Directorate of Distance Education,
Maulana Azad National Urdu University,
Hyderabad

Mechanism of Providing Academic Counselling Support

(As summarized from standing orders)

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- **Introduction:**

University Grants Commission (UGC), Distance Education Bureau (DEB), National Council of Teacher Education (NCTE), Executive Council & Academic Council of MANUU are the guiding forces of Directorate of Distance Education, MANUU in its academic and administrative endeavours. DDE, MANUU frames all its policies and programmes in the light of guidelines and notifications issued by the aforesaid bodies / authorities. Therefore, Directorate of Distance Education's mechanism to provide academic counselling support is based on the UGC regulations and orders issued by the competent authorities of MANUU.

- **Mechanism of Academic Counselling of UG & PG Programmes :**

UGC (Open and Distance Learning) Regulations, 2017, Annexure VII deals with Quality Assurance Guidelines of Learning Material in Multiple Media, Human Resource, Curriculum and Pedagogy. In this annexure, UGC has given norms for the effective delivery of distance education programmes which are as under (page no.62);

No. of Assignments	Practical Sessions	No. of Counselling Sessions Theory (10% of total study hours)	Size of SLMs Range (in terms of units, to be divided into blocks)	Study input	Credit Value of the course
1	60 hours	6 hours	6-8 units	60 hours	2 Credits
2	120 hours	12 hours	14-16 units	120 hours	4 Credits
3	180 hours	18 hours	20-24 units	180 hours	6 Credits
4	240 hours	24 hours	30-34 units	240 hours	8 Credits

The Academic Council of the University in its 27th Meeting held on 5th September, 2017 adopted UGC (Open and Distance Learning) Regulations, 2017 (Under Item No. 27.3.03). Further, the Executive Council of MANUU in its 63rd meeting held on 7th September, 2017 ratified the same (27th Academic Council (Item No. 63.4 (1)). Therefore, **Annexure VII** ***(Enclosed at Exhibit 1)*** is the bases of DDE's mechanism of Academic Counselling Support for all UG and PG programmes. DDE follows the aforesaid regulations in letter and spirit.

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DDE provides academic counselling support with the help of ***135 Learner Support Centres*** spread all across the country. At present DDE runs following UG & PG Programmes;

Program	Program Duration
M.A (Islamic Studies)	Min: 2 Yrs. Max: 4 Yrs.
M.A (Arabic)	Min: 2 Yrs. Max: 4 Yrs.
M.A (Hindi)	Min: 2 Yrs. Max: 4 Yrs.
M.A. (English)	Min: 2 Yrs. Max: 4 Yrs.
M.A. (History)	Min: 2 Yrs. Max: 4 Yrs.
M.A. (Urdu)	Min: 2 Yrs. Max: 4 Yrs.
B.Com	Min: 3 Yrs. Max: 6 Yrs.
B. Sc (Physics, Mathematics, Chemistry)	Min: 3 Years Max: 6 Years
B. Sc (Zoology, Botany, Chemistry)	Min: 3 Years Max: 6 Years
B.A.	Min: 3 Years Max: 6 Years

The following procedure is followed before organizing academic counselling at the Learner Support Centres:

Step 1	MoU with LSC is renewed every year
Step 2	Approval is accorded to Academic Counsellors of LSCs
Step 3	Self Learning Material is dispatched well in advance to the students. The SLM is also uploaded on website for online access/
Step 4	LSCs and Students are informed about Academic Counselling Sessions through Emails, SMS alerts and Website Notifications.
Step 5	Academic Counselling Sessions/ Practicals/ Workshops are conducted as per schedule
Step 6	Bills are processed for payments of Academic Counsellors and other part time staff as per the norms of the university
Step 7	The rates of honorarium of academic counsellors and part time staff are prescribed and approved by the competent authority of the University. The claims of honorarium are processed and remitted to their respective individual accounts.

The Students remain in contact with the Learner Support Centre Co-ordinator for counselling classes and for any academic purpose they can contact the Programme Co-ordinator at the Headquarter. The schedule of academic counselling of the current academic year is enclosed for further details at ***Exhibit 2.***

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- **Mechanism of Academic Counselling for Diploma & Certificate Programmes :**

Study material is dispatched to students of Diploma and Certificate programmes. Although academic counselling is not conducted for these courses, Guidance is provided through correspondence and e-mail by the concerned Programme Co-ordinator at Directorate of Distance Education, Hyderabad. DDE runs following Diploma and Certificate Programmes;

Program	Program Duration
Diploma in Teach English	Min: 1 Year Max: 2 Years
Diploma in Journalism & Mass Communication (DJMC)	Min: 1 Year - Max: 2 Years
Certificate of Proficiency in Urdu through English	Min: 6 months Max: 2 Years
Certificate in Functional English for Urdu Speakers	Min: 6 months Max: 2 Years

- **Mechanism of Academic Counselling of B.Ed (DM) Programmes :**

NCTE is the statutory body that regulates teacher education in the country. Hence, MANUU adopted NCTE Norms and Standards, 2014 for all of its teacher education programmes of regular and distance mode. NCTE Norms and Standards, 2014 for B.Ed (ODL) Programme (Point 6.4, Page. No. 147), mentions the guidelines of academic counselling sessions and other activities for the students of B.Ed (DM) programme *(The concerned document is enclosed at **Exhibit 3**).*

DDE runs B.Ed (ODL) programme and adheres to the norms and standards of NCTE for the concerned programme in letter and spirit. At present DDE has ***22 Learner Support Centres*** exclusively for B.Ed (DM) programme that provides academic counselling support to in-service teachers of B. Ed (DM) programme. The schedule of B.Ed (DM) Counselling and Workshop for the current year is enclosed at ***Exhibit 4***.

