rawalpindi	Dr. Muhammad Anwar, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. High School, Bhabra Tehsil Wah Cantt District Rawalpindi.	0300-5363883
13	Rawalpindi	Mr. Shakeel Ahmed, Regional Coordinator, Allama Iqbal Open University, EST, Village & Post Office Rupper Kalan, Sub Tehsil Chakbeli Khan, District Rawalpindi.	0334-5290864
14	D.M.Jamali	Mr. Faisal Nawaz, Regional Coordinator, Allama Iqbal Open University, SST, Govt Boys High School, Mohib Ali Khabn Khosa, Dera Allah Yar Khan District Jaffarabad	0333-7342922
15	D.M.Jamali	Mr. Muhammad Yousaf Khajjak, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School, Railway Colony, District Sibi	0333-7717125
16	Skardu	Mr. Mehboob Ali Abbas, Regional Coordinator, Allama Iqbal Open University, SST, Govt Boys High Tehsil & District Shigar	0321-5400098
17	Skardu	Mr. Muhammad Tayyib, Regional Coordinator, Allama Iqbal Open University, Dy. DEO, Dy. District Education Office, Tehsil & District Kharmang	0346-8116172
18	Skardu	Mr. Muhammad Ali, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Model High School, Shout Tehsil Roundu District Skardu	0355-524609

19	Skardu	Mr. Ghulam Nabi, Regional Coordinator, Allama Iqbal Open University, SST, Govt. Boys High School, Tehsil Mashabrum, District Ghancha	0346-1158637
20	Skardu	Mr. Muhammad, Regional Coordinator, Allama Iqbal Open University, Assistant Headmaster, Govt. Girls High School, Shgari Bala Tehsil Bamba District Skardu	0346-9555658
21	Skardu	Mr. Muhammad Ilyas Noori, Regional Coordinator, Allama Iqbal Open University, Dy. HM, Govt. Boys High School, Tehsil, Keris, District Ghanche	0312-9905901
22	Skardu	Mr. Inayat Hussain, Regional Coordinator, Allama Iqbal Open University, Principal, Govt. Boys Higher Sec. School, Tehsil Daghoni, District Ghanche	0355-4104368
23	Skardu	Mr. Ghulam Nabi, Regional Coordinator, Allama Iqbal Open University, Headmaster, Govt. High School, Hatchi, Khaplu Bala Tehsil Khaplu District Ghanche	0355-5657393
24	Skardu	Mr. Muhammad Ali, Regional Coordinator, Allama Iqbal Open University, Vice Principal, Shining Star Public School, Ghursay, Tehsil Mashbroom, District Ghanche	0355-4115448
25	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
26	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

27	Muzaffarabad	Mr. Naqaash Mehmood, Regional Coordinantor, Allama Iqbal Open University, SST, Govt. Boys High School, Chakothi P/o Chakothi, Tehsil Huttian Bala, District Jhelum Valley	0312-8600098
28	Muzaffarabad	Mr. Malik Mushtaq Ahmed, Regional Coordinantor, Allama Iqbal Open University, AP, Govt. Boys Degree College, Leepa Tehsil Leepa, District Jhelum Valley	0355-8155551
29	Muzaffarabad	Mr. Mushtaq Ahmed Mughal, Regional Coordinator, Allama Iqbal Open University, Librarian, Govt. Boys Degree College, Authmuqam, Tehsil Authmuqm, District Neelum	0355-8152453
30	Muzaffarabad	Mr. Muhammad Iqbal, Regional Coordinator, Allama Iqbal Open University, Senior Teacher, Govt. Boys High School, Sharda, Tehsil Sharda District Neelum	0355-8111812
31	Muzaffarabad	Mr. Sajid Qayyum, Regional Coordinator, Allama Iqbal Open University, Lecturer, Govt. Boys Inter College, Kel, Tehsil Sharda District Neelum	0355-8129706
32	Muzaffarabad	Mr. Abdul Hameed, Regional Coordinator, Allama Iqbal Open University, SST, Village Sardari, P/O Halmat Tehisl, Sharda, District Neelum	0355-7179695

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# ALLAMA IQBAL OPEN UNIVERSITY, REGIONAL NETWORK

## ISLAMABAD CAPITAL TERRITORY (ICT) ISLAMABAD

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## SINDH

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## SUKKUR

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## THATTA

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Road Makli Society  
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Ph: 0298-920202  
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## UMERKOT

Noor Model Study Center, AIOU,  
Old Girls College Hostel  
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## KHYBER PAKHTUNKHWA

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### DERA ISMAIL KHAN

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## MARDAN

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Ph: 0937-841030  
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