

PROSPECTUS

Postgraduate Programmes

E_____

M.Phil and Ph.D. (Chemistry)
M. Phil. (Food & Nutrition)
M.Sc. Community Health & Nutrition
Post-Graduate Diploma in Dietetics
Post-Graduate Diploma in Nutrition

SEMESTER: AUTUMN, 2010



FACULTY OF SCIENCES
Allama Iqbal Open University
Islamabad

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I. ABOUT THE UNIVERSITY

ALLAMA IQBAL OPEN UNIVERSITY

The 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. Undergraduate admissions are offered in both the semester, 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, allied with study guides help students to polish their skills.

At present, the AIOU is offering programs from Matric to PhD level in diverse disciplines included in the 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), BS (CS), BSc. (Engineering), etc. are being provided instruction, guidance and counselling through face-to-face education. AIOU is also offering 4-year 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 renowned dignitaries and scholars. For the science students and research scholars, a science complex has been built where they use the latest equipment of international standard for experiments. To meet the present day challenges, internet facility is also available in the student's hostel and in the Central Library, where computers have been provided to enable students to access latest information available through open source databases.

II. FACULTY OF SCIENCES

Faculty of Sciences forms an important 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 "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 qualification for a better life is a right of everyone and the faculty's programs meet this challenge by offering opportunities to all. In particular a significant number of beneficiaries are those who cannot afford education in formal institutions due to a variety of reasons.

Realizing the importance of science education and the growing need of the Faculty of Sciences, the university has completed a building, the Research Complex, at a cost of Rs.35 million. The Research Complex now accommodates departments of Agricultural Sciences, Biology, Chemistry, Environmental Sciences, Home & Health Sciences, Mathematics, Statistics and Physics. These departments are running a variety of postgraduate technical, scientific and professional programs successfully. The Research Complex has also a computer lab with internet and on-line library facility for literature survey, seminar room, lecture hall and a library. In addition, there are many labs for practical work, teaching, research and instrumentation labs for analysis. The university is developing these labs through its own 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 amount of funds and valuable guidance.

Two model labs are also in the process of development in the Research Complex, with the assistance of the Higher Education Commission to meet the training needs of science teachers. This development is significant since under the new educational policy four-year BS program has started in undergraduate educational institutions.

More than fifty highly qualified full-time faculty members are on the roll 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 of instructions so that high standards are maintained. In addition highly qualified and experienced professors are also engaged on contract or as part time instructors, for postgraduate study programs. The

University faculty is also offering academic positions under 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 leading to M.Sc, M. Phil., and Ph.D. degrees in Agricultural Sciences, Chemistry, Computer Sciences, Home and Health Sciences, Mathematics & Statistics and Physics. Rules and regulations for governing the postgraduate study programs are those approved by the Higher Education Commission (HEC). Admissions to M.Phil / Ph.D. are offered to those who pass GAT test of the National Testing Service (NTS) and the departmental interview.

For MS and M. Phil. degree, 24 credit hours of course work and a minimum of one year of research work in a specialized area of the disciplines is required. A candidate for Ph.D. degree has to take additional 18 credit hours of specialized courses in the field of research. Also a Ph.D. candidate has to pass the GRE (International) examination during the period of candidacy for the degree. The dissertation will comprise original research on a topic in the discipline and shall be evaluated by three foreign referees, who are expert in the field. At least one publication in international journal is also necessary before the degree is awarded.

The faculty has planned to launch the four year BS program in sciences comprising 124–140 credits in the near future. This four-year BS program is structured according to the recent policies of the Higher Education Commission for the improvement of standard of education to bring it at par with the international standards.

III. DEPARTMENT OF CHEMISTRY

The department of chemistry was established in March 1998. Its faculty consists of one associate professor, four assistant professors and one lecturer. Within a short period of time the department has designed and launched BS, M.Sc., M.Phil., and Ph.D. programmes. Faculty members, with the help of experts from Quaid-i-Azam University, Pakistan Atomic Energy Commission, PCSIR and various other universities, have formulated the scheme of studies and courses of these programmes. Well-equipped teaching laboratories have been set-up at the campus, in Science Block at AIOU main Campus with routine apparatus and basic instruments. The department has the pride to have most modern equipments / instrumentation in its research labs in the Science Block at AIOU main campus. These equipments / instrumentation include CHNS Analyzer, Thermal Analyzer, UV-Visible, Fluorescence and FTIR Spectrophotometer, GC-MS, HPLC unit, Atomic Absorption spectrometer and Electrochemical System.

The department has developed all the courses for undergraduate, graduate, postgraduate and Ph.D. level in accordance to guideline provided by the Higher Education Commission (HEC). These courses are reviewed from time to time through Committee of Courses to incorporate emerging modern trends in the subject. The Committee of Courses of the department comprising distinguished Professors and Scientists of the country.

At present, department of chemistry is offering and coordinating the following programmes:

1. Chemistry Courses for F.Sc. Students

2. BS Chemistry
3. M.Sc. Chemistry
4. M.Phil. Chemistry
5. Ph.D. Chemistry

M. Phil. and Ph.D. (Chemistry)

1. Introduction

The department of Chemistry is offering M.Phil and Ph.D. programmes. Currently specialization is being offered in the field of Organic Chemistry. Later on, the specializations in other branches of Chemistry will be offered.

2. Objectives

The aim of this programme is to provide an opportunity to the in-service personnels to get specialized in the field of Chemistry and to improve the qualification of those who could not continue their education through formal system. Maintaining the high standards of teaching and research, the department also wants to attract the fresh students. The main objective is to uplift the standard of education and research in the country.

3. Target Groups

M. Phil. Chemistry programme is particularly designed for the following:

- i. College teachers who want to improve their qualification.
- ii. Scientists working in different laboratories and research organizations desirous of improving their knowledge and qualification.
- iii. Fresh students having special aptitude for research.

4. Eligibility

(a) M. Phil Chemistry

A person holding M.Sc. degree (at least 2nd division) in Chemistry with at least 50 % score in GAT general test conducted by NTS will be eligible to apply for admission in M. Phil programme. **If a candidate has not already taken GAT general test, one has to appear in the forthcoming GAT test to be conducted by NTS on 12-09-2010 (details are available on website nts.org.pk.** Admission will be entirely on merit and restricted to the number of seats available.

(b) Ph. D. Chemistry

Candidates holding MS/M. Phil or equivalent in Chemistry with CGPA 3.0 (or 60% marks) and 45 percentile score in GRE subject test conducted by Educational Testing Service will be eligible to apply for Ph. D. Programme.

5. Admission Procedure

- i. Prescribed printed Admission Form (duly filled) alongwith the attested copies of required documents are to be sent to:
The Chairperson, Department of Chemistry
University Research Complex,
Allama Iqbal Open University, Islamabad.
The forms should NOT be deposited in the bank, regional office or any other office of the university
- ii. Interview of the eligible candidates will be conducted by the Departmental Admission Committee and the merit will be determined on the basis of qualification, research and professional experience etc.
- iii. Selected candidates will be informed by the Admission Department with the directions to deposit fee according to the schedule.

