



# Programme Guide of B.Ed (ODL) Programme 2020-21



## **DIRECTORATE OF DISTANCE EDUCATION, MAULANA AZAD NATIONAL URDU UNIVERSITY**

**(A Central University Established by an Act of  
Parliament)  
Accredited "A" Grade by NAAC**

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## **1. About the University:**

Maulana Azad National Urdu University (MANUU) is a Central University, established in 1998 by an Act of Parliament with all India jurisdiction. The headquarters and main campus of the University is in Hyderabad, spread over 200 acres. MANUU is recognized as a major higher education service provider across the country through regular and distance mode programmes in Urdu medium. The Academic activities of the University commenced with distance education programmes in 1998 and regular programmes in 2004. The University is named after Maulana Abul Kalam Azad, a scholar par excellence, a prolific writer, an inimitable orator, a great freedom fighter, a visionary of the post independent Indian education system and an architect of technical and scientific education in Independent India.

### **Vision**

To provide access to quality education through Urdu medium, while adhering to the inclusive policy.

### **Mission**

To empower socially, economically and educationally marginalized sections of the society so that they are brought into the mainstream, and thereby contribute to the socio-economic development of the nation through ODL and regular modes of education.

### **Mandate**

The Mandate of the University is:

- To promote and develop the Urdu language.
- To impart education and training in vocational and technical subjects through the medium of Urdu.
- To provide wider access to people desirous of pursuing programmes of higher education and training in Urdu medium through teaching on the campus as well as through distance mode and
- To focus on women's education.

### **Schools and Departments of the University**

In pursuit of its vision and mission, the University has established Seven (7) School of Studies and 20 Departments of the studies to impart various academic programmes under

regular mode. The University established 02 satellite campuses at Lucknow (UP) and Budgam near Srinagar (J&K). Apart from these Satellite Campuses, 17 Off Campus Institutions are functioning across India. About 6,000 students are pursuing various programmes in regular mode.

The Departments are currently offering 79 academic programmes, (25 Ph.D., 21 PG, 10 UG, 03 PG Diploma, 01 Advance Diploma, 06 Diploma, and 02 Certificate programmes) in the regular mode. The University also offers 06 Technical Diploma Programmes under 05 Polytechnics and 05 Vocational Certificate Programmes under 03 Industrial Training Institutes. The University has adopted Choice Based Credit System (CBCS). The candidates, interested in regular programmes of the University, may visit the University website [www.manuu.ac.in](http://www.manuu.ac.in) or <https://manuu.edu.in/>

## **2. Directorate of Distance Education (DDE)**

Every aspirant of education cannot afford to go to the Universities/Colleges to pursue his/her goals in education through regular/ campus mode. Distance Mode of Education is a tool for providing education by taking it to the doorstep of the aspirants. It reaches the unreached. Distance Mode of Education known as Open Distance Learning (ODL) is more suitable and apt for those who want to improve their knowledge and qualification by staying at home or by doing their daily routine/professional work. It requires to attend a few classes at their respective Learner Support Centres (LSCs) opted by them.

The Directorate of Distance Education offers various academic programmes in distance mode and operates through a network of 9 Regional Centres (RCs) and 5 Sub-Regional Centres (SRCs) and around 155 Learner Support Centres (LSCs) catering to around Fifty Thousand students at their doorsteps.

The Instructional Media Centre (IMC), Centre for Information Technology (CIT), Directorate of Translation and Publications (DTP) and Centre for Internal Quality Assurance (CIQA) support the Directorate of Distance Education academically and technically to enrich the programmes under Distance Education. The University's Instructional Media Centre prepares video lectures to provide anytime, anywhere learning environment to the learners through its dedicated IMC YouTube channel accessible at <https://www.youtube.com/imcmanuu> and <https://www.youtube.com/c/IMCMANUU/videos> A large repository of audio-visual

educational programmes has already been prepared by the Media Centre and new lessons are regularly produced and uploaded. Soft copies of Self Learning Material (SLM) are also being provided to the learners through University's website at weblink (<http://manuu.edu.in./dde/self-learning-material>) .

In its endeavor to make ODL programmes more vibrant and to enhance quality for the benefit of the ODL learners, Directorate of Distance Education (DDE) has introduced Choice Based Credit System (CBCS) for UG & PG programmes. As per UGC-DEB regulations, the curriculum of various ODL programmes has been revised and synchronized with that of regular mode. Accordingly, the SLMs are being prepared. Directorate of Distance Education (DDE) has vigorously started adopting Information and Communication Technology (ICT) in its academic and administrative functioning. Admissions to all Directorate of Distance Education (DDE)

## **Introduction of B.Ed (ODL) Programme:**

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 notification of the NCTE with regard to minimum qualification for recruitment as a teacher. The programme shall use blended learning modality for design, development, and delivery of the programme.

The programme also provides opportunities for sharing experiences gained by teachers. It enables teachers to select and organize learning experiences according to the requirement of learners. In addition, it provides knowledge and understanding of areas such as latest pedagogies, educational evaluation, school management, use of ICT in education etc.