- **Student Support Unit:**

DDE has a separate Student Support Unit to provide both 'learner support' and 'learning support' services to distance learners. Learner support comprises all the assistance provided to the student regarding administration, of the distance education programs, such as; promoting distance programs, publishing information brochures, giving information regarding admission, qualification, fees, duration and benefits of the programs, notification of assignments, practicals and examinations, distribution of print study materials, etc. Learning support comprises assistance regarding academic activities, for ex; guidance and counselling of the students, tutoring, assistance in examination preparation, providing e-learning resources, open educational resources and so on.

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- **Remuneration for different activities of Academic Counselling Support:**

The details of remuneration to academic counsellors, coordinators, support staff, etc., of Learner Support Centres of UG/PG and B.Ed Courses of Directorate of Distance Education are mentioned in University Notification wide no. MANUU/Acad./F.67 (XXX)/2018-19/R-04 dated 16th April, 2018 which is enclosed at ***Exhibit 5.***

- **Summing Up:**

In this way, DDE is committed to provide both learner support and learning support services to distance learners in the light of UGC (Open & Distance Education) Regulation, 2017, NCTE Norms and Standards, 2014 and orders/notifications of competent authorities of the University.

DIRECTOR
Directorate of Distance Education
Maulana Azad National Urdu University
Gachibowli, Hyderabad-500 032.

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Exhibit - 1

Teacher : Non-Teaching Staff (NTS) ratio -1: 2 shall be maintained

B. Physical Infrastructure

Total Built-up area for Open and Distance Learning activity: Minimum 15000 sq. ft. (carpet area):

Sl.No.	Built-up Area Type	Percentage (%)	Built-up Area (Carpet Area, in sq ft)
1	Academic	50%	7500
2	Administrative	10%	1500
3	Academic support such as Library, Reading room, Computer Centre, Informational and Communication technology Labs, Video and Audio Labs etc.	30%	4500
4	Amenities or other support facilities	10%	1500
		Total	15000

Note: Built up area for toilets shall be separate.

Annexure VII

QUALITY ASSURANCE GUIDELINES OF LEARNING MATERIAL IN MULTIPLE MEDIA, HUMAN RESOURCE, CURRICULUM AND PEDAGOGY

1. Learning Material (Print Media)

Learning Material through print-media is termed as Self Learning Material, being developed with the approach of self-explanatory, self-contained, self-directed, self-motivating and self-evaluating. The following is an indicative list of quality standards for print material:

(a) The Self Learning Material shall be designed with the approach of two-way communication between the learner and content.

(b) The Self Learning Material shall involve the learner actively through various experience-based activities and assignments.

(c) The learner should get clear information about the structure of the programme and course.

(d) There shall be detail learning map in Self Learning Material for the learner so that he or she will be self-directed for completion of his or her studies.

(e) The content of Self Learning Material shall be developed with dialogue and personal system of writing method which will create the nature of interactivity in Self Learning Material.

(f) The Self Learning Material shall encourage learner to apply new knowledge and skills.

(g) There shall be clear definition of learning objectives and outcomes.

(h) The content shall be divided into small sections (blocks) and sub-sections (units & sub-units) for effective learning.

(i) There shall be an assignment on each learning objective for self-assessment.

(j) The learner shall be directed through problem solving activities as applicable to nature of the course.

(k) The Self Learning Material shall be developed in defined formats with following features :

(i) Consistent layout and format.

(ii) Inclusion of overview of content.

(iii) A unit structure at the beginning of the unit.

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(iv) Plenty of examples.

(v) Reference to prior learning.

(vi) Inclusion of national or international caselets and case studies.

(vii) Content in segments synchronised with learning objectives and outcome.

(viii) Explanation of icons used in content.

(ix) Appropriate sequence of material.

(x) Explanation on technical, new, difficult terms or word in a glossary section.

(xi) Inclusion of adequate suggested reading (both print and online).

2. **Audio–Video Material: Quality Standards**

(a) There shall be adequate consideration of learners' prior knowledge, skills and attitudes.

(b) Level and style of language shall be appropriate.

(c) There shall be clear information on types of support material and study activities to be used by the learner.

(d) It shall be clear and unambiguous, also preferably free from pedagogic jargon.

(e) The aim, objective and target audience for the Audio Video material shall be clearly defined.

(f) It shall be capable of being evaluated to conform to the learning outcomes.

(g) There shall be clear guidelines with regard to the use of the Audio or Visual material vis-a-vis other content of the course.

(h) AV Material shall be developed in forms and formats that will be easily accessible by the learners.

(i) There shall be separate Audio Video manual for giving the guidelines of using the Audio Video material in study.

(j) Audio Video Material shall provide continuity and coherence within and between audio-based study sessions.

(k) There shall be synchronisation of Sound and Image in Audio Video material.

(l) There shall be appropriate graphics and animations relevant to the course content.

(m) There shall be appropriate 'visual texture' and rate of change of image to keep the learner involved.

3. **Online Material: Quality Standards**

(a) The course shall be organised into units and lessons.

(b) There shall be description of unit overview along with objectives, activities, assignments and resources that frame the unit.

