

PROSPECTUS OF THE B.Ed PROGRAMME
SESSION 2013-2015

DIRECTORATE OF DISTANCE EDUCATION
UNIVERSITY OF JAMMU
JAMMU-180006

ABOUT B.Ed. PROGRAMME

The Bachelor of Education (B.Ed.) Programme of Directorate of Distance, University of Jammu aims at developing the understanding and competencies required to practising teachers for effective teaching-learning process. The programme also provides opportunities of sharing experiences gained by practising teachers. It enables in-service teachers to select and organize learning experiences according to the requirements. In addition, it provides knowledge and develops an understanding on areas such as educational evaluation, school management, child psychology, etc.

1. Duration

The minimum duration of the programme is two years. However, the maximum period allowed for completion of the programme will be five years.

2. Medium

- (i) **Medium of Instruction:** The medium of instruction in all the subjects shall be English except in case of Hindi, Urdu and Punjabi where it will be the language concerned.
- (ii) **Medium of Examination:** The medium of examination shall be Hindi and English except in case of teaching subjects i.e. Urdu, Hindi & Punjabi. The candidate has to give his/her option of medium of examination at the time of filling in the admission and examination form. Option once exercised will not be changed.

3. Eligibility Criteria

Admission to the B.Ed. course through Distance Education Mode shall be open to the candidates:-

- (i) Who have passed Bachelor's Degree Examination in the Faculty of Arts, Science, Social Sciences, Commerce, Agriculture, Faculty of Music and Fine Arts, Engineering, Medicine, Veterinary Science and Forestry conducted by the University of Jammu or an examination from any other University recognized as equivalent thereto-
- (ii) Who are serving as full time teachers in recognized school (Primary Secondary, Higher Secondary levels) within the territorial jurisdiction of the University of Jammu.
- (iii) Who have minimum of 2 years teaching experience at the time of submission of application form for admission.

4. Criteria for Determination of Merit

Admission shall be made on the basis of academic merit of the candidate to be determined out of 100 points in the following manner:

- a) In the case of candidates having 80 points

- passed B.A./B.Sc./B.Com.
examination under 10+1+3 or 10+2+2
pattern of Education;
- b) In the case of candidates having passed B.A./B.Sc./B.Com. Under 10+2+3/10+2+2 with bridge course/ 10+1+3 with Bridge Course; 90 points
- c) In the case of candidates having passed M.A./M.Sc./M.Com after Bachelor's Degree as mentioned at (a) or (b) above. 10 points

NOTE

- (i) The weightage of Post Graduation shall only be given if the candidate has completed M.A./M.Sc./M.Com.
- (ii) Aggregate marks obtained by a candidate in the examinations mentioned at a, b & c above, as the case may be, shall be reduced to the base of the number of points mentioned against each.

Illustration

If a candidate has obtained 400 marks out of 550 marks, he will have secured 58.18 points out of 80 points (as per formula $[400/550] \times 80 = 58.18$), likewise 65.45 out of 90 points and 7.27 out of 10 points.

Credit for Master's Degree examination shall be given to a candidate in one subject only to his best advantage.

NOTE :

Inter-se order of priority for admission, of the students who have equal merit in terms of the above criteria shall be determined on the basis of higher percentage of marks in the matriculation examination or any other examination recognised as equivalent thereto.

5. Total Seats & Reserved Seats

The number of seats in the B.Ed. course in a given academic session shall be 500.

NOTE: *No seat has been reserved for the Non-local candidates. However, if any seat remains vacant, the Directorate may admit candidates from Non-local applicants with special permission of the Vice-Chancellor.*

The distribution of seats for admission shall be as under :-

- (a) **100 seats shall be reserved for the Government Deputies;**
- (b) Out of the remaining seats, 80% of seats shall be filled in from the open merit list of the candidates and 20% of seats shall be filled in from the reserved categories as per Statute 12 on the basis of merit in their respective category to be determined in accordance with the Statute 11.

NOTE: In case the number of Govt. deputies is less than the number of seats available, the unfilled seats shall be filled from the eligible candidates of the open merit list.

Break-up of 20% seats reserved for different categories as referred to in Statute 6 shall be as under :-

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| i) | Scheduled Castes | 8% |
| ii) | Defence Service Personnel including Ex-servicemen and their children who are permanent residents of the State and have had a satisfactory service record. | 2% |
| iii) | Candidates belonging to the Areas adjoining the Actual Line of Control | 2% |
| iv) a) | Candidates belonging to Backward area including Scheduled Tribes of Leh and Kargil (atleast one Seat in a Course/Programme of study will be provided out of this category for candidates belonging to Leh/Kargil). | 3% |
| b) | Candidates belonging to Scheduled Tribes (Gujjar, Bakerwal, Gaddi and Sippi). | 3% |
| v) | Candidates belonging to the following weak and under-privileged classes :— | 2% |
| a) | Village Potters | |
| b) | Bhangies, Khakrobs (Sweepers) | |
| c) | Village Barbers | |
| d) | Bhands | |
| e) | Mirasis | |
| f) | Madaries/Bazigars | |
| g) | Jheewars | |
| h) | Telies (rural only) | |
| i) | Graties | |

* 3% intake of persons with disabilities shall be over and above the 500 seats.