### **3.1. Learning Outcomes of the Programme**

Upon completion of this course, student teachers will be able to;

1. To understand the nature of the learning process.
2. To systematize experiences and strengthen the professional competencies of teachers.
3. To imbibe knowledge and develop an understanding of the methods and approaches of organising learning experiences of secondary school students.
4. To develop skills required in selecting and organising learning experiences.
5. To develop skills involved in dealing with the academic and personal problems of learners.
6. To acquire knowledge and develop an understanding of the various procedures and techniques of evaluation and their classroom applications.
7. To develop skills involved in selecting, developing, and using evaluation tools.
8. To acquire knowledge and develop an understanding of various aspects of school management.
9. To develop competencies for organising various instructional and student support activities.
10. To develop appreciation of the role of teachers in prevailing socio-cultural and educational system.

### **3.2. Recognition by NCTE & UGC-DEB**

The B.Ed. programme is recognized by National Council for Teacher Education (NCTE) and UGC-Distance Education Bureau (DEB) vide communication letters F.SRC/NCTE/SRC/APP 1960/B.Ed-AI-(DE)/2018-19-985556 dated 13<sup>th</sup> November 2018 and F. No: 1-18/ 2018 (DEB-I) dt. 31/12/2018 respectively.

UGC Notification for Regulations published in the Gazzate of India Dated Sep 4, 2020

### **3.3. Duration of the Programme**

The minimum duration of the programme is **two** academic sessions/years. However, the maximum period allowed for completion of the programme is five years.

### **3.4. Medium of Instruction: Urdu**

## **4. Admission**

### **4.1. Eligibility**

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 (Preamble, NCTE B.ED (ODL) Norms and Standards, 2014).

The University follows the eligibility criteria prescribed by NCTE under B. Ed (ODL) Norms & Standards, 2014. Clause 4.2 of the said regulation reads as under.

The following categories are eligible to be the students of B.Ed. (ODL)

- (i) Trained in-service teachers in elementary education.
- (ii) Candidates who have completed a NCTE recognized teacher education programme through face-to-face mode.
- (iii) The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government/State Government, whichever is applicable.

**Apart from the above,**

- (iv) Candidates with at least fifty percent (50%) marks either in bachelor's degree and/or in the master's degree in Sciences/Social Sciences/Commerce/Humanities, Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55% marks or any other qualification equivalent thereto from any UGC recognized University are eligible.
- (v) Candidates must have studied URDU as a subject or medium of instruction up to 10<sup>th</sup> or its equivalent or above, as the mandate of the university is to impart education through Urdu Medium, which is its special character.

#### **4.2. The List of NCTE Recognized Teacher Education Programmes, whose pass-outs are Eligible for Admission in B. Ed. (ODL).**

- Diploma in early childhood education programmes leading to Diploma in Pre-school Education (DPSE)
- Elementary teacher education programme leading to Diploma Elementary Education (D.El.Ed.)
- Bachelor of elementary teacher education programme leading to Bachelor of Elementary Education (B. El. Ed.) degree.
- Diploma in physical education programme leading to Diploma in Physical Education (D. P.Ed.)
- Bachelor of physical education programme leading to bachelor's in physical education (B.P.Ed.)
- Diploma in arts education (Visual Arts) programme leading to Diploma in Arts Education (Visual Arts)
- Diploma in arts education (Performing Arts) programme leading to Diploma in Arts Education (Performing Arts)

**Note:** Apart from the above, programmes with older nomenclatures like D.Ed., TTC, UPT, etc duly recognized by NCTE as face-to-face teacher education programmes may also be considered for admission in B.Ed.

#### **4.3. Process of Admission**

- (I) Admissions are based on the merit list of Entrance Test conducted by MANUU.
- (II) Online application forms are available on the University website at- <https://manuu.coe.in/ddeadmission/>
- (III) While filling up application forms, candidates shall upload soft copy of all required documents.
- (IV) If selected, the original documents will be verified at the time of admissions.
- (V) The candidate will pay **registration fee through online mode only** while filling-up the application form.

(VI) Registration fee: Rs.1,000/-

**Note:** Registration fee once paid shall not be refunded. However, in case of double transactions, university may refund the excess fee received after verifying the claim. *The candidates, claiming to be coming under the reserved category, will have to support their claims with relevant documents while filling up the Application Forms, which will be verified at the time of admissions. If registration form is not complete in every aspect, ipso facto it wil stand cancelled.*

#### **4.4. Entrance Test**

Entrance Test will be conducted on the specified date and centers. Hall tickets can be downloaded from the University website at- <https://manuucoc.in/ddeadmission/> using username and password provided by the University at the time of filling-up the application form.

Admissions are given only on the basis of merit list of Entrance Test conducted by MANUU. The provisional admissions to the programme shall be given to the candidates subject to their ranks in Entrance Test and on production of proof of eligibility at the time of document verification. The number of seats at each programme Centre is 50 only. The University has the right to conduct or change the examination center of the candidates without assigning any reason thereof.

##### **4.4.1. Structure of the Entrance Test Paper for B.Ed.**

The Entrance Test paper will consist of two parts A & B. The total number of questions will be 100 and each question will carry one mark. Thus, maximum marks allotted to the test is 100. The maximum time for the Entrance Test, consisting of two parts A & B, is Two Hours.

Section	Types of Questions	No. of Questions	Marks
<b>Part-A</b>			
Section I	General English	15	15
Section II	General Urdu	15	15
<b>Part –B</b>			
Section III	General Awareness	25	25
Section IV	Logical & Analytical Reasoning	25	25
Section V	Teaching & Learning	20	20
<b>Total</b>		<b>100</b>	<b>100</b>

All questions for the Entrance Test shall be in objective format and in **Urdu** script except for

Section I General English. For each question, there shall be four answer choices and only one of them will be correct. The candidate will have to select correct answer.