(c) Availability of a program map and correlation matrix among the courses in the programme.

(d) There shall be description of credit value of each module or unit in the course.

(e) There shall be clear guidelines on academic integrity and netiquette (internet etiquette) expectations regarding lesson activities, discussions and plagiarism.

(f) There shall be lesson overview, content and activities, assignments to provide the learning opportunities for learner to master the content.

(g) The course shall be designed to teach concepts and skills that the learner will retain throughout the study.

(h) There shall be multiple learning paths for engaging the learner in active learning

(i) The content shall provide opportunities for learners to engage in high-order thinking, critical-reasoning activities and thinking in increasing by complex ways.

(j) There shall be appropriate readability levels, written language assignments and mathematical requirements.

(k) The content shall provide for periodical feedback about the learning process.

(l) The course shall be easy to navigate.

(m) There shall be declaration of textbooks, courseware, and online resources necessary to refer additionally to complete the course

(n) The content shall be accessible on various devices.

(o) The online material shall satisfy the needs of learners with disabilities

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4. Computer-based material: Quality Standards

(a) The Computer-based material shall provide an environment for practise, at the learner's own pace and in his own time.

(b) The Computer-based material shall provide an environment for self-assessment.

(c) It shall allow learners to develop analysis and decision-making skills, to discover principles and concepts for themselves.

(d) The course shall be organised into units and lessons.

(e) There shall be description of unit overview along with objectives, activities, assignments and resources that frame the unit.

(f) Availability of a program map and correlation matrix among the courses in the programme.

(g) There shall be description of credit value of each module or unit in the course.

(h) There shall be lesson's overview, content and activities, assignments to provide the learning opportunities for learner to master the content.

(i) The course shall be designed to teach concepts and skills that the learner will retain throughout the study.

(j) There shall be multiple learning paths for engaging the learner in active learning.

(k) The content shall provide opportunities for learners to engage in high-order thinking, critical-reasoning activities and thinking in increasing by complex ways.

(l) There shall appropriate readability levels, written language assignments and mathematical requirements.

(m) The course shall be easy to navigate.

(n) There shall be declaration of textbooks, courseware, and online resources necessary to refer additionally to complete and master the course.

(o) The Compute-based material shall satisfy the needs of learners with disabilities.

5. Curriculum and Pedagogy: Quality Standards

(a) The curriculum objectives shall be consistent with the mission of the HEI.

(b) There shall be involvement of all the stakeholders in the process of framing the curriculum objective.

(c) The curriculum shall be designed by adopting University Grants Commission Model Curriculum and incorporating local or regional needs.

(d) There shall be rationale for the appropriateness of the curriculum to the stage of learning.

(e) There shall be linkages of the curriculum to previous and subsequent stages of learning.

(f) There shall be such learning experiences which allow a diversity of methods (like learning from practice, opportunities for distributed and concentrated practice, learning with peers, learning in formal situations inside and outside the department, personal study, specific teacher inputs etc).

(g) The structure of curriculum shall be defined.

(h) There shall be a complete strategy on teaching and learning methods.

(i) There shall be a decision made on types of media content used.

(j) There shall be a comprehensive decision on assessment & evaluation techniques.

(k) The content shall be reliable and justify the learning outcome(s).

(l) There shall be clear definition of intended outcomes of learning, benchmarked to identifiable stages of learning.

(m) There shall be the use of reference points and expertise from outside the Higher Educational Institution, if required, in programme design and in the processes of programme development and approval.

(n) There shall be relevance of curriculum to national competency requirement.

(o) There shall be description of credit value of each module or unit in the course.

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Table 1: Norms for offering programmes through Distance mode based on credit system

Duration of the programme	Credits	Level of the Programme
3 years	96-100	Bachelor's Degree (General)
2 years	64-72	Master's Degree (General)

Table 2: Norms for delivery of courses through distance mode

No. of Assignments	Practical Sessions	No. of Counseling Sessions Theory (10% of total study hours)	Size of SLMs Range (in terms of units, to be divided into blocks)	Study input	Credit Value of the course
1	60 hours	6 hours	6-8 units	60 hours	2 Credits
2	120 hours	12 hours	14-16 units	120 hours	4 credits
3	180 hours	18 hours	20-24 units	180 hours	6 credits
4	240 hours	24 hours	30-34 units	240 hours	8 credits

Table 3: Norms of Credit Structure for Self Learning Material Development Non-Print Form

No. of counseling sessions (theory)			Size of e-content (in terms of units)	Study input	Credit value of the course
Syn Chat 5%	Asyn** Discussion Forum (comp)	Syn* (f2f)# (optl) 10%			
3 hrs	2-10 topics per course as per the subject	6 hrs	6-8 units	60 hours	2 credits
6 hrs	-do-	12 hrs	14-16 units	120 hours	4 credits
9 hrs	-do-	18 hrs	20-24 units	180 hours	6 credits
	-do-	24 hrs	30-34 units	240 hours	8 credits

* Syn : Synchronous

**Asyn : Asynchronous

f2f : face-to-face

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Exhibit -2

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اُردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University Accredited with "A" Grade by NAAC)

DIRECTORATE OF DISTANCE EDUCATION

Prof. Abul Kalam

Director

MANUU/DDE-I/F.177/FTS.99/2019/ 907 Date: 01.01.2020

To,
All the RDs/ARDs
& In-charge of the MANUU RCs/SRCs

Sub: DDE-Revised Academic Calendar/Activities-Reg.
Ref: Vice-Chancellor's Approval Dated 31st December, 2019.

