

DIRECTORATE OF DISTANCE EDUCATION
UNIVERSITY OF JAMMU JAMMU

www.distanceeducationju.in.

B.Ed ADMISSION NOTICE

Applications on prescribed format are invited from eligible candidates for admission to the B.Ed. programme through Distance mode for the academic session 2010-12. Application forms will be available on website www.distanceeducationju.in from 23-02-2011, along with detailed information about the admission process.

Eligibility : Candidates fulfilling the following three conditions shall be eligible to seek admission in the B.Ed programme:

- 1 who have passed Bachelor's Degree Examination in the faculty of Arts, Science, Social Sciences, Commerce, Medicine, Veterinary Science and Forestry conducted by the University of Jammu or an examination from any other university recognized as equivalent thereto;
- 2 who are serving as full time teachers in recognized school (primary/ secondary/ higher secondary levels) within the territorial jurisdiction of the University of Jammu and
- 3 who have a minimum of 2 year teaching experience either at a stretch or in parts at the time of submission of application form for admission.

Students are advised to fill in the form **ONLINE** with correct particulars. The print out of the filled in form accompanied with a demand draft of **Rs.350-**(non-refundable) by all candidates and Rs. 250/- (non-refundable) by blind and permanently disabled candidates. drawn in favour of **Director, Directorate of Distance Education, University of Jammu payable at Jammu** along with the requisite documents and attested photocopies of certificates/degrees of all the qualifying examinations must reach the Asstt. Registrar (B.Ed), Directorate of Distance Education, Room No. 3, University of Jammu, Jammu by **Registered Post / Speed Post Only**, on or before the last date(s) specified as under :-

- 1 **Without late fee upto 09-03-2011**
- 2 **With late fee of Rs. 120/- 16-03-2011**

3. With a late fee of Rs. 230/- upto 25-03-2011. Admission Process : Admission shall be made through counseling on the basis of merit. The counseling 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 counseling. The counseling schedule shall be displayed on our website month of April.

IMPORTANT NOTES :

1. Important instructions for filling in form for B.Ed admission are available on our website
2. NCTE Act is not applicable to the state of Jammu and Kashmir. 3 No document/certificate shall be accepted after the submission of application form.

1. Under-process state subject certificate/category certificate shall not be accepted.
2. Application Forms by hand/courier services shall not be accepted.
3. University will not be responsible for any postal delay and forms received after the last date(s) shall in no case, be accepted.
4. Handbok of information shall be provided to the candidates at the time of counseling without any charges.

8 The University/ Directorate has not authorized any person/agency to conduct admission on its behalf. Anybody found indulging in such malpractice shall be liable to be dealt with under law.

9. Invitation to counseling does not guarantee admission .

No.: DDE/ B.Ed/2011 Dated : // Dr.Meenakshi Kilam

Director

1. **Duration** B.Ed. Programme offered through the Directorate of Distance Education is of two year duration.

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 90 points passed B.A./B.Sc./B.Com. under 10+2+3/10+2+2 with bridge course/ 10+1+3 with Bridge Course; c) In the case of candidates having 10 points passed M.A./M.Sc./M.Com after Bachelor's Degree as mentioned at (a) or (b) above. **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. Guidelines for Filling Application Forms

1 Before applying online , please keep the demand draft ready as per the amount applicable (See B.Ed Admission Notice for details.) 2 Fill in the form available on the website by clicking on the link "B.Ed Admission"

- 3 After the form is filled and submitted, an I.D. no. shall be generated.
- 4 Please get two printouts of the filled in form (one copy to be posted to the University after putting signature at the appropriate place and one for the personal record of the candidate for further use).
- 5 Send the signed copy of the form with self attested photograph, original demand draft and requisite documents to the Asstt. Registrar, B.Ed,Room No. 3, Directorate of Distance Education, University of Jammu so as to reach the Directorate in time (See B.Ed Admission Notice for details)
- 6 The I.D no. generated in the form should be written on the backside of the demand draft..
- 7 The candidates can check the status of their form by visiting the website again by entering their I.D.no. after 10 days of posting of the application form.
- 8 Candidates are advised to visit the website regularly for latest information.
- 9 Counseling schedule shall be displayed on our Website www.distanceeducationju.in last week of March 2011 alongwith information regarding the venue, date and time of counseling. Candidates shall not be sent any information regarding counseling schedule individually.