#### 4.4.2 List of Entrance Test Centers

Entrance Test shall be held at the following Centres. The candidates may select the Centre as per their convenience. The Venue of the Exam Centre will be displayed on the Hall-Ticket. Please note that it is not necessary that the candidate shall have to take admission at the centre

where they have appeared for their respective Entrance Test.

1. MANUU Headquarters, Hyderabad	2. MANUU CTE, Asansol
3. MANUU CTE, Aurangabad	4. MANUU CTE, Bhopal
5. MANUU CTE, Bidar	6. MANUU CTE, Darbhanga
7. MANUU CTE, Sambhal	8. MANUU CTE, Srinagar
9. MANUU CTE, Nuh	

#### 4.4.3 How to Fill the Information in the OMR Response Sheet

Write your complete 10-digit Hall-ticket number, Name, Address and other necessary information in the space provided in OMR Response Sheet. *For example*, the hall ticket number will be filled in like this: Enrolment Number: 1006035461.

Candidate should mention his hallticket number in the columns given on OMR sheet. Thereafter, for his/her response darken the circles given for it. (Specimen form is provided below) If there is any discrepancy found at any stage between Application form and OMR Response Sheet of any candidate, Ipso facto his/her Admission will be cancelled at any time and the candidate will be responsible for it.

- Ensure that the Invigilator in your examination hall also puts his/her signature with date on the OMR response sheet at the space provided.
- Use only **blue or black** ball pen to mark the answers to the questions on the OMR response sheet.
- Do not make any unwanted markings on the OMR Response Sheet.
- Write correct information in numerical digits in Enrolment number on the OMR
- Each question is followed by four probable answers, which are numbered as A, B, C & D. Candidate should select and mark only one answer, which they consider to be

correct.

- No marks will be awarded if more than one answer is given for one question.
- There will be **No negative** marking for wrong answers.

#### **4.4.4 General Instructions**

- ✓ Mobile phones, Calculators, electronic gadgets, books, slide-rules, foot-rules, note-books, written notes, etc. will not be allowed inside the examination hall.
- ✓ Candidate shall follow the instructions given by the Centre Superintendent and by Invigilators at the examination hall. In case of any violation, the candidate will be disqualified.
- ✓ Any candidate found copying or receiving/giving assistance in the examination will be disqualified.
- ✓ The test booklet and the OMR response sheet will be supplied to the candidates by the Invigilators before the starting time of the exam. After the exam is over, candidates are required to hand over the OMR response sheet to the Invigilator before leaving the examination hall. Any candidate who do not return the response sheet will be disqualified and the University may take further action against him/her. Candidates arriving half an hour late at examination hall will not be permitted.
- ✓ Candidates will not be allowed to leave the examination hall half an hour before the closing time of the exam.
- ✓ Rough work is to be done on the test booklet itself and not on any other paper.
- ✓ Candidates should bring their hall tickets to appear in the entrance test along with photo ID card, such as Voter ID, Aadhar, Driving License, Pan Card etc. for verification.
- ✓ At the time of admission, the candidate is supposed to submit the Hall Ticket, duly signed by the Invigilator of concerned exam centre, to the Admission In-charge with the programme fee prescribed.

#### **4.4.5 Declaration of Results and Ranking**

1. The result of Entrance Test indicating the qualifying/non-qualifying status will be published on MANUU Website on the date specified. The qualifying candidates will be given rank according to the merit obtained in the Entrance Test.
2. The candidates are advised to visit the university website frequently for updates about

the entrance test results, admissions etc.

3. The information will also be provided to the students through their provided functional registered email addresses. In case of any delay and non delivery of the information, university will not be responsible.
4. The qualified and called for candidates shall have to appear online for the verification of their documents.
5. The candidates are required to keep all the Original Documents along with original photo identity proof such as Voter ID, Aadhar, Driving License, Pan Card etc. at the time of online verification.

#### 4.4.6 List of Documents Verification Centres

1. MANUU Headquarters, Hyderabad	2. MANUU CTE, Asansol
3. MANUU CTE, Aurangabad	4. MANUU CTE, Bhopal
5. MANUU CTE, Bidar	6. MANUU CTE, Darbhanga
7. MANUU CTE, Sambhal	8. MANUU CTE, Srinagar
9. MANUU CTE, Nuh	

**Note:** The qualified candidates may opt for any Programme Centre (PC) of their choice for Admission, subject to availability of seats in the opted programme centre. It should be noted that each PC will have the intake capacity of 50 seats only. **Centre once allotted shall not be changed in any circumstances.**

#### 4.4.7. Documents to be submitted by the Candidate at the Time of Verification

The following Original Certificates / Documents shall be verified at the time of admissions for selected candidates only. However, after verification, the original certificates shall be returned to the candidates except Migration Certificate, Service Certificate and Hall Ticket.

- 1) Hall Ticket of Entrance Test.
- 2) S.S.C./10th or other relevant documents for Date of Birth, Candidate's Name and Father's name
- 3) Marks-memo of qualifying examination.
- 4) Provisional/ Degree Certificate/ Master's Degree if applicable.
- 5) Certificate showing proof of having studied Urdu at SSC/ 10th or higher level as a subject or medium.
- 6) Service Certificate of a recognized school in the prescribed Proforma. (Annexure-I)
- 7) Permission Certificate issued by a recognized school to the selected candidate for undertaking practical activities in the prescribed Proforma. (Annexure-II)
- 8) Proof of Trained in-service teachers in elementary education as mentioned in the eligibility criteria.
- 9) Certificate of NCTE recognized teacher education programme through face to face mode as

mentioned in the eligibility criteria.