Dear Colleagues,

A Very Happy and Prosperous New Year 2020 to All of You!

As you are aware that University has adopted semester system of examination for Distance mode programmes as per UGC (ODL) Regulations, 2017 and instructions of UGC. from July 2019 onwards along with the annual system of the previous batches.

Therefore, a revised academic calendar 2019-20 is attached herewith. Previous calendar 2019 was prepared keeping in view the annual system of examination and the same was placed on university website. Now, it is revised for both semester and annual system.

UGC, vide letter F. No. 1-23/2018 (DEB-I) dated April, 2019 communicated for common examination for Regular and ODL Programmes asking for strict compliance as " UGC from time to time has been issuing Public Notices, thereby informing all the stakeholders that the recognized degrees/diplomas/certificates acquired through conventional and the ODL mode are at par/equivalent.

In order to re-assure the above fact and to enhance the credibility of ODL system, the dual mode HEIs shall conduct common exam (same question paper) for 50% of the total recognised programmes for the academic session (July/January as defined in the regulations) in which both of the intakes (conventional and ODL) are taken. This shall be implemented from academic session July 2019 and onwards." University has adopted the above UGC communication in its 36th AC meeting held on 3.10.2019 and committed to UGC-DEB for compliance.

Apart from that, the Academic Council in compliance to the UGC-DEB communication vide letter referred above resolved to approve the synchronization of syllabus of DDE with regular programmes and synchronization of the following five UG/PG programmes to meet the 50% requirements as prescribed by the UGC-DEB guidelines from July, 2019 session and onwards:

a) BA; b) B.Com; c) B.Sc. Life Science; d) B.Sc. Physical Science & e) M.A. Arabic.

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MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University Accredited with "A" Grade by NAAC)
DIRECTORATE OF DISTANCE EDUCATION

Due to various reasons, DDE could not conduct its semester exams with regular semester exams which were scheduled in the month of December, 2019 and the same will be conducted in the last week of February, 2020.

Keeping adopted system in view, guidelines for distribution of credits and counselling classes have been provided along with revised academic calendar for convenience of the coordinators of the Learner Support Centres (LSCs) in conducting counselling classes per semester. It may please be noted that one credit is equal to three hours' study (01 Credit = 03 hours). Accordingly, numbers of credits, number of counselling classes and duration of counselling classes have been fixed.

Please forward the revised academic calendar to all the LSCs under your jurisdiction and inform them to conduct counselling classes, assignments, B.Sc. Practicals (at identified centres), preparation of examinations and other activities accordingly.

Thanking you,

With regards

Yours Sincerely

01/8/20

Director

Encl: As stated above

Copy to:

1. Offices of the Hon'ble Vice-Chancellor/Pro Vice-Chancellor/Registrar/FO
2. Examination Branch- *for information and to please conduct of examinations accordingly*
3. Director, CIT- *with a request to upload on university website*
4. File

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Revised Academic Calendar 2019-20
(SEMESTER SYSTEM)

S.No.	Activity		Date
	ODD SEMESTER		
1	CMMENCEMENT OF COUNSELLING CLASSES		December, 2019 to February, 2020*
2	SUBMISSION OF ASSIGNMENTS *(3 Assignment for BA, B.Com, 2 Assignments for B.Sc. and MA Courses)*	ASSIGNMENT – I	15th January, 2020
		ASSIGNMENT – II	30th January, 2020
		ASSIGNMENT – III	15th February, 2020
3	B.SC. PRACTICAL CLASSES		February, 2020**
4	SUBMISSION OF ASSIGNMENT AWARD LIST BY REGIONAL / SUB-REGIONAL CENTRES TO EXAMINATION BRANCH		29th February, 2020
5	COMMENCEMENT OF EXAMINATION		Last week of February, 2020
6	DECLARATION OF EXAMINATION RESULTS		within 45-days of last examination
7	DISPATCH OF MEMORANDUM OF MARKS		within 10 days of declaration of results
	EVEN SEMESTER		
8	CMMENCEMENT OF COUNSELLING CLASSES		March- May, 2020*
9	LAST DATE FOR SUBMISSION OF ASSIGNMENTS *(3 Assignment for BA, B.Com, 2 Assignments for B.Sc. and MA Courses)*	ASSIGNMENT – I	30th march, 2020
		ASSIGNMENT – II	15th April, 2020
		ASSIGNMENT – III	30th April, 2020
		PROJECT (DJMC)	15th may, 2020
10	B.SC. PRACTICAL CLASSES		April, 2020**
11	SUBMISSION OF ASSIGNMENT AWARD LIST BY REGIONAL/ SUB-REGIONAL CENTRES TO EXAMINATION BRANCH		15 may, 2020
12	COMMENCEMENT OF EXAMINATION		May-June, 2020
13	DECLARATION OF RESULTS		within 45-days from last examination
14	DISPATCH OF MEMORANDUM OF MARKS		within 10 days from declaration of results

*Counseling Schedule will be decided by the respective LSC Coordinators with in stipulated time under the intimation of DDE.