Since admission in M.Phil. and Ph.D. programmes is strictly on merit, only selected candidates will be informed and asked to deposit the prescribed fee. The fee should NOT be submitted before the confirmation of admission. The deposited fee would not be refundable or adjustable for future admission. Documents showing fee deposit must be provided in the office of the

The Chairperson
Department of Chemistry
University Research Complex
Allama Iqbal Open University
Islamabad.

on or before the last date for fee deposition. In case of non-compliance, it would be assumed that fee has not been deposited and the student is not anymore interested in getting admission. The department may invite a candidate in waiting list for admission against the vacant seat.

6. Scheme of Studies

Scheme of Studies for M.Phil. Chemistry

- i. A student will have to complete total of 24 credit hours of course work in the first and second semesters. The maximum duration to complete the course work is 4 semesters.
- ii. In the third & fourth semesters, students are required to complete 24 credit hours research thesis.
- iii. The minimum period to complete research thesis shall be two semesters.
- iv. The maximum period for the completion of M. Phil Degree programme is three years (six semesters) only.

Scheme of Studies for Ph.D. Chemistry

- Initially, the student required to complete 18 credit hours of Ph.D. course work. After this period, he/she has to pass comprehensive Examination.
- Besides completion of Ph.D. course work and other requirements, a candidate has to complete research work and thesis as per AIOU rules.
- For Ph.D. the student has to complete all other formalities, prescribed by the Higher Education Commission.

Description of M. Phil Chemistry Theory Courses

Semesters	Course Code	Course Title	Credit Hours
I & II	1751	Advanced Organic Syntheses	3
	1752	Advanced Stereochemistry	3
	1753	Natural Products	3
	1754	Reactive Intermediates in Organic Chemistry	3
	1755	Organometallic Chemistry	3
	1759	Structure Elucidation of Organic Compounds by Spectroscopy	3
	1761	Organic Polymer Chemistry	3
	1763	Chemistry of Primary	3
	1700	Medicinal Chemistry	3
	1770	Plastic Materials	3

Description of M. Phil Chemistry Thesis

Semesters	Course Code	Course Title	Credit Hours
III	1760	Research and Thesis	12
IV	1760	Research and Thesis	12

Note: Any four courses from the table will be offered in the first semester, subject to the availability of expertise. In second semester any four courses from the remaining courses will be offered.

Course Outlines

SEMESTER I / II

Organic Synthesis (1751)

One and two group C-X disconnections. Concept of donor and acceptor synthons. One and two group C-C disconnections and 1,2; 1,3; 1,4; 1,5; and 1,6 difunctionalized compounds. Synthesis of ring compounds. Synthesis of aromatic compounds. Aromatic heterocycles. Advanced reaction strategies.

Advanced Stereochemistry (1752)

Structure and symmetry. Configuration of cyclic molecules. Actual shape of six-membered rings. Stereochemistry and conformational analysis of substituted cyclohexanes, stereochemistry and conformational effects in small, common and medium rings, effect of heteroatoms on conformational equilibria. Fused rings, bicyclic and polycyclic rings systems, bridged rings. Determination of enantiomer and diastereomer composition by NMR, chromatographic, kinetic and isotope dilution methods.

Natural Products (1753)

Terpenoids, Alkaloids, Phenolics, Fatty Acids and their derivatives, Carbohydrates, Amino Acids and Peptides, Nucleosides, Nucleotides and Polynucleotides.

Reactive Intermediates in Organic Chemistry (1754)

Structure, stability, generation, reactions and detection of carbocations, carbanions radicals, carbenes, benzyne and related intermediates. Intermediates in oxidation reactions.

Organometallic Chemistry (1755)

Nature of bonding, σ and π complexes. Preparation of organometallic compounds. Application of organometallic compounds in organic chemistry for hydrogenation, isomerization, hydrosilylation, polymerization, hydroformylation, cyclisation, carboxylation, carbonylation, olefin metathesis, hydrocyanation etc.

Structure Elucidation of Organic Compounds by Spectroscopy (1759)

Ultraviolet Spectroscopy, Infrared Spectroscopy, Nuclear Magnetic Resonance Spectroscopy, Mass Spectrometry and their applications. Joint applications of UV, IR, NMR and MS for structure elucidation.

Organic Polymer Chemistry (1761)

Introduction to science of polymers. Steps Reaction (Condensation) Polymerization. Radical Chain (Addition) Polymerization. Ionic and Coordination Chain (Addition) Polymerization Copolymerization and polymerization conditions. Characterization of polymers. Measuring of molecular weight and size. Analysis and testing of polymers. Structure and properties of Crystalline Polymers.

Chemistry of Primary Metabolites (1763)

Amino Acids. Proteins. Purines and Pyrimidines. Deoxyribonucleic Acids. Ribonucleic Acids. Enzymatic Catalysis. Chemistry of Vitamins. Chemistry of Carbohydrates. Biochemical and analytical techniques.

Medicinal Chemistry (1700)

Physiochemical properties in relation to biological actions. Metabolic changes of drugs and related organic compounds. Antimalarials. Antibacterial antibiotics. Antineoplastic agents. Central nervous system depressants.

Plastic Materials (1770)

Introduction to plastic material. Micro and Macro viewpoint in plastics. Thermoplastic materials. Thermoset materials. Composite materials. Additives and their role in plastics. Degradation and the environment. Processing of plastic materials.

SEMESTER III & IV for M.Phil. Programme

Research and Thesis (1760)

SEMESTER III for M.Phil. Leading to Ph.D. Students

6 credit hours research work project (Project Report 1786)

Description of Ph.D. Chemistry Theory Courses

Semester	Course Code	Course Title	Credit Hours
I & II	1756	Organic Photochemistry	3
	1757	Pericyclic Chemistry	3
	1758	Reaction Mechanism	3
	1762	Quantum Organic Chemistry	3
	1765	Advanced Nuclear Magnetic Resonance (NMR) spectroscopy	3
	1766	Special Topics in Chemistry	3
	1767	Mass Spectrometry	3
	1768	Special Techniques in Organic Synthesis	3
	1769	Theoretical Aspects of Spectroscopy	3
	1799	Instrumental Methods of Analysis	3

Description of Ph.D. Chemistry Research Work & Thesis

Semester	Course Code	Course Title	Credit Hours
III	1764	Research Work and Thesis	12
IV	1764	Research Work and Thesis	12
V	1764	Research Work and Thesis	12
VI	1764	Research Work and Thesis	12

Thesis evaluation fee will be charged as per AIOU rules.

