

**B.Ed 1.5/2.5/4 Year**

# **MANUAL RESEARCH PROJECT**

**Course Code 8613/6464**



**Department of Early Childhood Education and  
Elementary Teacher Education**

**ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD**

**MANUAL**  
**RESEARCH PROJECT**  
**B.Ed (1.5 Year/2.5/4 Year)**  
**Course Code: 8613/6464**

**Name:** \_\_\_\_\_

**Roll No:** \_\_\_\_\_

**Registration No:** \_\_\_\_\_

**Semester:** \_\_\_\_\_

**Region:** \_\_\_\_\_

**Theme:** \_\_\_\_\_

**Sub-theme:** \_\_\_\_\_

**Topic:** \_\_\_\_\_

\_\_\_\_\_



**Department of Early Childhood Education and  
Elementary Teacher Education  
FACULTY OF EDUCATION  
ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD**

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Year of Printing..... 2019  
Quantity..... 40,000  
Price ..... Rs.50/-  
Printing Coordinator ..... Management Committee PPU  
Printer ..... Allama Iqbal Open University, Printing  
Press Islamabad  
Publisher..... Allama Iqbal Open University, Islamabad

## **COURSE TEAM**

- Chairman:** Prof. Dr. Nasir Mahmood  
Dean / Chairman  
Early Childhood Education and Elementary Teacher  
Education Department
- Course Coordinator:** Dr. Syed Nasir Hussain  
Early Childhood Education and Elementary Teacher  
Education Department
- Members:**
1. Dr. Fazalur Rehman  
Early Childhood Education and Elementary Teacher  
Education Department
  2. Dr. Muhammad Athar Hussain  
Early Childhood Education and Elementary Teacher  
Education Department
  3. Dr. Rahmat Ullah Bhatti  
Early Childhood Education and Elementary Teacher  
Education Department
  4. Dr. Syed Nasir Hussain  
Early Childhood Education and Elementary Teacher  
Education Department
  5. Ms. Mubeshera Tufail  
Early Childhood Education and Elementary Teacher  
Education Department
  6. Mr. Salman Khalil  
Early Childhood Education and Elementary Teacher  
Education Department
- Reviewers:**
1. Dr. Fazalur Rehman  
Early Childhood Education and Elementary Teacher  
Education Department
  2. Dr. Afshan Huma  
Educational Planning, Policy Studies and Leadership  
Department
  3. Dr. Tanvir Afzal  
Secondary Teacher Education Department
  4. Dr. Muhammad Zafar Iqbal Mir  
Secondary Teacher Education Department
- Composing:** Muhammad Javed

## 1. COURSE DESCRIPTION

Pre-service teacher education in Pakistan has been criticized for being heavily content-ridden on the cost of ignoring practical aspect. No doubt, theoretical knowledge should be linked with classroom practices to make the teacher education programs more effective. The Higher Education Commission Pakistan suggested some radical changes in the teacher education programs. In wake of the transformation, Allama Iqbal Open University is trying to equip its student-teachers with skills based on practical works under the supervisions of experienced and highly qualified teachers. Research Project is one of such offerings to the students which will provide them some basic skills for being an effective classroom teacher. It is designed to provide them with critical approach, scientific attitude and reflective thinking. In the previous semesters, the students were offered 'Research Methods in Education', 'Critical Thinking and Reflective Practices' and 'Teaching Practice-I'. The experiences from these courses will help the students to build their narrative and complete this research project.

We have already learnt that action research is a way of solving local problems by adopting steps of scientific method. It is not uncommon that a teacher faces many problems of different nature during teaching and at workplace. Action research provides more valid and reliable solutions of the problems faced by them at classroom and institution level. So, mastering action research can be an important step in becoming a more effective teacher. Keeping in view the importance of action research in the professional life of the teachers, universities of the developed countries have made action research a part of teacher education programs. For setting higher standards of pre-service teacher education in Pakistan, Allama Iqbal Open University has also made it mandatory for B.Ed students to conduct an action research and write a report. As action research targets *learning teaching through researching teaching* and based on some practical work, it provides an opportunity to change student-teachers' beliefs based on practical experiences. It will help the students understand how scientific method is used to solve classroom problems.

One the most important considerations in action research is '*context*' – that's why we are not bothered about the generalization of the results. It is conducted in the context of the researcher and the problem relates to the personal context. The critical question of an action research is mostly narrated in personal pronoun i.e.