10) Migration Certificate from the University/College last attended.

11) Certificate in support of claimed reservation category.

#### 4.5. Programme Fee

The fee structure for two years B.Ed. programme is as follows:

Programme Name	Admission Fee (One time, Non-refundable)	Programme Fee for SC/ST/PWD/EWS/Woman/Transgender (Annual)	Programme fee for Other Students (Annual)	Lab Practicals Fee (Annual)	Examination Fee (Annual)	Development Fee/Corpus Fund (Annual)	Total Fee for SC/ST/PWD/EWS/woman / Transgender Students (Annual)	Total Fee in Rupees for other Students (Annual)
Rupees								
B.Ed. Programme 1st Year	1000	9000	15000	1000	2000	1000	14000	20000
B.Ed. Programme 2nd Year		9000	15000	1000	2000	1000	13000	19000

The total fee for B.Ed. Programme for two academic sessions/years is Rs. 39000/- for open Category Candidates and Rs.27000/- for SC/ST/PWD/EWS/ Women &Transgender category candidates.

The candidates will have to pay the fee through online mode at the time of provisional admission. If a candidate fails to pay the fee within the prescribed time, his/her admission will be deemed to have been cancelled.

#### 4.6. Refund of Fee

The Programme fee shall be refunded as per the University norms as mentioned above

#### 4.7. Re-registration

If a student fails to complete the programme within the stipulated maximum 5 years period, he/she has to Re-register in the programme, the details of which are as follows:

- a. For Re-Registration with Self Learning Material (SLM), fee shall be same as given in above table (12.5) for each year, he/she wants to appear in the exam.
- b. For Re-Registration without Self Learning Material (SLM), fee shall be as follows:

Sr. No.	Particulars	Fee Amount (In Rupees)
1.	Re-registration fees	2000/-
2.	Per course fees	1000/-
3.	Exam fees (Per course)	200/-

## 5. Course Structure of the Programme:

Semester I

Total credits = 22

Total marks = 550

Sr. No	Paper Code	Subject	Marks	Credits		Internal Assessment	External Assessment
				Theory	Practical		
1	B9ED101CCT	Philosophical Foundations of Education	100	4	-	30	70
2	B9ED102CCT	Psychology of Learner and Learning	100	4	-	30	70
3	B9ED103CCT	Communicative English	50	2	-	15	35
		Pedagogy of a School Subjects – Part 1 (Any two subjects)					
4	B9ED101DST	Mathematics	200	8	-	60	140
	B9ED102DST	Biological Sciences					
	B9ED103DST	Social Studies					
	B9ED111DST	Urdu					
	B9ED112DST	Hindi					
	B9ED113DST	English					
	B9ED114DST	Physical Sciences					
5		School Based Activities - I	50	-	2	50	
6		Workshop Based Activities – I	50	-	2	50	
				18	4		
<b>Total</b>			<b>550</b>	<b>22</b>		<b>235</b>	<b>315</b>

Semester II

Total credits = 20

Total marks = 500

Sr. No	Paper Code	Subject	Marks	Credits		Internal Assessment	External Assessment
				Theory	Practical		
1	B9ED201CCT	Sociological Foundations of Education	100	4	-	30	70
2	B9ED202CCT	Learning and Teaching	100	4	-	30	70
3	B9ED203CCT	ICT Based Teaching and Learning	50	2	-	15	35
		Pedagogy of a School Subjects – Part 2 (Any two subjects)					
4	B9ED201DST	Mathematics	200	8	-	60	140
	B9ED202DST	Biological Sciences					
	B9ED203DST	Social Studies					
	B9ED211DST	Urdu					
	B9ED212DST	Hindi					
	B9ED213DST	English					
	B9ED214DST	Physical Sciences					
5		Workshop Based Activities - II	50	-	2	50	
				18	2		
<b>Total</b>			<b>500</b>	<b>20</b>		<b>185</b>	<b>315</b>

Semester III

Total credits = 20

Total marks = 500

Sr. No	Paper Codes	Subject Name	Marks	Credits		Internal Assessment	External Assessment
				Theory	Practical		
1	B9ED301CCT	Assessment for Learning	100	4	-	30	70
2	B9ED302CCT	School Management	50	2	-	15	35
3	B9ED303CCT	ICT Competencies	50	2	-	50	0
4	B9ED301EPC	Reading and Reflecting on Texts	50	-	2	50	0
5	B9ED302EPC	Art in Education	50	-	2	50	0
6		Teaching Practice & Internship (Under Supervision for three months) TP-I	100	-	4	100	0
7		School Based Activities - II	50	-	2	50	0
8		Workshop Based Activities - III	50	-	2	50	
				8	12		
Total Marks			500	20		395	105

Semester IV

Total credits = 18

Total marks = 450

Sr. No	Paper Codes	Subject Name	Marks	Credits		Internal Assessment	External Assessment
				Theory	Practical		
1	B9ED401CCT	Contemporary issues in Education	100	4	-	30	70
2	B9ED402CCT	Environmental Education	50	2	-	15	35
3	B9ED403CCT	Inclusive Education	50	2	-	15	35
4	B9ED404CCT	Health and Physical Education	50	2	-	15	35
5	B9ED401EPC	Understanding the Self	50	-	2	50	0
6		Final Lessons ( Under Supervision) TP-II	100	-	4	100	0
		Workshop Based Activities - IV	50	-	2	50	0
				10	18		
Total Marks				450	18	275	175
GRAND TOTAL				2000	80	1090	910