***Ph.D. Fee**

Item	Rates
Tuition Fee	Rs.4230/- per semester
Library	Rs.700/- per semester
Laboratory / Computer charges	Rs.2000/- per semester
Library security	2500/- refundable
Caution money	2000/- refundable

*Only applicable after confirmation of admission in Ph.D., by the university.

Thesis evaluation fee and any other charges will be as per AIOU rules.

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

Important Addresses and Telephone Numbers

CONTACT ADDRESSES (ACADEMICS)

Sr. No.	Name	Designation	E-mail & Phone
1.	Dr. Naghmana Rashid Chairperson	Associate Professor	nrk_chem@yahoo.com Tel: 051-9057818
2.	Dr. Uzma Yunus	Assistant Professor	uzma_yunus@yahoo.com Tel: 051-9057755
3.	Dr. Moazzam Hussain Bhatti	Assistant Professor	moazzamhussain_b@yahoo.com Tel: 051-9057262

4.	Dr. Imtiaz-ud-Din	Assistant Professor	drimtiazuddin@yahoo.com Tel: 051-9057252
5.	Dr. Muhammad Sher	Assistant Professor	shergau@yahoo.com Tel: 051-9057198
7.	Dr. Nasima Arshad	Lecturer	nasimaa2006@yahoo.com Tel: 051-9057756

IV. DEPARTMENT OF HOME & HEALTH SCIENCES

Introduction

Pakistan is a developing country and it is need of the hour to improve standard of education in all disciplines especially in science and technology in order to better face the challenges of 21st century. The Department was first established in 1981. During last 29 years the department has developed a range of professional programmes in Health and Nutrition, Environmental Design, Vision Sciences and Home Economics. Work on setting up multipurpose teaching/research laboratory for Food and Nutrition and Environmental Design programmes has been initiated 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, Vision Sciences and Home Economics etc.
3. To prepare the individuals/professionals for the development and up gradation of community & environment.

4. To enable the individuals to integrate and apply knowledge and skills of Basic Sciences, Home Economics & Applied Sciences for their future studies.

The department has produced scientific/value added and professional programmes/courses in the areas of Health, Food & Nutrition, Vision Sciences, Home Economics and Environmental Design etc. The courses are now being offered under basic functional to post-graduate, M.Phil. and Ph.D. level programmes. Many of these courses are supported with audio-visual programmes.

Currently the department is offering the following programmes.

1. M.Phil. (Food & Nutrition)
2. M.Sc. Community Health & Nutrition
3. M.Sc. Environmental Design
4. Postgraduate Diploma in Dietetics (for Dieticians)
5. Postgraduate Diploma in Nutrition (for Physicians)
6. Postgraduate Diploma in Environmental Design
7. SSC level Home Economics and Health courses
8. Functional courses in Family Health, Child Care, Nutrition & First Aid.

A. M.Phil. Food & Nutrition

1. Introduction

The National Nutritional and Health surveys conducted so far reveal that Pakistani vulnerable community i.e. women and children in particular is suffering from under nutrition, easing grounds for a number of other diseases. One out of three children in Pakistan has been reported to be mal-nourished. An adequate nutrition contributes substantially to childhood development but often goes unrecognized as such. Malnutrition in childhood leads to impaired immunity and higher susceptibility to infection. In adults, malnutrition leads

to diminished strength and vitality and lower mental activity. These in return, lower the manpower productivity and affect country's economic growth.

The Medical Officers during their basic five years training go through a heavy syllabus of medicine, surgery and curative aspects with a little emphasis on Food and Nutrition. The need for application of nutritional knowledge arises more during their practice at various health outlets. Similarly the dietitians and nutritionists have a little opportunity to enhance their knowledge and develop scholarship in the field of Food and Nutrition within Pakistan.

The purpose of M.Phil. Food & Nutrition is to offer a value added degree programme that focuses on the research based prevention of wide range of avoidable nutritional problems. It focuses on basic nutritional aspects by motivating and creating a consciousness among the in-service health professionals and nutritional experts involved in teaching postgraduate level programmes committed to undertake good nutritional care of the community. The programme was initially funded by Department for International Development (DFID) & British Council under Higher Education Link (HEL) Programme. Technical assistance and expert advice has been provided by the Center for Health and Nutrition Research, Nine Wells Hospital of University of Dundee, Scotland, UK.

2. Objectives

M.Phil. Food and Nutrition is planned to achieve the following objectives:

- a) To impart research based higher education in Food & Nutrition to people working in the field of Nutrition & Health.
- b) To teach the skill of data collection, analysis and to draw conclusions on scientific grounds.

- c) To upgrade the qualification of those who have completed their M.Sc. in the relevant discipline.
- d) To provide an opportunity to post-graduates working in different health departments/organizations & teaching institutions to enhance their qualifications.

3. Target Groups

This programme is especially designed for,

- a) In service Home Economists (Food & Nutrition) working in different educational environments/ agencies/ organizations.
- b) Un-employed master's degree holders in the field of Home Economics (Food & Nutrition) or equivalent who want to continue their studies after completing their master degree from conventional system.
- c) In-service medical officers holding master degree in Community Health and Nutrition from AIOU.
- d) In-service dietitians holding masters degree in Community Health & Nutrition from AIOU.

4. Eligibility

1. The minimum entry requirement for admission to MS./M.Phil. (or equivalent) program shall be:
 - 1.1 Minimum of 16 years of schooling or 4 years of education in the following subjects after Higher Secondary School Certificate with at least second division (130 credit hours from HEC recognised institution).
 - a) Food & Nutrition (Home Economics)
 - b) Human Nutrition
 - c) Community Health & Nutrition (AIOU)
 - 1.2 Passed a test equivalent to general GRE (GAT or NAT) with minimum of 50% marks. **If a candidate has not already taken GAT general or NAT test, one has to appear in the forthcoming GAT test or NAT test to be conducted by NTS on 12-09-2010 & 15-08-2010 respectively (details are available on website nts.org.pk.**

3. The entry requirement for admission to a M.Phil. program shall be in accordance with the Postgraduate Rules, Regulations and Procedures (PRRP) relating to Admission, Registration and Examination in MS./M.Phil. or equivalent and Ph.D. at AIOU as per revised HEC guidelines.

The admission will be entirely restricted to the number of seats available and final result of the interview.

Note: The department reserves the right to withhold the admissions in the Programme without any prior notice depending upon the number of applications received, resources and human power available within the department.

During the initial years of the experimental period, face to face compulsory teaching workshops will be held at the main campus Islamabad only.

5. Admission Procedure

- a) Interview of the eligible candidates will be conducted by the relevant Department Admission Committee and the merit will be determined on the basis of qualification, research and professional experience etc.
- b) Selected candidates will be intimated by the Admission Department with the advice to deposit fee according to the schedule.