NOTE:

1. For determining the number of seats under any reserved category mentioned in Statute 12, fraction of less than one half shall be ignored and fraction of one half and more shall be treated as one. The benefit of fraction shall be given to each category separately even if it means an overall marginal increase in seats.
2. In the event of number of seats available in the Directorate being such that representation to all reserved categories is not possible, the University will still provide atleast one seat to each reserved category even if it means marginal increase in number of seats.

3. The Vice-Chancellor shall be empowered to use his discretion, to authorize admission of either one totally blind or one orthopaedically handicapped student. Only such orthopaedically handicapped students shall be considered for admission under the discretionary power who suffer disability of 45% or more.

NOTE:

1. Admission granted to students under discretionary power of the Vice-Chancellor shall be considered supernumerary seat to the normal number of seats sanctioned for the B.Ed. course through Distance Education mode.
2. Certificate of an orthopaedic handicap or blindness will be considered only if it is issued by the Head of the Department of Orthopaedic or the Head of Department of Ophthalmology of a recognised medical Institution, as the case may be.
3. The Vice-Chancellor may, if he so desires, seek the advice of a Committee to be appointed by him.

6. Admission Procedure

Admission shall be made through Counselling on the basis of selected forms on the spot admission. The Counselling schedule shall be notified separately. No separate invitation for Counseling shall be sent individually to the candidates. The candidates have to be present personally at the time of Counselling.

7. Fee Structure

A candidate at the time of enrolment for the B. Ed. Programme shall have to pay the following fee:-

Admission Fee and other charges: Rs 15,940/-

In addition to the above fee the candidates are required to deposit the following fee in the Directorate as the case may be

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| 1. Eligibility fee | : | Rs. 500/- | For the candidate not already Registered with University of Jammu. |
| 2. Registration fee | : | Rs. 200/- | Candidates' migration from other Universities |
| 3. Library Security | : | Rs. 440/- | |
| 4. Revival of Registration | : | Rs. 280/- | |
| 5. Revival in the absence of Migration Certificate with an affidavit | : | Rs. 980/- | |

*Application fee/processing charges with online form : Rs 500/-

Mode of Payment

All fees have to be remitted to the Directorate through a Crossed Bank Draft drawn in favour of DIRECTOR, DIRECTORATE OF DISTANCE EDUCATION UNIVERSITY OF JAMMU payable at JAMMU. The admission fee is to be deposited only at the time of enrolment. Remittance of fee through any other mode (money order, cheques, cash and postal orders) will not be accepted.

8. Refund of Fee

No refund of fees is permissible once a candidate has been admitted/selected for the course.

9. Enrolment Card/Identity Card

Each student will be provided with an Enrolment Card from the DDE, at the time of admission. The students are advised to keep the Enrolment Card in safe custody till the completion of the course. The Enrolment Card will be required for attending Personal Contact Programme, Teaching Practice Programme Writing Class Tests, Submitting Assignments, receiving the Self Learning Material, and for all important academic activities (receiving Roll No. Slip) during the course.

10. Library Card

Library card shall be issued to a candidate against a deposit of Rs.300/- which is refundable to borrow books from the library of the directorate.

11. Components of the Programme:

The programme comprises of two components i.e. Theory courses and Practice of Teaching.

Courses/Papers offered under the Programme

Core Courses — There are four compulsory core courses in the programme.

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| Paper-I | Education in Emerging Indian Society |
| Paper-II | Psychology of Teaching-Learning Process |
| Paper-III | School Management and Pedagogics of Education |
| Paper-IV | Development of Educational System in India |
| Paper-V | Any one of the following specializations:- |
| | (A) Guidance and Counselling |
| | (B) Educational Measurement and Evaluation |
| | (C) Educational Administration |

Paper- VI and VII

Methodology of teaching any two school subjects from the following groups, the students shall have to opt. any two subjects selecting not more than one from each of the groups.

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| Group-I | Teaching of English/Hindi/Urdu/Punjabi |
| Group-II | Teaching of Social Studies (History/Civics/Economics/Geography)
Teaching of General Science (Physics, Chemistry & Biology) |
| Group-III | Teaching of Mathematics |

12. Practice of Teaching

This component deals with development of skills and competencies required by an effective teacher. Practice of teaching is an essential Practical component of the Programme which the candidates have to attend for 28 working days. During the practice of teaching programme, the techniques of preparing lesson plans are discussed and practised by the pupil teachers under the supervision of the supervisors. Each candidate has to deliver 40 lessons during the practice of Teaching Programme and has to undertake internship related activities. Practice of teaching is organized within the territorial jurisdiction of the University of Jammu.