**Marks & Credits Breakup:**

Sr. No	Particulars	Marks	Credit
1	CCT – Core Theory Course	950	38
2	EPC – Enhancing Professional Capabilities Course	150	06
3	DST – Discipline Specific Elective Course	400	16
4	CCP – Core Practical Course	500	20
		<b>2000</b>	<b>80</b>

**Core Practical Course**

Sr. No	Core Practical Course	Credits	Marks
1	School Based Activities - I	2	50
2	Workshop Based Activities - I	2	50
3	Workshop Based Activities - II	2	50
4	Teaching Practice (Under Supervision)	4	100
5	School Based Activities - II	2	50
6	Workshop Based Activities - III	2	50
7	Internship & Final Lessons ( Under Supervision)	4	100
8	Workshop Based Activities - IV	2	50
	<b>Total</b>	<b>20</b>	<b>500</b>

**ABSTRACT**

Semester	Marks		Credits	
	Theory	Practical	Theory	Practical
<b>1<sup>st</sup> Semester</b>	450	100	18	4
<b>2<sup>nd</sup> Semester</b>	450	50	18	2
<b>3<sup>rd</sup> Semester</b>	200	300	8	12
<b>4<sup>th</sup> Semester</b>	250	200	10	08
<b>Total</b>	<b>1350</b>	<b>650</b>	<b>54</b>	<b>26</b>
<b>Grand Total</b>	<b>2000</b>		<b>80</b>	

**Note:** Complete syllabus of the programme can be accessed from DDE website at the following link; <https://manuu.edu.in/dde/sites/default/files/2020-01/B.Ed%20Syllabus%202019%20approved%20in%20SB%20and%20AC.pdf>

## 6. Instructional System

The B.Ed. programme instructional system includes the multi-media approach, i.e., self-instructional print material, audio/video lessons, assignments, counseling sessions and practical work in schools and workshops.

### 6.1. Printed and Digital Material:

The self-learning materials in printed form for both theory and practical components of the programme shall be provided. The print material for each course shall be in the form of blocks. Each block will consist of 3-5 units. The Self Learning Material (SLM) shall be sent by registered post. The university shall not be responsible for loss or delay by the postal department. Soft copies of Self Learning Material (SLM) are also being provided to the learners through University's website at web link; <http://manuu.edu.in/dde/self-learning-material>

### 6.2. Audio and Visual Lessons:

The audio and video lessons are supplementary material for the enhancement of understanding of the subject. They will be used during counseling and workshop sessions at respective programme centers. A large repository of audio-visual educational programmes has already been prepared by the Media Centre and new lessons are regularly produced and uploaded. Students and LSCs can access the audio-visual resources of IMC at <https://www.imcmanuu.com/>. Further students can also access the video lessons available on YouTube Channel of Instructional Media Center at <http://youtube.com/u/imcmanuu>.



SLM Dispatch Section

### **6.3. Assignments:**

As per the NCTE Regulations, assignments are an integral and compulsory part of the instructional system. There are three tutor-marked assignments for each theory course. These assignments are to be submitted to the respective programme centres in accordance with the prescribed schedule given in the programme guide.

### **6.4. Counselling and Workshop:**

The counseling and workshop sessions will be held at respective programme centres during the scheduled time mentioned in the Academic Calendar.

- a. **Counselling:** Academic counselling session 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 counselling sessions. The counselling sessions shall be utilized for providing personalized guidance to the learners regarding content difficulty, field work, teaching practice, projects, assignments, dissertations, time management, study skills etc. There shall be one academic counselling session (one each semester) of 36 study hours (6 days including Saturday and Sunday).
- b. **Workshop:** In the workshop, the learners shall acquire competencies and skills which are required by a teacher or teacher educator. Therefore, they shall be engaged in certain activities as individuals or as groups, The Study Centres shall also make arrangement for practice teaching in classroom and in the preparation of teaching aids, research tools, worksheets, course units, assignments and assessment rubrics, The learners shall be given sufficient opportunities to practice what they are supposed to do in the classrooms. There shall be one workshop of 3 days duration in each semester.

### **6.5. Important Instructions**

- ❖ Attendance in both academic counseling and workshop sessions is mandatory.
- ❖ If a candidate fails to attend the academic counseling and workshop or any of them, his/her hall ticket to appear in examinations will not be issued.
- ❖ All activities related to B.Ed. Programme such as counseling classes, workshop sessions, assignments etc., will be organized at their respective programme centres only.
- ❖ **Request of student-teachers to attend the B.Ed. programme related activities at**

**centres other than their allotted centres shall not be considered under any circumstances.**

### **6.6. Students' Support Services**

For providing support to its individual learners, the University has established 20 B.Ed. Programme Centres throughout the country. These Programme Centres are coordinated by the respective Programme Centre coordinators. These Programme Centres function under the respective Regional/Sub-Regional Centres. At the programme Centres, the learners interact with the Academic Counselors as well as their peer group, refer books in the library, watch/listen to Video/Audio Cassettes & DVD's etc. Workshop activities are also conducted at these centres. For any queries, they can contact their respective Programme Centre Coordinator.