6. Scheme of Studies

Semester wise presentation of the courses is given as follow:

1st Semester	Title of the Course	Credit Hours
1781	Modern Nutrition in Health & Disease- I	3(3-0)
1782	Modern Nutrition in Health & Disease- II	3(3-1)
1776	Dietetics Practice	3(3-1)
1779	Computer Applications in Food & Nutrition	3(3-1)

2nd Semester Title of the Course		Credit Hours
1783	Food Analysis-I	3(3-1)
1784	Food Analysis-II	3(3-1)
1787	Research Techniques in Health and Nutrition	3(3-1)
1788	Biostatistics	3(3-1)
3rd Semester Title of the Course		Credit Hours
1780	Research (thesis)	12
4th Semester Title of the Course		Credit Hours
1780	Research (thesis)	12

COURSE OUTLINES

Modern Nutrition in Health & Disease-I (1781)

- Unit 1 Major Dietary Constituents, Energy Needs and Signs of Clinical Deficiencies
- Unit 2 Vitamins and Signs of Clinical Deficiencies
- Unit 3 Minerals and Signs of Clinical Deficiencies
- Unit 4 Other Compounds with Health Relevance
- Unit 5 Metabolic Regulation
- Unit 6 Metabolic Syndrome
- Unit 7 Obesity and Physical Fitness
- Unit 8 Psychiatric and Behavioral Disorders
- Unit 9 Pediatric Nutritional Disorders

Modern Nutrition in Health & Disease-II (1782)

- Unit 1 Prevention of Cardiovascular Diseases
- Unit 2 Prevention of Hypertension
- Unit 3 Disorders of the Alimentary Tract
- Unit 4 Prevention of Cancer
- Unit 5 Prevention of Skeletal and Joint Disorders
- Unit 6 Immunology and Nutrition
- Unit 7 Diet and Nutrition in Health of Populations
- Unit 8 Nutritional Needs of Population Sub Groups-I
- Unit 9 Nutritional Needs of Population Sub Groups-II

Dietetics Practice (1776)

- Unit 1 Nutrition & Dietetic Principles & Practice-I
- Unit 2 Nutrition & Dietetic Principles & Practice-II
- Unit 3 Food & Nutrients-I
- Unit 4 Foods & Nutrients-II
- Unit 5 Nutritional Needs of Population Sub-Groups
- Unit 6 Therapeutic Dietetics for Disease States
- Unit 7 Therapeutic Dietetics for Diseases States-II
- Unit 8 Dietetic Management of Acute Trauma
- Unit 9 Investigative Procedures

Computer Application in Food & Nutrition (1779)

- Unit 1 Introduction
- Unit 2 Introduction to Networks and Internet
- Unit 3 Computer Applications
- Unit 4 Report Writing Using Computers I
- Unit 5 Report Writing Using Computer II
- Unit 6 Development of Data Collection Forms
- Unit 7 Database Applications
- Unit 8 Uses of Internet in R & D
- Unit 9 Special Tasks of Computers in Food & Nutrition

Food Analysis-I (1783)

- Unit 1 Sample Preparation & Chemometrics
- Unit 2 Determination of Moisture & Ash Contents of Food
- Unit 3 Mechanical Properties of Food
- Unit 4 Optical Properties
- Unit 5 Sensory Evaluation Techniques
- Unit 6 Protein Analysis
- Unit 7 Enzymes
- Unit 8 Analysis of Neutral Lipids (Fatty Acids and Triacylglycerols)
- Unit 9 Analysis of Neutral Lipids (Unsaponifiable Matter and Phospholipids)

(BASR). In case the thesis submitted by the student is found to be a plagiarized version of another local or foreign research/thesis at any stage his/her candidature shall be cancelled and the student shall be debarred for ever from admission to any programme of the University.

Viva Voce:

After evaluation of the thesis by external expert, the student has to appear before a viva voce committee to defend his/her research and thesis.

8. Attendance

There will be two workshops of face to face teaching/research work of 15 days each per semester for all courses offered in that semester. Attendance in these workshops is compulsory

9. Fee Structure

(a) Fee Structure for M.Phil. Food & Nutrition Programme

Fee per credit hour	Rs.1475
Fee for Practical component (Codes 1783 and 1784)	Rs.8000
Thesis & Research	Rs.35400 per semester
Project Report/Term Paper (6 Credit Hour)	Rs.8850

Registration Fee & Admission Fee will be as per AIOU Rules

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

Submission of Admission Form

Admission Form (duly filled in) along with all attested copies of documents are to be sent on the following address:

**Chairperson
Department of Home & Health Sciences,
Block No. 6,
Allama Iqbal Open University,
Sector H-8, Islamabad”.**

B. Postgraduate Diploma in Dietetics/ Postgraduate Diploma in Nutrition and M.Sc. Community Health and Nutrition

1. Introduction

Health care in the whole world has changed substantially in the last sixty five years. New disciplines have emerged and role of traditional health disciplines has broadened to keep pace with the changing emphasis from curative to primary health care.

The discipline of nutrition has been remarkably grown over the years. A variety of sister disciplines such as Dietetics, Biochemistry, Microbiology, Food Science, Agriculture and Home Sciences have contributed to its advances and discoveries. The focus from curing nutritional deficiency course has shifted to searching the role of diet in the cause of chronic diseases and examining the importance of nutrients in maintaining good health. Achieving the optimal nutritional status of the patients (both in and out door) is the prime objective of using knowledge of nutrition.

Keeping in view the increasing importance of nutrition in the care of patients, following three programmes have been developed/launched in collaboration with Kings College, London, U.K. The study centers are established at local teaching hospitals/Institutions at Islamabad/ Rawalpindi, Lahore, Karachi, Faisalabad, Peshawar and Multan. Qualified tutors are picked from these institutions for providing necessary guidance to the students of:

- PGD in Dietetics for Dietitians
- PGD in Nutrition for Physicians
- M. Sc in Community Health & Nutrition

Note: - M.Sc. Community Health and Nutrition is a value added degree for health professionals, but it is a professional course for those who already have sound knowledge of Food and Nutrition and are working as Dieticians/ Nutritionists in Health Organizations.

2. Objectives

The objectives of the programmes are given as under:

- To promote the profession of Health, Nutrition and Dietetics.
- To provide opportunities to medical professionals to enrich their education in the field of nutrition and enhance their knowledge in this branch of preventive health.
- To provide guidance/educational opportunities to in-service dietitians and other health professionals engaged in planning and serving hospital meals.

3. Eligibility for Admission

- (a) MBBS with clinical experience in the field of paediatrics, cardiology, diabetes and urology etc, are eligible for PGD in Nutrition.
- (b) The following categories of students are eligible for PGD in Dietetics:
 - M.Sc. Food & Nutrition (Home Economics) with teaching and Hospital experience.
 - B.Sc. Community Nursing (16 years of education) with minimum of three years hospital experience.
- (c) Students completing 31 credits for either of the PGD in Dietetics or PGD in Nutrition are considered eligible to continue with M.Sc. Community Health and Nutrition programme.