13. Personal Contact Programme

The Directorate of Distance Education organizes personal contact programme twice, during the academic session. Each contact programme is conducted for 25 working days. Attempt is made to cover the entire syllabus for each of the seven papers during the two personal contact programmes. **Each pupil teacher undergoing the PCP is required to obtain at least 80% of attendance of the total lectures delivered in each paper** to be eligible to appear in the examination. The pupil teachers can discuss their

difficulties and academic problems with the teachers during the PCP and with the faculty members of the Directorate of Distance Education. Personal contact programmes shall be conducted at Jammu only. However, the Directorate reserves the right of fixing the venue/place of holding of PCPs.

14. Internal Assessment

The components of internal assessment shall consist of one assignment and two tests in each paper. 20% of the total marks in each paper are reserved for internal assessment. A candidate shall have to obtain minimum of 36% marks separately in the internal assessment in each paper. Any Candidate who fails to submit the assignment and take the tests shall not be eligible to appear in the Examination.

The split of twenty marks is as under :-

(i) Two class tests and one written assignment of 5 marks each	15 marks
(ii) Attendance	5 Marks
Total : 20 Marks	

15. Eligibility conditions to appear in University Examination

A student of the B.Ed. Course through distance education mode shall be eligible to appear in the theory and practice of teaching examinations, if he has;

- i) obtained 80% of attendance in the contact programmes; that the Director, Directorate of Distance Education shall have the authority to condone shortage up to 5 lectures in the concerned academic session, to the best advantage of the student.
- ii) undergone practice of teaching as mentioned at Statute 20;
- iii) submitted one written assignments in each paper;
- iv) taken tests in each paper.

- v) obtained 36% of the maximum marks allotted to internal assessment separately in each theory paper and 45% of the maximum marks allotted to internal assessment in practice of teaching

16. Declaration of Result and Award of Degree

The result of candidates enrolled in DDE for B.Ed. programme shall be declared by the office of Controller of Examinations and the degree shall be the same as awarded to the successful regular candidates of the colleges of education.

17. General Instructions

1. A candidate enrolled for the B.Ed. programme shall be required to
 - i) Attend 2 personal contact programmes of 25 days each, with not less than six hours per working day ;
 - ii) write 1 assignment in each paper;
 - iii) take two tests in each paper;
 - iv) undergo practice of teaching (internship) for four weeks.
2. Application form, incomplete in any respect, shall not be accepted and no correspondence will be entertained in this respect.
3. The admission granted to a candidate may be cancelled at any time in case it is found that the candidate has furnished incorrect Information or false documents, or has suppressed the facts.
4. A person, so long as he is a student of the B.Ed. programme, shall not be eligible to attend any other course of study (whole or part time) or to appear in any other examination either of the University of Jammu or any other University.

Provided that a candidate, who has been placed under compartment or has to re-appear in one paper/subject only or was scheduled to appear in the examination either as a regular or private candidate before the commencement of first contact programme of the B.Ed. course through Distance Education Mode but could not do so on account of delay in the conduct of normal examination of that course, shall be eligible to appear in that examination even after he has been admitted to the B.Ed. course through distance education mode.

5. A candidate, who on account of compelling circumstances, fails to complete the prescribed components of the course during the year of enrolment, but has partially attended the course may be allowed by the Director, Directorate of Distance Education on payment of prescribed fee of Rs. 1000/- to complete the course in the subsequent academic session provided the B.Ed Course through distance education mode continues. Such a candidate shall complete the course within the maximum period of 5 years from the year of enrolment.
6. A candidate shall maintain good behaviour and conduct during the course of his enrolment for the B.Ed programme. Any candidate who indulges in misbehaviour or commits an act of misconduct or indiscipline or disrupts or tries to disrupt classes

during the personal contact programme shall be dealt with the Regulations governing discipline of students of the teaching departments of the University.

7. The candidates undergoing the B.Ed programme shall have to appear in the B.Ed examination at the centres located at Jammu or at any other place within the territorial jurisdiction of the University of Jammu as may be decided by the Controller of Examinations. No centre of examination (theory as well as practice of teaching) for the B.Ed course through distance education mode shall be constituted outside the territorial jurisdiction of the University of Jammu.
8. The contact programme shall be conducted on such dates as may be notified by the Director, Directorate of Distance Education, from time to time preferably during vacations. The examination of the students of B.Ed. programme mode shall be conducted on such dates as may be decided by the Controller of Examinations.
9. All legal disputes relating to the B.Ed. programme shall be subject to the jurisdiction of Jammu Courts only.