### **6.7. Evaluation**

The system of evaluation for both theory and practical work is as follows:

#### **✓ Theory**

Evaluation of theory courses comprises following aspects:

- i. Self-evaluation exercises within each unit of study (non-credit).
- ii. Continuous evaluation in the form of periodic compulsory assignments.  
This carries a weightage of 30% for each course. There shall be 3 assignments per course.
- iii. The term-end examination has a weightage of 70% of the total for each course.

#### **✓ Practicals**

Evaluation of practical courses comprises following aspects:

- i. Continuous evaluation of school-based activities and teaching practice.
- ii. Evaluation of internship.
- iii. Evaluation of performance in workshop-based activities.

## 7. Academic Calendar

1.	Issue of Admission Notification	30 <sup>th</sup> October, 2020
2.	Last date of submission of Forms (Online)	25 <sup>th</sup> November, 2020
3.	Date & Time of Entrance Test	10 <sup>th</sup> December, 2020 (2.00 - 4.00 PM)
4.	Declaration of Result	18 <sup>th</sup> December, 2020
5.	Display of 1 <sup>st</sup> Merit List	23 <sup>th</sup> December, 2020
6.	Online Verification of Documents	24 <sup>th</sup> December, 2020
7.	Payment of Fee	25 <sup>th</sup> December, 2020
8.	Display of Merit Cum Waiting List	28 <sup>th</sup> December, 2020
9.	Online Verification of Documents	29 <sup>th</sup> December, 2020
10.	Payment of Fee	31 <sup>st</sup> December, 2020
11.	Last Date of Admission	2 <sup>nd</sup> January, 2021
<b>Curricular Schedule of Odd Semester</b>		
12.	Dispatch of SLMs to Students	3 <sup>rd</sup> January, 2021 Onwards
13.	Commencement of Counselling Session and Workshop	Last Week of January, 2021
14.	Last Date for Submission of Assignment and other Records by the Students to PCs	2 <sup>nd</sup> Week of February, 2021
15.	Last Date for Submission of Award List and other Records by PCs to RCs/SRCs	4 <sup>th</sup> Week of February, 2021
16.	Date of Submission of Award List to Examination Branch by RCs & SRCs and copy of the same to be forwarded to DDE	1 <sup>st</sup> Week of March, 2021
17.	Commencement of Examination	March/April, 2021 (To be notified)
18.	Declaration of Examination Results	Within 45-days after the last examination
<b>Curricular Schedule of Even Semester</b>		
19.	Dispatch of SLMs to Students	2 <sup>nd</sup> Week of April, 2021
20.	Commencement of Counselling Session and Workshop	May, 2021
21.	Last Date for Submission of Assignment and other Records by the Students to PCs	5 <sup>th</sup> July, 2021
22.	Last Date for Submission of Award List and other Records by PCs to RCs/SRCs	15 <sup>th</sup> July, 2021
23.	Date of Submission of Award List to Examination Branch by RCs & SRCs and copy of the same to be forwarded to DDE	20 <sup>th</sup> July, 2021
24.	Commencement of Examination	August, 2021 (To be notified)
25.	Declaration of Examination Results	Within 45-days after the last examination

## 8.List of Programme Centres

Sr. No.	Programme Centre B.Ed.	Concerned Regional Centre
1.	Prof. K. Ramesh, Coordinator, Programme Centre MANUU B. Ed. (DM) Programme Centre Al-Ameen College of Education, Near Lal Bagh Main Gate, Hosur Road, Bangaluru - 500 027	Bangaluru Regional Center, MANUU, Al-Ameen College of Education, Near Lal Bagh, Main Gate, Hosure Road, Bangaluru - 560027.
2.	Dr. Shafayat Ahmed Coordinator, Programme Centre MANUU B. Ed. (DM) Programme Centre MANUU College of Teacher Education, Chandan Patti, Laheria Sarai, Darbhanga, Bihar	Darbhanga Regional Center MANUU Mohalla - Ismail Ganj (Near Khan Lodge), Laheria Sarai, Darbhanga - 846 001 (Bihar).
3.	Dr. Shakera Parveen Coordinator, Programme Centre MANUU B. Ed. (DM) Programme Centre Dept. of Education & Training, MANUU Campus, Gachibowli, Hyderabad-500032	Hyderabad Sub-Regional Centre, MANUU, H.No. 22-5-885, Opp. Sardar Mahal, 4th Floor, Telephone Exchange Building, Charminar, Hyderabad (T.S) - 500002
4.	Dr. S. Mumtaz Begum Coordinator, Programme Centre MANUU B.Ed. (DM) Programme Centre Osmania College of Education, H.No. 11/9 Peta, Kawadi Street, Kurnool (AP)	
5.	Mr. Syed Tauquir Imam Coordinator, Programme Centre MANUU B.Ed. (DM) Programme Centre MANUU College of Teacher Education, Danishgah Islamia High School Campus, School Lane, Hutton Road Asansol- 713 301, West Bengal	Kolkata Regional Centre, MANUU, 1A/1, Mohsin Hall, 3rd Floor, Chatu Babu Lane, P.O: Entally, Kolkata-700 014 West Bengal
6.	Dr. Badarul Islam Coordinator, Programme Centre MANUU B.Ed. (DM) Programme Centre MANUU College of Teacher Education, DRP Educational Campus, Opp: Taj Residency, Mahmood Pura, Rauza Bagh, Aurangabad - 431 001 (MS)	Mumbai Regional Centre, MANUU, Plot No. 60, Lane - G, Sector - 8, Near Modern School, Vashi, Navi Mumbai - 400 703.
7.	Dr. Afaque Nadeem Khan Coordinator, Programme Centre MANUU B.Ed. (DM) Programme Centre MANUU College of Teacher Education, MHK ITC Campus, Rafiquia School Road, Bhopal - 462 001 (M.P.)	Bhopal Regional Centre, MANUU, # 12, Ahmedabad Palace, Koh-E-Feza, Bhopal - 462 001(M.P.)