- Note:**
- a) Only application forms registered online shall be accepted.
 - b) In case any change is required to be made in the form, the process of filling in the form can be restarted and a new form submitted. There is no limit on the no. of forms that can be submitted online. However, the printout of the correct form only should be posted to the University.
 - c) For any problem, help can be solicited from the helpline no. 9419182677, 9419106715, 9419202118, 9419139909, 985825474
1 available during working hours (9.30 am to 5.00 pm).

6. Checklist of Documents

1. Two attested photocopies of Bachelor's Degree.
2. If the applicant holds a Master's degree, two attested photocopies of Master's degree's.
3. Category certificate for applicants seeking admission under reserved categories.

4. A copy of the School recognition order issued by the Govt./Director School Education for the period the candidate worked in the Institution and the latest school recognition order i.e. the year in which the candidate is applying for admission
 5. Two attested photocopies of certificate of matriculation or an equivalent examination.
 6. Two attested photo copies of the marks cards of all the examinations passed by the candidate from matriculation onwards.
 7. Migration certificate in original for students who have passed last qualifying examination from a University other than University of Jammu. No candidate shall be granted admission without migration certificate.
 8. Recent character certificate issued by a Gazetted Officer.
 9. Teaching Experience Certificate duly signed by the Principal/Headmaster/Headmistress of the school concerned on the proforma prescribed in the application form which should be got countersigned by the Zonal Education Officer/Chief Education Officer or any other competent equivalent education officer, without which the teaching experience certificate will not be considered.
7. **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. 3 of 6

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, Writing Class Tests, Submitting Assignments, Practicum Work, receiving the Self Learning Material, and for all important academic activities (receiving Roll No. Slip) during the course.

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.

8. 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 :-i) Scheduled Castes 8% ii) Defence Service Personnel including 2% Ex-servicemen and their children who are permanent residents of the State and have had a satisfactory service record. iii) Candidates belonging to the Areas 2% adjoining the Actual Line of Control iv) a) Candidates belonging to Backward 3% 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). b) Candidates belonging to Scheduled 3% Tribes (Gujjar, Bakerwal, Gaddi and Sippi). v) Candidates belonging to the following weak 2% and under-privileged classes :— 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 4 of 6

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 over all 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.

13. 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.

9. About the Programme Components of the programme : The programme comprises of two components i.e. Theory courses and Practice of Teaching. Theory Courses Core Courses — There are four compulsory core courses in the programme. 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
- (D) Health and Physical Education

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. 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

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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.

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 programme of the candidates shall be conducted at Jammu only.

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

10. Eligibility 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 upto 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) ; 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

11. 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.

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12. 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 6 of 6 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. A candidate once enrolled in the course is not eligible for refund of fee under any circumstances.

10. All legal disputes relating to the B.Ed. programme shall be subject to the jurisdiction of Jammu Courts only.

IMPORTANT INSTRUCTIONS FOR B.ED. ONLINE ADMISSION:- 2010-2012

1 Before applying online , please keep the demand draft ready as per the amount applicable (See B.Ed Admission Notice for details.) 2 Fill in the form available on the website by clicking on the link “B.Ed Admission” 3 After the form is filled and submitted, an I.D. no. shall be generated. 4 Please get two printouts of the filled in form (one copy to be posted to the University

after putting signature at the appropriate place and one for the personal record of the candidate for further use).

5 Send the signed copy of the form with self attested photograph, original demand draft and requisite documents to the Asstt. Registrar, B.Ed,Room No. 3, Directorate of Distance Education, University of Jammu so as to reach the Directorate in time (See B.Ed Admission Notice for details)

6 The I.D no. generated in the form should be written on the backside of the demand draft.. 7 The candidates can check the status of their form by visiting the website again by

entering their I.D.no. after 10 days of posting of the application form. 8 Candidates are advised to visit the website regularly for latest information. 9 Counseling schedule shall be displayed on our Website www.distanceeducationju.in

last week of March 2011 alongwith information regarding the venue, date and time of counseling. Candidates shall not be sent any information regarding counseling schedule individually.

Note: a) Only application forms registered online shall be accepted. b) In case any change is required to be made in the form, the process of filling in the form can be restarted and a new form submitted. There is no limit on the no. of forms that can be submitted online. However, the printout of the correct form only should be posted to the University. c) For any problem, help can be solicited from the helpline no. 9419182677, 9419106715, 9419202118, 9419139909, 9858254741 available during working hours (9.30 am to 5.00 pm).