'I' and 'My'. For example, "How can I improve reading skills at primary level?" or "How can my teaching develop higher order thinking among students at elementary level?" Sticking to one's own context provides another benefit. It provides an insight into the classroom and the institutional practices as a whole. The other major consideration of Action Research is the '*reflection*' of the student-teacher. Action research at this level should be something meaningful to a student-teacher – lessons which can be carried with as a professional teacher to make you a wiser, smarter and more effective teacher. Once a student-teacher gets through action research, he/she gets to know and handle a scientific method to solve his/her professional problems rather than always looking for trial and error method.

## **2. COURSE LEARNING OUTCOMES**

At the end of the course, the student-teacher will be able to:

- Identify an educational problem within the classroom / institution
- Review the literature related to the identified problem
- Develop a scientific plan to solve it
- Execute an intervention to achieve the objectives
- Collect data about the problem with the help of a research instrument
- Analyze the data
- Draw conclusions based on the analysis of the collected data
- Use APA manual in writing and formatting a research report

## **3. INTRODUCTION TO RESEARCH PROJECT**

The purpose of research project is to engage student-teachers in action research process. Action research helps student-teachers to begin a cycle of posing questions, gathering data, reflection, and deciding on a course of action. Research project helps to understand a particular problem or phenomenon along with strengthening their comprehension of research process. They discover first-hand knowledge about (a) how the steps of the research process are interlinked, (b) develop an understanding and appreciation of how knowledge evolves, and (c) adds a contribution to the existing body of knowledge.

The purpose of action research project is either to solve a problem or to improve a practice in education within local settings. The output of an action research project may provide immediate solution to a problem at classroom or school level. What is NOT an action research?

- Action research is not a library project where we theoretically learn about a topic that interests us.
- Action research is not an attempt of trying to find out what is wrong, rather it is a quest for knowledge about how to improve a particular practice/situation.
- Action research is not about doing research on or about people, or finding all available information on a topic looking for the correct answers. Action research involves people working to improve their skills, techniques, and strategies.
- Action research is not about learning why we do certain things. But it is about how we can do things better. It is about how we can change our instruction to impact students' learning.

#### **4. TEACHING-LEARNING METHODOLOGY**

The research project is an activity-based course. The student-teacher will complete the research project under the guidance of a supervisor. It will be mandatory that the supervisor has at least an M.Phil degree in the field of Education. A person holding a degree of M.Phil / MS without thesis will NOT be eligible for supervision. Furthermore, M.Phil / PhD degree holders in the fields of natural sciences, engineering, agriculture, languages, and Arts and Humanities will not supervise students' project work. In extraordinary circumstances, the persons holding the required degree in some specific subjects of social sciences may be appointed as a supervisor but only with the prior approval of the Chairman, Department of Early Childhood Education and Elementary Teacher Education. Further:

- A 3-day workshop will be held to share the concept and methodology of action research with the students. The students will be allotted their supervisors during this workshop. It is more advisable that the topic of research should also be finalized during this workshop.
- One-on-one meetings between the student-teachers and the supervisor. The supervisor will get the progress from the student and propose the way forward. The minimum number of these meetings is nine. The meetings will

be decided with the mutual understanding of the supervisor and the student-teachers.

- The work (booklet) must be completed within the stipulated period of time and it will be submitted to the regional office with the approval of the supervisor.
- The regional offices will permit only those students to submit their report who have at least 80% attendance of the workshop sessions.
- A supervisor will not supervise more than 25 students at a time. Though in special circumstances, the number of students may be increased subject to the prior approval of the Chairman, Department of Early Childhood Education and Elementary Teacher Education.

### **Workshop**

A **3-days** workshop is a compulsory component of the course. At least 80% attendance in the workshop sessions is mandatory failing which the student will be disqualified for report submission and evaluation and he/she has to attend again the workshop. The workshop will be conducted by the concerned regional office. The Dean Faculty of Education may appoint some faculty members to visit the workshops, if needed, to convey to the coordinators / supervisors what is and what is not required from the students.

During workshop, the students will get acquainted with the purpose and procedure of action research. A coordinator and two supervisors will be appointed for the workshop. Only persons eligible to supervise the students will be involved in the workshop. They will also work as the resource persons. Except in special circumstances, the number of students in a class should not exceed 75. It is recommended that the students should be distributed among the same three persons who were involved in the conduct of the workshop. First two days of the workshop will be dedicated for the sessions regarding action research. On the third day of the workshop, the students will work with their supervisors to decide the topic and plan of their project. The recommended program of the workshop is given below. However, minor changes can be made to adjust to the local requirements.