8.	Prof. Aejaaz Masih Coordinator, Programme Centre MANUU B. Ed. (DM) Programme Centre Faculty of Education, JMI, Delhi-110025	Delhi Regional Centre, MANUU, 164, First Floor, Sukhdev Vihar, Near Masigarh Church, New Delhi – 110 025
9.	Dr. Reyaz Ahmed Coordinator, Programme Centre MANUU B.Ed. (DM) Programme Centre MANUU College of Teacher Education, Al-Tarin, ITI, Behjoi Road, Sambhal- 244 302 (UP)	
10.	Dr. B.L. Meena Coordinator, Programme Centre MANUU B.Ed. (DM) Model Programme Centre Directorate of Distance Education, MANUU Campus, Gachibowli-500 032 Hyderabad	Directorate of Distance Education, MANUU Headquarters, Gachibowli, Hyderabad -500 032
11.	Dr. Abdul Naveed Coordinator, Programme Centre MANUU B.Ed. (DM) Programme Centre Panchsheel College of Education, Street Gajulpet, Post. Nirmal, Adilabad- 504 106 (TS)	Hyderabad Sub-Regional Centre, MANUU, H. No. 22-5-885, Opp. Sardar Mahal, 4th Floor, Telephone Exchange Building, Charminar- 500002, Hyderabad (T.S)
12.	Dr. Shakeel Ahmed Ansari Coordinator, Programme Centre MANUU B. Ed. (DM) Programme Centre Dr. Zakir Hussain Teacher Training Institute, Surury Campus, PB No. 52, Station, Dargah Road, Burhanpur - 450 331 (MP)	Bhopal Regional Centre, MANUU, # 12, Ahmedabad Palace, Koh-E-Feza-462 001, Bhopal
13.	Dr. Md. Ali Hussain Coordinator, Programme Centre MANUU B.Ed. (DM) Programme Centre Kolkata Teachers' Training College, Village - Panpur, PO. Narayanpur, Dist: 24 Parganas - 743 126 (WB)	Kolkata Regional Centre, MANUU, 1A/1, Mohsin Hall, 3rd Floor, Chatu Babu Lane, P.O: Entally-700 014, Kolkata (WB)
14.	Dr. Md. Ashraf Hoda Coordinator, Programme Centre MANUU B.Ed. (DM) Programme Centre Karim City College, Kapali Link Road, Zakir Nagar (West) PO&PS Azadnagar, Mango, Jamshedpur - 831 110	Ranchi Regional Centre, MANUU, H.NO.1/2 First Floor, Resaldar Nagar, Doranda, Ranchi-834 002, Jharkhand.
15.	Mrs. Nazneen Begum Coordinator, Programme Centre MANUU B.Ed. (DM) Programme Centre Anjuman-E-Islam's College of Education, Mangoli Road, Vijayapur - 586 101 (Karnataka)	Bangaluru Regional Center, MANUU, Al-Ameen College of Education, Near Lal Bagh, Main Gate, Hosure Road-560027, Bangaluru. (Karnataka)
16.	Dr. Mohd Talib Ather Ansari Coordinator, Programme Centre MANUU B.Ed. (DM) Programme Centre	Bangaluru Regional Center, MANUU, Al-Ameen College of Education, Near Lal Bagh, Main Gate, Hosure Road-560027, Bangaluru.

	MANUU College of Teacher Education, Shaheen Nagar, Shahapur Gate, Bidar - 585 401 (Karnataka)	(Karnataka)
17	Mr. Irfan Iqbal Shaikh Coordinator, Programme Centre MANUU B.Ed. (DM) Programme Centre Iqra College of Education, G.No. 25/2, Iqra Nagar, Shirsoli Road, Mohandi Shivar, Jalgaon - 425 001 (MS)	Mumbai Regional Centre, MANUU, Plot No. 60, Lane - G, Sector - 8, Near Modern School, Vashi, Navi Mumbai - 400 703. (MS)
18.	Dr. Shaikh Mujeeb Shaikh Zameer Coordinator, Programme Centre MANUU B. Ed. (DM) Programme Centre A.M. College of Education, Khatoon Educational Campus, Malegaon-423 203 Nasik (MS)	Amravati Sub-Regional Centre, MANUU, Sagar Nagar, Near Camp Masjid Old Bypass Road, Chaprasipura Camp, Amravati-444602, (M.S.)
19.	Dr. Md. Anwar Programme Centre Coordinator MANUU B. Ed. (DM) Programme Centre Al-Fatima Education Society, B.Ed. College, Goinpura, Phulwarisharif, Patna - 801 505	Patna Regional Centre, MANUU, 2nd floor Bihar State Co-op Bank, Building Ashok Rajpath, Near B.N. College, Patna-800004 (Bihar)
20	Dr. Shaikh Shakeel Majeed Programme Centre Coordinator MANUU B. Ed. (DM) Programme Centre Marthwada College of Education, Dr. Rafiq Zakaria Marg, Rauza Bagh, Aurangabad - 431 001 (MS)	Mumbai Regional Centre, MANUU, Plot No. 60, Lane - G, Sector - 8, Near Modern School, Vashi, Navi Mumbai - 400 703 (MS)