** B.Sc. Practical Schedule will be decided by the respective Practical Centres under the intimation of DDE.

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Revised Academic Calendar 2019-20
(ANNUAL SYSTEM)

S.NO.	ACTIVITY		DATE
1	CMMENCEMENT OF COUNSELLING CLASSES (PG-I, II & UG-II, III YEAR AND ALL DIPLOMAS AND CERTIFICATRES)		1st March-31st May, 2020
2	LAST DATE FOR SUBMISSION OF ASSIGNMENTS *(2 Assignments for BA, B.Com, and B.Sc. and 4 for MA Courses)*	ASSIGNMENT – I	30th March, 2020
		ASSIGNMENT – II	15th April, 2020
		ASSIGNMENT – III	30th April, 2020
		ASSIGNMENT – IV	15th may, 2020
3	LAST DATE FOR SUBMISSION OF PROJECT FOR DJMC		15th may, 2020
	B.SC. PRACTICAL CLASSES		April-may, 2020
4	SUBMISSION OF ASSIGNMENT AWARD LIST BY REGIONAL / SUB-REGIONAL CENTRES TO EXAMINATION BRANCH		31st may, 2020
6	COMMENCEMENT OF EXAMINATION		May-June, 2020
7	DECLARATION OF RESULTS		within 45-days of last examination
8	DISPATCH OF MEMORANDUM OF MARKS		within 10 days of declaration of results

Guidelines for Distribution of Credits and Counseling Classes

Number of Credits	Number of Counseling Classes to be Conducted	Duration per Counseling Class
2 Credit	04 Classes	1:30 Hours
4 Credit	08 Classes	1:30 Hours
6 Credit	12 Classes	1:30 Hours
8 Credit	16 Classes	1:30 Hours

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8.3 Library

(a) Headquarter Library: There shall be a well-equipped library with adequate number of textbooks and reference books of school and elementary teacher education. Educational Technology Library, ICT Library, Psychological Equipment, CDs, Encyclopedias, Journals of Elementary Teacher Education and Distance Education. In addition, Self-instructional material in sufficient quantity shall be available in English/Hindi/Regional Language.

(b) Study Centre Library; The libraries/laboratories and workshops of the institutions where study centers are located shall be used by the trainees during contact sessions.

9. **Pre-requisites for applying for grant of recognition of the programme.**

Before applying to the NCTE for recognition of the DEIEd (ODL) programme, the university/ institution shall ensure the following tasks:

(a) Preparation of the project document with details about the scope of the programme, fee structure, student enrolment, faculty, Study Centres with facilities and tutors/counsellors estimated expenditure for development and implementation of the programme, norms of payment for development and implementation of the programme, norms of payment to Study Centres and resource persons, additional faculties, resources to be provided to Study Centres and monitoring and supervision of the programme.

(b) Approval of the appropriate university bodies or state government for launching the programme.

(c) Preparation of curriculum (course-wise and unit-wise structure) including scheme of evaluation/examination and support services, duly approved by the University.

(d) Preparation of the self-learning materials in print and non-print, duly certified by the Distance Education Council (DEC)/Bureau.

(e) Undertaking from the identified Study Centers in a prescribed format ensuring strict observation of DEIEd norms for the study centres.

(f) Initiation of staff selection process such as advertising, screening, interviewing and offering appointment to the selected candidates.

APPENDIX- 10

Norms and standards for bachelor of education programme through Open and Distance Learning System leading to Bachelor of Education

(B.Ed.) Degree

1. **Preamble**

The Bachelor of Education programme, generally known as B.Ed., is a professional programme that prepares teachers for upper primary (classes VI -VIII), secondary (classes IX-X) as well as senior secondary (classes XI-XII) levels.

The Bachelor of Education programme (B.Ed.) in ODL mode, is a professional programme for in-service teachers, a second degree in teacher education, primarily intended for upgrading the professional competence of working teachers in the upper primary, secondary schools and senior secondary level who have entered the profession without formal secondary teacher training. It aims at preparing in-service teachers for the secondary stage of education, in accordance with the notifications of the NCTE with regard to minimum qualifications for recruitment as a teacher. The programme shall use blended learning modality for design, development and delivery of the programme.

2. **Eligibility of Institutions and Territorial Jurisdiction**

2.1 **Eligibility of Institutions**

The institutions or academic units specially established for offering ODL programmes like the National Open University, State Open Universities and the Directorates / School of Open and Distance Learning in UGC-recognized Universities shall be eligible to offer this teacher education programme. (The Deemed to be Universities, Agricultural, Technical or allied Universities, which specialize in a field other than teacher education and other discipline specific Universities / Institutions, are not eligible to offer teacher education programme through ODL).

2.2. **Territorial Jurisdiction**

The University/ Institution offering teacher education programme through ODL will have territorial jurisdiction as defined in its Act or as decided by the concerned State Government.

The Study Centres of the University/Institution shall also be located in its territorial jurisdiction.

3. **Duration**

The duration of the programme shall be of two academic sessions / years. However, students shall be permitted to complete the programme within a maximum period of five years. The commencement and completion of the programme shall be so regulated that two long spells of vacation (summer / winter /

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Exhibit-3

The syllabus of B.Ed for the, face-to-face programme shall be transformed into distance mode consisting of Blocks/Units as per credit hours of study. The self-learning materials developed by the institution shall be approved by the Distance Education Council/Bureau.