Note:

- i) Experience will be determined by the department and the candidates are required to attach attested photocopies of experience letters along with other documents.
- ii) If at any stage during the programme it is discovered that the student does not meet the basic eligibility criteria, his/her admission shall stand cancelled.

4. Admission/Registration Procedure

For Fresh Candidates

- Although the University offers admission twice a year i.e. Autumn and Spring, but admission to new students of this discipline is advertised only once a year i.e. in Autumn semester. A student will be generally allowed to register for a maximum of 18 credit hour courses to be offered in each semester are given in section No 6 i.e. under heading “semester wise course offering” for PGDs & M.Sc. Community Health & Nutrition.
- Applications for admission are invited through newspaper advertisements.
- Admission forms prescribed for the programme are only entertained.
- Incomplete admission forms will not be entertained in any case. Selection of candidates in the programme will be made strictly on the basis of merit against a limited number of seats.
- Candidates are required to send complete admission forms along with attested copies of all education certificates, testimonials at the following address before closing date mentioned in the advertisement:

Chairperson

Department of Home and Health Sciences
Block # 6, AIOU, Sector H-8, Islamabad.

- Only selected candidates will be informed about their selection.
- On receipt of admission offer a candidate is allowed to pay dues (as detailed in fee section) within due date as per procedure mentioned in the intimation letter.
- The study material inclusive of text books, assignments, tutorial schedule and reference material is mailed to the students.

For Continuing Students

The admission for the semester Spring and Autumn are offered in the month of February and August respectively. The continuing students are sent computerized admission forms. However, if for any reason a student does not receive the computerized form, he/she may continue the Programme by submitting fresh admission form. The rest of the prevalent terms and conditions are applicable to all fresh and continuing students.

5. Scheme of Studies & Course Contents

Post-Graduate Diplomas in Nutrition and Dietetics

Duration	: Minimum two semesters (one year) for each diploma
Total No. of credit hours	: Thirty one credit hours for each diploma

M. Sc. Community Health & Nutrition Programme

Duration	: Minimum four semesters (two years)
Credit hours requirement	: 64 Credit hours
Course Work	: 52 credit hours
Research / Thesis	: 12 credits hours

After the completion of course work, the students will be allowed to undertake research work in the community or in laboratories at AIOU. Student at distance can use PCSIR Labs or Food Science & Nutrition Laboratory of local teaching institutions or other scientific institutions to be approved by the University. Minimum duration for submission of thesis is one semester (six months).

Postgraduate Diploma consists of the following ten courses and the student is expected to earn a total of 31 credit hours for successful completion of a Post-graduate Diploma in Dietetics for Dietitians or postgraduate Diploma in Nutrition for Physicians. Medical Sciences-I (7503) & Medical Sciences-II (7504) courses are compulsory for Dietitians whereas Nutritional Epidemiology (7505) and Design of Nutritional Epidemiological Studies (7506) are compulsory courses for Physicians. The list of the courses in both the Diplomas is given as under:-

6. Offering

Postgraduate Diploma in Dietetics (for Dietitians)

Sr. No.	Title and Course Code	Credit Hours
1.	Hospital Dietetics-861	3(2+1)
2.	Community Nutrition-862	3(2+1)
3.	An Introduction to Human Nutrition-7501	4(3+1)
4.	Applied Human Nutrition-7502	3(2+1)
5.	Health Promotion-886	3(2+1)
6.	Medical Sciences-I 7503	3(3+0)
7.	Medical Sciences-II 7504	3(2+1)
8.	Food Studies-859	3(1+2)
9.	Sociology of Food and Nutrition-866	3(2+1)
10.	Institutional Management-865	3(2+1)
11.	Total Credit Hours	31

Postgraduate Diploma in Nutrition (for Physicians)

Sr. No.	Revised Title and Course Code	Credit Hours
1.	Hospital Dietetics-861	3(2+1)
2.	Community Nutrition-862	3(2+1)
3.	An Introduction to Human Nutrition-7501	4(3+1)
4.	Applied Human Nutrition-7502	3(2+1)
5.	Health Promotion-886	3(2+1)
6.	Nutritional Epidemiology-7505	3(3+0)
7.	Design of Nutritional Epidemiological Studies-7506	3(2+1)
8.	Food Studies-859	3(1+2)
9.	Sociology of Food and Nutrition -866	3(2+1)
10.	Institutional Management-865	3(2+1)
11.	Total Credit Hours	31

M. Sc. Community Health and Nutrition

The students who earn total of 31 credits hours from the above Diploma would be able to proceed to M. Sc. Community Health and Nutrition. It would be necessary for them to successfully complete the following 33 additional credit hours to obtain an M. Sc. Degree:-

Sr. No.	Revised Title and Course Code	Credit Hours
1.	Food Microbiology-7507	3(2+1)
2.	Food Biotechnology-7508	4(3+1)
3.	Research Methods-7509 (mini research project/ proposal development is mandatory)	4(3+1)
4.	Biostatistics-7510	3(2+1)
5.	Basics of Food Sciences-7511	3(2+1)

6.	Food Theory & Its Application-7512	4(3+1)
7.	Thesis-869	12
8.	Additional credit hours	33
9.	Grand Total (From PGDs leading to M.Sc)	64

Practical Work

Three days practical training workshop for Food Microbiology, Food Studies, Food Science and its applications and Human Nutrition courses are arranged in the local teaching institutions like PCSIR, NIH and PARC and newly established Labs at AIOU etc., towards the end of the study period during which practicals are conducted and demonstrations by the subject experts are arranged.

During the study period the students are required to complete their community/field work and submit their mini-research reports to their respective tutors, on the prescribed format.

6. Semester-wise Course Offering for PGD (Nutrition & Dietetics)/ M.Sc. Community Health & Nutrition Programme

Semester-wise presentation of courses for Postgraduate Diploma and M.Sc. Community Health & Nutrition Programme is as under:

1st Semester

Sr. No.	Course Code/Title	Credit Hours	Total
1.	861-Hospital Dietetics	3(2+1)	16 Credit hours
2.	862-Community Nutrition	3(2+1)	
3.	7501-An Introduction to Human Nutrition (Lab based practicals are compulsory)	4(3+1)	

4.	7502-Applied Human Nutrition (Lab based practicals are compulsory)	3(2+1)	
5.	886-Health Promotion	3(2+1)	

2nd Semester

Sr. No.	Course Code/Title	Credit Hours	Total
1. 2.	7503-Medical Sciences-I 7504-Medical Sciences-II OR	For Dietician only 3(3+0) 3(2+1)	15 Credit hours
3.	7505-Nutritional Epidemiology 7506-Design of Nutritional Epidemiological Studies	For Physicians only 3(3+0) 3(2+1)	
4.	859-Food Studies (Lab based practicals are compulsory)	3(1+2)	
5.	866-Sociology of Food and Nutrition	3(2+1)	
6.	865-Institutional Management	3(2+1)	