Day	Session	Activity	Timing	Duration
1	I	Inauguration of the workshop, communication of purpose, pattern and schedule of workshop	2:00 pm to 3:00 pm	1 hour
	II	Introduction and importance of Educational Research	3:00 pm to 4:00 pm	
	III	Introduction and importance of Action Research in teacher education program	4:00 pm to 5:00 pm	
	IV	Identification and selection of problem for Action Research	5:00 pm to 6:00 pm	
	V	Sources of Locating related Literature and Citing it - APA manual	6:00 pm to 7:00 pm	
2	I	Data Collection in Action Research Observation (note-taking, anecdotal record, checklists, etc.)	2:00 pm to 3:00 pm	
	II	Data Collection in Action Research Interview (survey; attitude / aptitude rating scales; formal interview, informal interview, etc.)	3:00 pm to 4:00 pm	
	III	Data Collection in Action Research Artifact – the physical record (student work; portfolios; test scores; attendance record, etc.)	4:00 pm to 5:00 pm	
	IV	Data analysis and interpretation	5:00 pm to 6:00 pm	
	V	Distribution of students in groups and allotment of the supervisor	6:00 pm to 7:00 pm	
3	I	Students' presentations on their topics	2:00 pm to 3:00 pm	
	II		3:00 pm to 4:00 pm	
	III	Finalizing research topics	4:00 pm to 5:00 pm	
	IV		5:00 pm to 6:00 pm	
	V	Time Frame and scheduling the meetings	6:00 pm to 7:00 pm	

### **Selection of Topic**

The Dean, Faculty of Education will provide a theme and a set of sub-themes. The Director Regional Services will disseminate this list to all regional centers and the concerned Regional Director will be responsible to convey it to all supervisors at

the time or before the workshop of the course ‘Research Project’. This practice will be followed every semester as for each semester new theme and the sub-themes will be provided by the Dean, Faculty of Education.

The selection of the sub-theme – the topic of the research project for each student is up to the mutual understanding of the student and his/her supervisor. The supervisor is responsible to give almost equal weightage to each sub-theme. It means that if a supervisor is going to supervise the work of 25 students and there are 08 sub-themes given, every sub-theme should be selected by at least 03 students. In simple words, divide the number of students by the number of sub-themes; and in this way, equal weightage to each sub-theme should be ensured.

### **Writing Project Report**

You must consider the following points at the time of writing your project report:

- Write your report concise and brief. You are supposed to write your report on the given space as it is not permitted to attach extra sheets by your own.
- The report must be written in English language ONLY. A report written in any language other than English will be awarded zero marks.
- Do not copy your report from some other student. If two or more reports are found to be similar, all such reports will be awarded zero marks.
- If you are already a practicing teacher, use your classroom to conduct this action research. And if you are not a teacher, you can conduct your research during Teaching Practice-II (CC-8608).

#### **Dear student**

You are required to write your response on the given blank space ONLY in the manual issued by the department. Write brief and concise; keep in view the space specified for a particular portion. Don't use extra sheets. Only handwritten responses will be accepted. Don't write in any language other than English.

## **5. ASSESSMENT OF PROJECT REPORT**

Research project is a practical course. There will be no written examination at the end of the course. At completion of the project, the manual will be submitted to the concerned regional office of Allama Iqbal Open University. The project manual must be signed by the supervisor on the given form provided in the manual. Without the signature of the supervisor, the manual will NOT be accepted. Furthermore, the concerned regional office will ensure that the said student has at least 80% attendance in the workshop failing which the student will

not be allowed to submit the manual. Though attendance in the workshop bears no marks yet it is mandatory for manual submission.

The final date of submission will be communicated by the DRS to the regional centers. No submission after the deadline will be accepted. If a student is unable to submit the report within the stipulated time or falls short of the minimum attendance of the workshop, he/she will have to reregister in the course. The student will pay full fee of the course (the fee is subject to any change by the university administration). He/she will be given two chances to reregister in consecutive two semesters (offerings) and if the student remains unable to pass or avail these chances, he/she will be considered fail and has to get fresh admission when the course is offered.

The project manual will be evaluated against total number of 100. The distribution of marks is provided against each part. Adequacy, relevance, quality and language will guide the scoring of responses.