6.2 Programme Implementation

The B.Ed. ODL Programme aims to prepare teachers who are able to continuously assess and improve their professional practice as teachers by critically reflecting on it, who can understand that teaching is embedded in the social context of the learners and who can engage with content and subject matter that they will be teaching. The student-teachers will also be acquainted with the modes of inquiry and epistemological frameworks of their subjects, familiarise themselves with how children learn so that they can develop and use teaching strategies that are responsive to the learning needs of all their learners in diverse and plural settings of secondary and senior secondary classrooms.

(a) The university/institution shall develop curriculum-based audio-video resources on its own or adapt such resources from other institutions or OERs, and make those A/V resources available at HQ. regional centres and study centres (and, if possible, directly to the students). Teleconferencing facilities available in the SRCs, state governments and open universities may also be utilised.

(b) The programme shall be delivered in a blended mode by judiciously mixing the components of resource-based self-learning, face-to-face counseling and workshops, and technology-enabled interaction and learning.

(c) *Self-learning materials:* The programme shall be conducted with full professional expertise. Self-learning materials, both print and non print, must be based on the principles of instructional design and the pedagogy of self learning, and be duly approved by the DEC. A blended learning approach (integration of methods and media) should be applied. The course materials shall be modular and credit-based.

The study materials shall be made available to the learners in the beginning of the session itself either in one go or in a phased manner as per the requirement of the programme.

(d) *Contact programme:* Apart from the school based activities and practice teaching, in a programme of two years' duration, the personal contact programme shall cover counseling and workshops, seminar presentations, report writing etc. and must be conducted at the Headquarters and/or Study Centres convenient to the learners for a total period of six months. The personal contact programmes shall be conducted as per details given below.:

(e) *Academic counseling:* Academic counseling sessions shall be spread over the entire duration of the programme and be conducted on a regular basis depending on the needs and convenience of the learners. The academic and personal problems related to the course shall be discussed in the counseling sessions. The counseling sessions shall be utilized for providing personalized guidance to the learners regarding content difficulty, fieldwork, teaching practice, projects, assignments, dissertation, time management, study skills, etc. A minimum of 144 study hours spread over two years shall be devoted to the counseling sessions. The counseling sessions shall be organized in the form of tutorials and not as teaching sessions as the learning materials provided to the learners shall perform the teaching function.

(f) *Workshops:* In the workshops the learners shall acquire competencies and skills required by a teacher or teacher educator. Therefore, they shall be engaged in certain activities as individuals or in groups. The Study Centres shall also make arrangement for practice teaching in classrooms and on simulated situations. The learners shall also be provided training in the preparation and use of ICT by involving them in the preparation of teaching aids, research tools, worksheets, course units, assignment, assessment rubrics. The learners shall be given sufficient opportunities to practice what they have learnt from the theory courses and what they are supposed to do in the classrooms. There shall be two workshops (one each year) of 6 days' duration each.

(g) *School-based activities*: The learners pursuing B.Ed. programme through the ODL system shall be involved in activities which a teacher is supposed to perform in the school. The school based activities have been mentioned in the curriculum framework of B.Ed. The learners shall interact with a faculty member (a senior and experienced teacher/principal/faculty of the school/college where the learner is working) to work on school-based activities. Thus a learner shall be supervised /guided by the mentor for a minimum of 15 study hours.

(h) *Teaching practice:* A learner enrolled in the B.Ed programme shall go through a teaching practice for three months, in the schools where he/she works, under supervision of senior teacher/ academic counselor. Each lesson will be a guided, supervised, assessed, lesson and feedback given. The learner shall be provided constructive feedback on his/her performance (strengths and weakness) by the supervisors/teacher educators. Thus, the learner shall discuss with supervisors/teacher educators the

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Annexure - 4

WORKSHOP- II

Day	Introduction Session 9.30 to 10.00	Session I 10.00 to 11.30	Session II 11.30 to 1.00	Lunch 1.00 to 2.00	Session III 2.00 to 3.30	Session IV 3.30 to 5.00	Total no. of sessions (for remuneration purpose)
1	Registration	Welcome and brief introduction to B.Ed.(DM) programme and workshop (plenary session)	Use of ICT in School Administration and Management (plenary session)		Group discussion on contemporary issues in India (max. group-4) 1. Globalization and education 2. Privatization and education 3. Liberalization and education 4. Students unrest	Group report presentation (max. group-4)	10 sessions
2	Discussion on previous day activities	Demonstration of lesson delivery by subject experts Method-1 (part-2) (Max. groups 04)	Demonstration of lesson delivery by subject experts Method-2 (part-2) (Max. groups 04)		Presentation of lesson plan by teacher trainees Method-1 (part-2) (Max. groups 04)	Presentation of lesson plan by teachers trainees Method-2 (part-2) (Max. groups 04)	16 sessions
3	Discussion on previous day activities	Need and Implication of Action Research. Steps in AR (plenary session)	Group work on action research – preparation of research design – submission of report and presentation by each group (max. group.4)		Discussion on environmental problems – policy with special reference in India (plenary session)	Group discussion on environmental problems – policy with special reference in India (Max. group. 4)	10 sessions
4	Discussion on previous day activities	Role of social media in peace education (plenary session)	Reforms and innovations in examination system (max. group-4)		Blue print of SAT (plenary session)	Preparation of question paper based on blue print (Max. group. 4)	10 sessions
5	Discussion on previous day activities	Professional development of teachers and code & ethnics of teachers (plenary session)	Discussion on professional development of teachers: student teachers to discussion their experience (Max. groups 04)		Conceptual frame work of minority in India (plenary session)	Group discussion on Problems of minority in India (max. groups 04)	10 sessions
6	Discussion on previous day activities	Organize sports meet at school level (plenary session)	Group presentation on organize a sports meet at school level (Max. groups 04)		Theoretical perspective of auto-biography (max. group-4)	Valediction session: presentation of the report by Coordinator and feedback from the participants (plenary session)	10 sessions
	Total	9 sessions	21 sessions		15 sessions	21 sessions	66 sessions