3rd Semester

Sr. No.	Course Code/Title	Credit Hours	Total
1.	7507-Food Microbiology (Lab based practicals are compulsory)	3(2+1)	18 Credit hours
2.	7508-Food Biotechnology (Lab based practicals are compulsory)	4(3+1)	
3.	7509-Research Methods (Mini research project proposal development is mandatory)	4(3+1)	

4.	7511- Basics of Food Sciences (Lab based practicals are compulsory)	3(2+1)	
5.	7512-Food Theory & Its Application (Lab based practicals are compulsory)	4(3+1)	

4th Semester

Sr. No.	Course Code/Title	Credit Hours	Total
1.	869-Research (Thesis)	12 **	15 Credit hours
2.	7510-Biostatistics (Use of one software for data analysis)	3(2+1)	
Total		64 Credit hours	

**Inclusive of credit hours for development of research synopsis and attending compulsory workshop at the main campus.

Note: A student failing to opt any course in any particular semester from amongst the courses offered in that semester will have to wait for at least one semester in order to get admission in that particular course since all the courses are being offered on alternate basis.

7. Fee Tariff

Post-Graduate Diplomas and M.Sc. Programme

Registration fee	Rs.200/- (at the time of first admission)
Admission Fee	Rs.700/- (once at the time of first admission)
Fee for 3 credit hours course	Rs.2175/-
Fee per credit hour course	Rs.725/-
Fee for lab based practicals	Rs.1665./-

Thesis Fee	Rs.8700/-
Thesis evaluation Fee	Rs.3300/- (at the time of submission of thesis for evaluation)

Note: Thesis evaluation fee will have to be deposited at the time of thesis evaluation. Before submitting the thesis the student should provide an evidence of depositing all dues (including the thesis evaluation fee) to this department.

Attainment of Certificate/Degree

On successful completion of the programme the student will have to apply to the controller of examination for the issuance of Diploma/ Degree. The student may apply for a single course certificate in case he/she wants to discontinue the studies.

Procedure of Depositing the Fee

The University has introduced a special method for depositing the fee and admission form for the convenience of the students. For making the process more consistent and effective, the University has entered into a formal agreement with the National Bank of Pakistan, Bank Alfiah Limited, Allied Bank Limited, Askari Commercial Bank Limited and the First Women Bank Limited. According to this agreement, various branches of these banks have been nominated to receive the fee of all the courses of the University. The students can deposit fee through bank challan forms at any approved branch. The bank branch will issue receipt for depositing the admission form and fee. This process will give relief to the students from making bank drafts and maintaining the record of the draft copy. It will also save the additional expenditure on draft making and mailing the admission form to the University. Most important thing is that the students and the University will have no fear of losing the admission form in transit. Instead, the admission

forms and fee will reach the admission department safely and in time.

Note: Only selected students will be intimated for depositing fee. No fee is required with admission form.

Medium of Instruction:

English is the medium of instruction and expression for the entire course work.

Instructional Methodology

Allama Iqbal Open University employs media mix methodology of instruction in which study material in the form of practical book/notes/study manuals is supported with non-broadcast audio-visual programmes and face to face teaching & guidance. In view of the special requirements of Health and Nutrition Postgraduate studies, the following combination of media mix is being used.

Course Books

The University Provides especially written/compiled course books.

Face to Face Student Teacher Contact

Twenty seven hours face to face student teacher contact for each of three credit/four credit hour courses are arranged in the afternoon at local teaching institutions. Sixty percent attendance in these lecture sessions is compulsory.

Course Workshops

A three days compulsory workshop is conducted for each course towards the end of each semester before the

commencement of final examination in the following regions:-

- (a) Rawalpindi/Islamabad
- (b) Lahore
- (c) Karachi
- (d) Multan
- (e) Faisalabad
- (f) Peshawar

Subject to the number of registered students and formation of a viable group of 20 to 30 students/regions.

In case a viable group of 20 to 30 students is not formed in any region, the students are normally merged in the student groups of nearby region. A workshop has lectures of eminent subject experts' student's presentations based on the field/community work followed by discussion on each presentation. Attendance in these course workshops is mandatory for each student. A student failing to attend any workshop is generally declared fail in final result. AIOU does not bear any cost incurring on boarding/ lodging or T.A/D.A. during the workshops. The students are required to make their own arrangements for their stay during the workshops. A students hostel within the campus also provides accommodation facilities at nominal charges on first come first serve basis.

Research Work/Thesis

During the last semester the student is required to carry out research work under the supervision of a Research Supervisor. The research could be experimental or survey. In case of experimental research, Laboratories of AIOU and PCSIR will be utilized. Laboratories of other local Post-graduate conventional teaching institutions may also be used for experimental research.

The students are advised to use University resources for free downloading of research articles available on digital library for collection of related review of literature for thesis. Additional reading material is available on AIOU website www.aiou.edu.pk. The students are further advised to consult other relevant books, reports available in local institution/ libraries for additional reading.

Both research work and writing of thesis will be done under close supervision of an Advisor/Supervisor. On successful completion of both the research and thesis, the student is required to submit one copy of thesis in spiral binding duly signed by Advisor/Supervisor.

The department will internally evaluate thesis and in case of any discrepancy will return the thesis to student for correction not more than two times. The initial period allowed to complete thesis will be one year. However the student may submit thesis after minimum period of six months.

An extension of six months beyond one year will be allowed twice by the Chairman/Chairperson/Director. Any extension beyond initial two years will be approved by the Dean on the recommendation of the Chairman/Chairperson/Director concerned for every six months. The student will have to pay fee equal to one AIOU credit course of Master level programme concerned, for every extension of six months beyond initial period allowed i.e. one year.

The student will be required to arrange progress report from the Adviser every two months and submit to the Department/ Institute.

The maximum period allowed to complete research thesis successfully shall be three years after successful completion of

course work or approval of topic whichever is later. The topic of thesis shall automatically stand cancelled, after maximum time limit.

The thesis will be sent to the external evaluator specially appointed by the University. On satisfactory report of external evaluator, the student shall appear for Viva-Voce examination before the Viva Voce Committee.

In case the thesis submitted by the student is found to be a plagiarized version of another thesis, research work/text, etc. published or unpublished, his candidature for M.Sc. shall be cancelled and the student shall be debarred for ever from admission to any programme of the University. In case plagerization is proved after the award of Degree, the Degree shall be cancelled/ withdrawn.

The students enrolled in research work will be advised to contact resource persons in order to seek guidance/discussion on their respective research topic. However they are not supposed to make payment to any resource person at their own.

Note: Course code 869 is thesis which is equal to 12 credit hours. Students of third Semester who have taken admission in Research Methods (7509) course are advised to submit the following information at the end of 3rd Semester for smooth running of 4th semester.