## Employment Certificate

### **To be provided by the Principal/Headmaster/Headmistress**

1. This is to certify that Mr./Ms.....has been teaching in this school since..... as a PRT/TGT/PGT.....and he/she is a full-time teacher at this school. He/she has.....years of teaching experience. This school is Govt./Govt. aided/unaided and is duly recognised by the Central/State Government/Union Territory by virtue of obtaining registration number.....date.....  
.....from directorate of education.....(name of the state) for a period.....years, (attested copy of school recognition certificate is enclosed). His/her appointment in this school is on full time/temporary/permanent basis.
2. He/she has been teaching the students of class..... to.. ..... in the subjects..... etc. He/she draws of Rs.....p.m.
3. I, hereby, undertake that all the information mentioned above are true and the University is empowered to take legal action against me for any wrong information.

Signature of the Principal/Headmaster/Headmistress

(with Stamp/Seal)

Full Name:.....

Designation:.....

Full Address of the School:.....

.....

Phone (Mobile) No.:.....

Email ID:.....

Date:.....

Signature of Districe Education Officer /  
Block Education Officer  
(with Stamp/Seal)

**Prior Permission for Undertaking Practical / Academic  
Activities**

**To be provided by the Principal/Headmaster/Headmistress**

1. This is to certify that Mr./Ms.....has been teaching in the school..... as a PRT/TGT/PGT. He/she has..... years of teaching experience.

2. I, hereby, undertake that he / she will be permitted in our school.....

..... for all the practical/academic activities at secondary level, required for B.Ed. (Distance Mode).

Signature of the Principal/Headmaster/Headmistress  
(with Stamp/Seal)

Full Name:.....

Designation:.....

Full Address of the School:.....

.....

Phone (Mobile) No.:.....

Email ID:.....

Date:.....

# MAULANA AZAD NATIONAL URDU UNIVERSITY OMR SHEET



Sl.No. 79984

Box No.1:

Name : \_\_\_\_\_  
 Father's Name : \_\_\_\_\_  
 Date of Birth : \_\_\_\_\_  
 Programme/Course : \_\_\_\_\_  
 ET Centre : \_\_\_\_\_  
 Subject : \_\_\_\_\_  
 Address : \_\_\_\_\_

UNIVERSITY COPY

Box No.2: Hall Ticket Number									
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9
0	0	0	0	0	0	0	0	0	0



Box No.3:

Signature of the Candidate with date

Box No.4:

Name & Signature of the Invigilator with date

INSTRUCTIONS TO INVIGILATOR : PLEASE FOLD AT PERFORATION AND THEN TEAR AFTER EXAMINATION IS OVER

Read the Instructions given overleaf carefully, before you darken the circle for marking the answers

Q.No.	A	B	C	D	Q.No.	A	B	C	D	Q.No.	A	B	C	D	Q.No.	A	B	C	D
1	A	B	C	D	26	A	B	C	D	51	A	B	C	D	76	A	B	C	D
2	A	B	C	D	27	A	B	C	D	52	A	B	C	D	77	A	B	C	D
3	A	B	C	D	28	A	B	C	D	53	A	B	C	D	78	A	B	C	D
4	A	B	C	D	29	A	B	C	D	54	A	B	C	D	79	A	B	C	D
5	A	B	C	D	30	A	B	C	D	55	A	B	C	D	80	A	B	C	D
6	A	B	C	D	31	A	B	C	D	56	A	B	C	D	81	A	B	C	D
7	A	B	C	D	32	A	B	C	D	57	A	B	C	D	82	A	B	C	D
8	A	B	C	D	33	A	B	C	D	58	A	B	C	D	83	A	B	C	D
9	A	B	C	D	34	A	B	C	D	59	A	B	C	D	84	A	B	C	D
10	A	B	C	D	35	A	B	C	D	60	A	B	C	D	85	A	B	C	D
11	A	B	C	D	36	A	B	C	D	61	A	B	C	D	86	A	B	C	D
12	A	B	C	D	37	A	B	C	D	62	A	B	C	D	87	A	B	C	D
13	A	B	C	D	38	A	B	C	D	63	A	B	C	D	88	A	B	C	D
14	A	B	C	D	39	A	B	C	D	64	A	B	C	D	89	A	B	C	D
15	A	B	C	D	40	A	B	C	D	65	A	B	C	D	90	A	B	C	D
16	A	B	C	D	41	A	B	C	D	66	A	B	C	D	91	A	B	C	D
17	A	B	C	D	42	A	B	C	D	67	A	B	C	D	92	A	B	C	D
18	A	B	C	D	43	A	B	C	D	68	A	B	C	D	93	A	B	C	D
19	A	B	C	D	44	A	B	C	D	69	A	B	C	D	94	A	B	C	D
20	A	B	C	D	45	A	B	C	D	70	A	B	C	D	95	A	B	C	D
21	A	B	C	D	46	A	B	C	D	71	A	B	C	D	96	A	B	C	D
22	A	B	C	D	47	A	B	C	D	72	A	B	C	D	97	A	B	C	D
23	A	B	C	D	48	A	B	C	D	73	A	B	C	D	98	A	B	C	D
24	A	B	C	D	49	A	B	C	D	74	A	B	C	D	99	A	B	C	D
25	A	B	C	D	50	A	B	C	D	75	A	B	C	D	100	A	B	C	D