Coordinator, B. Ed.(DM) 28/9/15

Director, DDE 28/9

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DIRECTORATE OF DISTANCE EDUCATION
MAULANA AZAD NATIONAL URDU UNIVERSITY
B. Ed.(DM)-ACADEMIC COUNSELLING – TIME TABLE-2018 (2nd year)

Time: 9 am to 5.30pm

Day / Session	Day-1	Day-2	Day-3	Day-4	Day-5	Day-6	Day-7	Day-8	Day-9
1	P-201	P-201	P-201	P-201	P-201	201-EPC-III	202- EPC-IV	203- EPC-V	P-216
2	P-202	P-202	P-202	P-202	P-202	201-EPC-III	202- EPC-IV	203- EPC-V	P-216
3	P-203	P-203	P-203	P-212	P-212	201-EPC-III	202- EPC-IV	203- EPC-V	P-216
4	P-204	P-204	P-204	P-216	P-216	201-EPC-III	202- EPC-IV	203- EPC-V	P-215
Lunch break (1.00 to 1.30)									
5	P-205	P-205	P-205	P-217	P-217	P-212	P-212	P-212	P-215
6	P-206	P-206	P-206	P-213	P-213	P-213	P-213	P-213	P-215
7	P-207	P-207	P-207	P-214	P-214	P-214	P-214	P-214	P-215
8	P-211	P-211	P-211	P-211	P-211	P-217	P-217	P-217	P-215

1 session = 1 hour

Distribution of sessions (paper wise):

Paper	No. of sessions
P-201	05
P-202	05
P-203	03
P-204	03

P-205	03
P-206	03
P-207	03
EPC-III	04
EPC-IV	04

EPC-V	04
P-211 TO P-217	35*
TOTAL	72

**to be distributed among the 7 methods as per the requirements and as opted by the students*

Coordinator B. Ed(DM) 28/9/18

Director, DDE 28/9

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मौलाना आजाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اُردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University, Accredited "A" Grade by NAAC)
Directorate of Distance Education

Prof. P.F. Rahaman
Director I/c

Details of the records to be submitted at the end of workshop-II

S.No.	Particular of the activity	Maximum marks
1	Report of Action Research	20
2	Lesson Plan – two in each method (1 traditional and one innovative)	2X2X5=20
3	Submission on `Organization of Sport Meet at the School level'	20
4	Analysis of a school language textbook, identifying gender issues, gender biases reflected on it.	20
5	Submission of brief auto biography (about 7 to 8 pages) and diary for one week	20
	Total marks	100

Kindly note that the last date of submission of the above records by the trainee teacher before completion of workshop.

28/9/15
Coordinator, B. Ed.(DM)

28/9
Director

Gachibowli, Hyderabad – 500 032, Telangana., India
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SCHOOL BASED ACTIVITIES (SBA)
2ND year

Prepare Reports on the following activities:

1	Cultural activities held in the school
2	Activities taken up in the school during the cleanliness drive (Swatch Bharat Abhiyan)
3	Annual sport activities organized during the SPORTS MEET at school
4	PTA meeting held during the last six months
5	Activities during the morning assembly in the school

Note: each activity carries 20 marks

Last date of submission of WBA-II, SBA-II TP-Internship records by 30th November, 2018.

28/9/18
Coordinator, B. Ed.(DM)

28/9
Director

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Director I/c

GUIDELINES FOR TEACHING PRACTICE PROGRAMME
(2nd year)

1 ***Teaching Practice & Internship:***

All the candidates have to undertake 20 lessons in each method at the identified schools under the supervision of their mentor. The students are instructed to submit the consolidated Lesson Plan records of 20 lessons in each method duly signed and forwarded by the mentor to the programme centre coordinator

2 ***Final Lessons:***

Each student has to take 2 lessons in each method under the supervision of teacher educator. The programme centre coordinator shall allot the student to undertake these lessons in the designated High Schools for any 4-5 days during 22nd October to 20th November, 2018.

S.No.	Activity	Marks
1	Teaching practice & Internship	100
2	Final lessons in Method-I	100
3	Final lessons in Method-II	100
	Total marks	300

Coordinator, B. Ed.(DM) 28/9/18

28/9
Director

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Exhibit-5

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اُردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament 1998)
(Accredited "A" Grade by NAAC)

Dr. M.A. Sikandar
Registrar

No. MANNU/Acad./F.67(XXX)/2018-19/R-04
16th April, 2018

NOTIFICATION

Sub: Academic-revised rates of remuneration to Academic Counselors, Coordinators, Support Staff, etc., of Learner Support Centres (erstwhile Study Centres) of the Directorate of Distance Education (DDE) for UG/PG and B. Ed. Programmes- Notification-issued- Reg.