## TOPIC APPROVAL FORM

*(Note: This form must be filled and signed on the last day of the 03-days workshop)*

Student Name: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Programme: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Theme \_\_\_\_\_

Sub-theme \_\_\_\_\_

Topic of Research Project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Workshop Coordinator Signature: \_\_\_\_\_

(Name)

Resource Person-1 Signature: \_\_\_\_\_

(Name)

Resource Person-2 Signature: \_\_\_\_\_

(Name)

Date of Approval of Topic: \_\_\_\_\_

## DECLARATION

*(To be filled and signed by the student and retained by the Controller of Examination)*

I \_\_\_\_\_ Daughter / Son of \_\_\_\_\_  
Roll No. \_\_\_\_\_ Registration No. \_\_\_\_\_,  
a student of B.Ed Program (1.5 Year / 2.5 Year) at Allama Iqbal Open University  
do hereby declare that the research project entitled \_\_\_\_\_

\_\_\_\_\_ submitted by me in partial fulfillment of B.Ed (1.5 Year / 2.5 Year) program is my original work and has not been submitted or published earlier. I also solemnly declare that it shall not, in future, be submitted for obtaining any other degree from this or any other university or institution.

I also understand the zero tolerance policy against plagiarism of the university and the HEC and if my work is found to be plagiarized or copied from someone other's work at any stage, even after the award of the degree, the work may be cancelled and the degree confiscated.

\_\_\_\_\_  
(Signature of the Student)

Date: \_\_\_\_\_  
(Day-Month-Year)

\_\_\_\_\_  
(Name of the Student)

## **Research Project Submission Approval Form**

*(To be filled by the student; and signed by the supervisor and the RD)*

This research project entitled \_\_\_\_\_

submitted by (student name) \_\_\_\_\_

Roll No. \_\_\_\_\_ Registration No. \_\_\_\_\_

Program (1.5 Year or 2.5 Year) \_\_\_\_\_ was conducted under

my supervision. I have read it and found it to be satisfactory regarding its originality, content, language, relevancy, consistency, citation and reference list.

It is ready for submission for evaluation to Allama Iqbal Open University as a partial fulfillment of B.Ed (1.5 Year / 2.5 Year).

\_\_\_\_\_  
(Signature of the Supervisor)

Date: \_\_\_\_\_

(Day-Month-Year)

\_\_\_\_\_  
(Name of the Supervisor)

Certified that the student has completed at least 80% attendance and all required components of the workshop.

\_\_\_\_\_  
(Signature of the Regional Director)

**Name of the School***(where the action research was conducted):*

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Overall background of the participants of the project; area / school: *(socio-economic status, occupation / profession – earning trends of majority of the parents, literacy rate, academic quality, and any other special trait of the community where the school is situated)* **(10 Marks)**

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**Theme:** \_\_\_\_\_

**Sub-theme:** \_\_\_\_\_

**Topic:** \_\_\_\_\_

1. Why did you select this specific sub-theme and topic? Relate it to your experience / problem in your classroom / institution. **(10 Marks)**

*(Give the background and rationale of the study)*

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2. What was your discussion with your colleague / friend / senior teacher or supervisor regarding the problem? **(05 Marks)**

*(Provide your discussion with your colleague or supervisor for better understanding of the problem and alternate solutions)*

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3. What did you find about the problem in the existing literature (books / articles / websites)? **(10 Marks)**

*(Explore books and online resources to know what and how has been already done regarding this problem)*

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4. What were the major variables / construct of your project? Give definitions / description from literature. **(05 Marks)**

*(What are the key terms in your topic or study? what do you mean of these terms? What particular meaning you will attach to the term when used in this project?)*

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5. What did you want to achieve in this research project? **(05 Marks)**

*(Objective / purpose of the study; what was the critical question that was tried to be answered in this project)*

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6. Who were the participants in your project? **(05 Marks)**

*(Give details of the individuals or groups who were focused in this project  
e.g. the early-grade students whose handwriting in Urdu was not good or  
the students of class VIII who did not have good communication skills)*

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7. How did you try to solve the problem? **(10 Marks)**

*(Narrate the process step-wise. Procedure of intervention and data collection)*

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8. What kind of instrument was used to collect the data? How was the instrument developed? **(05 Marks)**

*(For example: observation, rating scale, interview, student work, portfolio, test, etc.)*

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9. What were the findings and conclusion? (*Provide instruments and analysis as appendix*) **(10 Marks)**

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11. How do you feel about this practice? What have you learnt? (self-reflection) **(10 Marks)**

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13. List the works you cited in your project (follow the APA manual – 6<sup>th</sup> Edition). **(05 Marks)**

Examples of format are available on websites.

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