1. Three topics for research (869). These should be selected keeping in view student's own interest.

2. Complete bio-datas of three potential Advisor from their own regions for guidance in conducting research throughout the Semester. The Advisor should preferably be Ph.D in the field of Health & Nutrition or should have research publications in this field. The departmental admission committee will select one topic and most suitable research Advisor for that said topic. The selected topic and the name of Advisor will be communicated to the student in the 4th semester alongwith guidelines for conducting research thesis (869) course.

8. Assessment System

For each course regular student will be assessed as follows:-

- Assignment (continuous assessment) workshops and practical activities.
- Final Examination (A three hour written examination will take place at the end of the semester for each course) and compulsory workshop for each course.
- For working out the final course grade, the marks of continuous assessment and final examination are calculated in the ratio of 30:70 for the both programmes.
- Only those students will be allowed to take final examination who have passed the assignments and the practicals. The student failing in the continuous assessment (Assignments, practical and field project) will not be eligible to sit in the final examination. The minimum qualifying marks for each component are as follow:-
 - (a) A minimum of 40% in continuous assessment.
 - (b) A minimum of 40% in the final examination.
 - (c) An aggregate of 40% in the two components i.e. continuous assessment (practicals and theory assignments) and final examination. Allama Iqbal Open University will award a course certificate on

successful completion of course work alongwith required hours of practical training. The postgraduate diplomas are awarded after successful completion of courses equivalent to thirty credit hours whereas M.Sc. Community Health and Nutrition will be awarded on successful completion of course work equivalent to sixty credit hours alongwith the research work and thesis. The grading scheme is as under:

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

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

S #	Name	Designation	Email & Phone
1.	Dr. Nomana Anjum Chairperson	Associate Professor/ Chairperson (Environmental Design)	anjums41@hotmail.com 051-9057742 051-9250063
2.	Mrs. Hajra Ahmad	Assistant Professor (Food & Nutrition)	hajra5@hotmail.com 051-9057743

3.	Mrs. Shaista Babar	Assistant Professor (Housing & Home Management)	shaista_babar2000@yahoo.com 051-9057746
4.	Dr. Zaheer Ahmad	Assistant Professor (Food Technology)	zaheer_863@yahoo.com 051-9057265
5.	Syed Shahzad Shah	Lecturer (Food Technology)	shahzad_68@hotmail.com 051-9057748
6.	Ms. Asma Afreen	Lecturer (Food and Nutrition)	asma.ibd@hotmail.com 051-9057741
7.	Mrs. Saima Iqbal	Lecturer (Environmental Design)	saimamanzar@hotmail.com

Support Field Staff

1. Abdul Wahid Barlas
Field Worker (Optometry)
Department of Home and Health Science
Allama Iqbal Open University
Islamabad.
Phone 051-9057264

2. Mrs. Shamim Ayub
Lady Health Worker (Field)
Department of Home and Health Sciences
Allama Iqbal Open University
Islamabad.
Phone 051-9057745

Submission of Admission Form

Prescribed printed **Admission Form** (duly filled in) alongwith the required documents / testimonials / mark sheets experience certificates etc are to be sent to:

Dr. Nomana Anjum

The Chairperson

**Department of Home & Health Sciences
Block No. 6, Allama Iqbal Open University
Sector H-8, Islamabad.**

V. General Information

1. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
2. A candidate is required to send complete admission form alongwith attested copies of all education and experience certificates to admission office or as mentioned in the prospectus before or on the closing date.
3. If any applicant of post-graduate/research level programme does not receive any information regarding admission even after three months of submission of application, he/she should presume himself/herself not-selected.

4. The student cannot change specialization at post- graduate research level during the programme after being admitted to a specific field.
5. A course taken by any student can not be changed during the semester.
6. The address of student will not be changed during the semester. However, in real hardship cases change of courses will be allowed within 15 days after receipt of books and deposit of prescribed fee.
7. Admission to courses for the Spring and Autumn semester are generally offered in the months of February and August respectively whereas examinations are commenced in the month of May and November respectively. The continuing students are sent computerized admission forms. However, if for any reason, the student could not get the said form, he/she may get general admission form from any regional office of the university and send it to the university, within due dates.
8. Fee can not be refunded once paid for admission nor it can be adjusted for any other programme.
9. On payment of the registration fee, each student will be issued a registration number. This number must be quoted in all the future correspondence alongwith the roll number, course(s), code numbers and semester.
10. Study material shall be dispatched to the students at their given addresses.
11. After receiving the study package, students are usually intimated by the part time tutor appointed for each course for tutorial guidance within fifteen days. If you do not get information about tutors, you are required to send your assignment by **registered post** to the concerned Regional Director without delay; you are also required to retain a photocopy of all your assignments.
12. Rules and regulations framed, amended 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.
13. A student who fails in continuous assessment component is not eligible to appear but will be allowed to re-register for the same course at its next offering by the university.
14. It is the responsibility of the student to remain in touch with the department regarding the selected programme.
15. A student already admitted to a programme or a specialization 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.
16. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.
17. The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.
18. The student must inform the Admission Department in writing within 15 days after receiving study material parcel, if found any wrong/short of material/books 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.
19. Check the books and tally with the course codes mentioned on the address Label pasted on the Regd. Packet. If there is any discrepancy, write immediately to Admission Department for correction/supply of requisite books.
20. Admission forms incomplete in any respect will not be entertained and will be returned **after the closing of semester**

to the students indicating the deficiency in clear terms with advice the request for refund of fee.

21. Admission forms received without prescribed fee, less fee or fee deposited after due date will not be considered.
22. In case of discrepancies in the name of student/father's name of the student or difference in name mentioned in his/her other educational certificates, the name on the Matric certificate of the student will be considered as correct name. The Examination Department shall also issue certificate/ degree on the said name.
23. In case of 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.

VI. Regulations for Refund of Admission Fee

Admission fee once deposited by the candidates/ students in the university account will neither be refunded nor converted/ adjusted as a matter of right. However fee paid by the candidates/students will be settled in the following cases:

- i) The candidates/ students who deposit the fee for a programme and later on change their minds to apply for another programme and communicate their decision in black and white to the admission section before dispatch of study material in such cases, fee will be refunded to them after deduction of 10% from the total amount deposited.
- ii) The candidates/students who discontinue the programme/ courses(s) after dispatch of books, neither their admission will be cancelled nor fee will be refunded to them.
- iii) The candidates/students who are not allowed admission to a programme offered by the university due to less enrolment/ non formation of viable group/ non offering of courses, full fee will be refunded to them.

- iv) The candidates/students who know that they are ineligible for admission to a programme, and even then they deposit the fee, in such cases, the fee will be refunded to them after deduction of 5% service charges from the total amount.
- v) The amount deposited by the candidates/student in excess (more than the prescribed fee) will be refunded/adjusted within a year.
- vi) Cases of refund of admission fee will be processed after finalization/completion of admission of the semester and only on the production of original Bank Challan/Receipt No. 3 & 4.
- vii) If candidates/students deceive the university and get admission in two different programmes simultaneously in a semester, the admission will be cancelled in both the programmes and the fee deposited for both the programmes will be forfeited.