Ref: 30th Meeting of Academic Council dated 14.3.2018
36th Meeting of Finance Committee dated 23.3.2018
67th Meeting of Executive Council dated 26.3.2018

Consequent upon the approval accorded by the Executive Council in its 67th Meeting held on 26.3.2018, rates of remuneration to be paid to the Academic Counselors, Coordinators, support staff, etc., of Learner Support Centres (erstwhile Study Centres) of the Directorate of Distance Education (DDE) for UG/PG and B. Ed. (Distnce mode) programme are revised as under and to be applicable **w.e.f. 1.4.2018**:

S.No	Head of Expenditure		Existing Rates (In Rs.)	Revised Rates (In Rs.)
1.	Part Time Remuneration	Operational Heads	Per Month	Per Annum
		Head of Institution	800/-	12000/-
		Coordinator	1600/-	20000/-
		Assistant/Clerk	750/-	12000/-
		Attender	600/-	10000/-
		Safai Karmchari	600/-	10000/-
		Total	**4350/-**	**64000/-**
2.	Counselling Charges per session	UG/PG Programmes	Per session	Per session
		BA I, II, & III Year	200/-	350/-
		B. Sc. I, II & III Year (Theory)	200/-	350/-
		B. Sc. II & II Year (Practical's)	300/-	350/-
		PG I & II Year	300/-	400/-

16/4/18

Gachibowli, Hyderabad - 500 032. (Telangana State)

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	Head of Expenditure	Existing Rates	Revised Rates	Revised Rates
	B. Sc practical II & III Year and Allowances	B. Sc. (Practical's) II & III Year	Per Annum (In Rs.)	Per Annum (In Rs.)
		160 equivalent sessions (20) sessions/subject)	48000/-	50,400/- (total 144 sessions @ 18 sessions per subject)
		Part-time allowances	16150/-	15350/-
		Consumables	16250/-	16250/-
3.	Contingencies Postage/ Stationery/ Photocopy		6000/-	6000/-
4.	Compensation for Space and Accommodation			5000/-
5.	Electricity / Water / Telephone facility			6000/-
6.	One time financial assistance to each LSC for fixing of MANUU LSC sign board (Size 4 x3) English /Hindi + Urdu			3000/-
7.	**Revised Rates for PG I & II 160 Sessions; BA, I, II & III years, 320 sessions & B. Sc. I,II& III years-320 sessions (25 SCs)**			**Revised rates In Rs.**
	B. Sc. Practical Allowance	Lab Asst. – Maximum of 72 sessions @ Rs. 100/- per session		7200/-
		Lab Att. Rs. 100/- per day for 30 days		3000/-
		Water man Rs. 80/- per day for 30 days		2400/-
		Head of the Institution per month		1000/-
		Coordinator per month		1000/-
		Clerk per month		750/-
		Total		**15350/-**
	B. Sc. Consumable for 25 students	Rs. 150/- Per day	Botany	3750/-
			Zoology	3750/-
			Physics	3750/-
		Rs. 200/- Per day	Chemistry	5000/-
			Total	16250/-

Note: The number sessions indicated above for various UG/PG programmes may vary from time to time as per the UGC norms and adopted by the Academic Council from time to time.

16/4/18

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Revised Rates of Remuneration/Other charges to be paid to B.Ed.(DM) Programme Centres w.e.f. 1.4.2018

S.No	Head of Expenditure					Existing Rates (In Rs.)	Revised Rates (In Rs.)
1.	Part Time Remuneration		**Operation Heads**			**Per month**	**Per Annum**
			Head of Institution			-	12,000/-
			Coordinator			2250/-	30,600/-
			Assistant/Clerk			-	12,000/-
			Attender			-	10,000/-
			Safai Karmchari			-	10,000/-
			Total			**2550/-**	**74,600/-**
2.	Academic Counsellors/ Resource persons * Designated number of sessions as per NCTE norms.	***Sessions****	***I Yr***	***II Yr***	***B. Ed. (DM) Prog.***	***Per Session***	***Per Session***
		Existing	54	36	Counseling sessions	345/-	400/-
		Revised	40	72	Seminar Presentation	-	400/-
		Existing	135	130	Workshop sessions	250/-	250/-
		Revised	75	75	Workshop sessions	250/-	250/-
		Assignment	***I yr***	***II yr***	***B. Ed. (DM) Prog.***	***Subject***	***Subject***
		Existing	3	3	Assignment (Theory-2)	30/-	30/-
		Revised	3	3	Assignment (Practical-1)	25/-	25/-
3.	Contingencies for two workshops					6,000/-	6,000/-
4.	Workshop –I & II remuneration for Directors					2,000/-	2,000/-
						Per Annum	**Per Annum**
5.	Teaching Practice-Remuneration for Teacher Educators (Per Lesson Rs. 75/- per student 10 lessons and TA/DA Rs. 200/- per day, maximum visits 5 days) (Std.50)					87,500/-	87,500/-
6.	Teaching Practice – Remuneration for Mentors (per student 20 lessons and per lesson Rs. 5/-) (Std.50)					25,000/-	25,000/-
7.	Evaluation of Assignments (50 students) @ subject per annum					41,250/-	38,500/-
8.	Space and accommodation (per annum)					15,000/-	8,000/-
9.	Electricity/water/telephone facility (per annum)						7,000/-
10.	One time financial assistance to Programme Centre (PC) for fixing of MANUU PC Sign Board					-	3,000/-

16/4/18
REGISTRAR

Copy to:-

1. The Director, DDE, MANUU, New Delhi
2. All Regional Centres/Sub-Regional Centres (As per Standard List)
3. The Finance Officer 4. Office of the VC/PVC/Registrar/Dean(Academic)

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