VII. Contact Addresses of the Servicing Departments

S. No.	Name	Telephone Nos.
1.	Mr. Sohail Nazir Rana Director Admission & Mailing	051-9250043 051-9250162 (Fax)
2.	Mr. Irshad Qadir Shaikh Assistant Registrar (P.G. Admissions)	051-9057422
3.	Ch. Muhammad Hussain Deputy Director (Mailing)	051-9250185
4.	Mr. Hafeezullah Controller of Examination	051-9250012
5.	Director, Students Affairs	051-9250174

ADDRESSES OF REGIONAL OFFICES

KHYBER PAKHTOON KHWA

Regional Director, Regional Campus,
Allama Iqbal Open University, Plot No.14, Sector A-3,
Phase V, Hayatabad, PESHAWAR
Ph:(091)9217606, Email:rd_peshawar@aiou.edu.pk

Deputy Regional Director, Regional Centre,
Allama Iqbal Open University, Opposite Pologround Chitral,
CHITRAL
Ph:(0943) 413419-413811, Email: rd_chitral@aiou.edu.pk

Deputy Regional Director, Regional Centre,
Allama Iqbal Open University, Neli Kothi, behind District
Auditorium, District Courts, DERA ISMAIL KHAN
Ph:(0966) 9280168-928178, Email: rd_dikhan@aiou.edu.pk

Asstt. Regional Director, Regional Centre,
Allama Iqbal Open University, Near Girls College
SAIDU SHARIF (SWAT)
Ph:(0946)9240205-6, Email: rd_swat@aiou.edu.pk

Asstt. Regional Director, Regional Campus,
Allama Iqbal Open University, House No.CB-301, Adjacent United
Bank Main Building Branch, Mansehra Road, ABBOTTABAD.
Ph:(0992)9310119-9310379, Email: rd_abbottabad@aiou.edu.pk

BALUCHISTAN

Deputy Regional Director, Regional Campus,
Allama Iqbal Open University, Eastern By Pass Takhtani Road,
QUETTA
Phone: 081-2674429-2674398, Email: rd_quetta@aiou.edu.pk

Assistant Regional Director, Regional Centre,
Allama Iqbal Open University, Near B & R Rest House, KALAT
Ph: 0844-210569, E.mail: rd_kalat@aiou.edu.pk

Assistant Regional Director, Regional Centre,
Allama Iqbal Open University, Commissionery Road,
TURBAT
Ph: 0852-412511, E.mail: rd_turbat@aiou.edu.pk

Assistant Regional Director, Regional Centre,
Allama Iqbal Open University, Mazdoor Chowk Road, Near Sadiq
Umrani House, Ward No.3, DERA MURAD JAMALI
Ph: 0838-710375, E.mail:rd-dmjamali@aiou.edu.pk

Assistant Regional Director, Regional Centre,
Allama Iqbal Open University, House No.G/176
Khawaja Khail House, Khawaja Khail Mohallah, ZHOB
Ph: 0822-413018, E.mail: rd_zhob@aiou.edu.pk

SINDH

Regional Director, Regional Campus,
Allama Iqbal Open University, ST-6, D-I, Block No.14,
Federal 'B' Area, KARACHI 75950
Ph:(021) 99 246099-101, Email: rd_karachi@aiou.edu.pk

Regional Director, Regional Campus,
Allama Iqbal Open University, H.No. 26/2 Sy No.142/41
Defense Housing Society, HYDERABAD.
Ph: (022)9200155, Email: rd_hyderabad@aiou.edu.pk

Assistant Regional Director, Regional Centre,
Allama Iqbal Open University, Survey No.2, Ameer Khani
Mohallah, Near Shahjehani Mosque, THATTA
Ph: (0298)771016, Email: rd_thatta@aiou.edu.pk

Assistant Regional Director,
Allama Iqbal Open University, Near Govt. High School,
Muslim Colony, MITHI,
Ph:(0232)261289, Email: rd_mithi@aiou.edu.pk

Assistant Regional Director, Regional Centre,
Allama Iqbal Open University, House No.488, Mohallah
Gharibabad, Opposite Shaikh Zaid Colony,
(City School), Main G.T. Road, LARKANA CITY.
Ph:(074)9230944, Email: rd_larkana@aiou.edu.pk

Assistant Regional Director, Regional Centre,
Allama Iqbal Open University, Banglow No.2, Gulshan-e-Ali
Colony, Near Erum Bright School, Daro Road, DADU
Ph: (025)9200238, Email: rd_dadu@aiou.edu.pk

Deputy Regional Director, Regional Centre,
Allama Iqbal Open University, Bunglow No.16,
Muslim Cooperative Housing Society, Military Road, SUKKUR.
Ph:(071)5631542, E-mail : rd_sukkur@aiou.edu.pk

PUNJAB

Regional Director, Regional Centre,
Allama Iqbal Open University, 17-D/1 Gazetted Officers Colony
Aziz Bhatti Road, Model Town-A, BAHAWALPUR.
Ph:(062)9255252, E.mail: rd_bahawalpur@aiou.edu.pk

Assistant Regional Director, Regional Centre,
Allama Iqbal Open University, 31-Business Man Colony,
RAHIM YAR KHAN
Ph.068-5874435, rd_rykhan@aiou.edu.pk

Regional Director, Regional Campus,
Allama Iqbal Open University, 346 - Raza Block,
Allama Iqbal Town, LAHORE
Ph:(042)99260023-6, Email: rd_lahore@aiou.edu.pk

Regional Director, Regional Campus,
Allama Iqbal Open University, F-Block, Near STN Tower, Millat
Town, FAISALABAD.
Ph: (041) 8814981-2, Email: rd_faisalabad@aiou.edu.pk

Regional Director, Regional Centre,
Allama Iqbal Open University, House No.66,
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Ph:(048)9230017, Email: rd_sargodha@aiou.edu.pk

Regional Director,
Office of the Regional Campus Rawalpindi, Allama Iqbal Open
University, Block No.27, AIOU, Sector H-8, ISLAMABAD
Ph. (051)9250181 E-mail: aiourwp@aiou.edu.pk

Regional Director, Regional Campus,
Allama Iqbal Open University, CF-7, Shah Rukn-e-Alam Colony,
Near Thana Stop, MULTAN.
Ph:(061)9220201, Email: rd_multan@aiou.edu.pk

Deputy Regional Director, Regional Centre,
Allama Iqbal Open University, Railway Road,
Near Veterinary Hospital, DERA GHAZI KHAN.
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ALLAMA IQBAL OPEN UNIVERSITY
(DEPARTMENT OF EXAMINATIONS)

FEE TARRIF*

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* Applicable with effect from 1st February, 2009.