

PROSPECTUS

Autumn 2017

Associate Degree in Education



ALLAMA IQBAL OPEN UNIVERSITY

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PROSPECTUS

Associate Degree in Education (ADE)

Semester: Autumn 2017



**Early Childhood Education and Elementary Teacher Education
Faculty of Education
Allama Iqbal Open University, Islamabad**

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1. ALLAMA IQBAL OPEN UNIVERSITY

Allama Iqbal Open University, a Mega university was established in 1974 under an Act of Parliament. The main campus of the university is situated in sector H-8, Islamabad. It was the second open university of the world and the first of its kind in Asia and Africa. The aim of establishing AIOU was to provide affordable and accessible education through distance learning at the door-steps to those people who could not continue their education journey through formal system of education. The University (AIOU) operates on semester system and admits students in Autumn and Spring semesters. Under graduate admissions are offered in both the semesters where-as post graduates are offered once a year. The enrolled students are given course books specially prepared by the university on self instructional principles. However at post graduate level reprints of foreign books, allied material with university prepared study guides help students to polish their skills.

At present, the AIOU is offering programmes from matric to PhD level in diverse disciplines comprising of four faculties. The university has established study centres

across the country, where distance education students are provided necessary guidance by their respective tutors. Moreover, the university has established full time study centres, wherein the students are being provided instruction, guidance and counselling through face-to-face education. AIOU is offering four year under graduate degrees.

Apart from curricular and extra-curricular activities during the academic year, the AIOU and its regional centres actively participate in the co-curricular activities by arranging educational and literary seminars, workshops and conferences, attended not only by the students and faculties of the university but also by the renowned dignitaries and scholars. For the science students and research scholars, a science complex has been built where they use the latest equipment of international standard for experiments and research. To meet the present day challenges internet facility is also available in the students' hostel and the Central Library where computers have been provided to enable students to access latest information available through open source databases.

2. FACULTY OF EDUCATION

The origin of the Faculty of Education pre-dates the university itself. The National Institute of Education was established in 1973 under the Federal Ministry of Education. It became part of the university in June, 1975 as Institute of Education in the Faculty of Social Sciences. The progressively extending functions of the Institute brought the needs for structural change and in 1984 it got the status of Faculty of Education.

Departments of the Faculty

Faculty of Education comprises the following six departments:

1. Distance, Non-Formal and Continuing Education
2. Educational Planning, Policy Studies and Leadership
3. Early Childhood Education and Elementary Teacher Education
4. Secondary Teacher Education
5. Science Education
6. Special Education

Programmes of Faculty of Education

The Faculty has developed and launched more than 275 courses (up to Spring, 2011 Semester) in various disciplines from SSC to Ph.D level programmes. It is now fully recognized by both the government of Pakistan and International agencies as the prime national provider of professional education and training at all levels.

The Faculty is offering the following academic programmes:

- Ph.D Education (MS/M.Phil Based) Distance, Non-Formal and Continuing Education Specialization.

- Ph.D Education (MS/M.Phil Based) Educational Planning and Management Specialization
- Ph.D Education (MS/M.Phil Based) Secondary Teacher Education Specialization
- Ph.D Education (MS/M.Phil Based) Special Education Specialization
- Ph.D Education (MS/M.Phil Based) Science Education
- M.Phil (Education) Distance and Non Formal Education
- M.Phil (Education) Educational Planning & Management
- M.Phil (Education) Secondary Teacher Education
- M.Phil (Education) Special Education
- M.Phil (Education) Science Education
- M.Ed (Distance and Non-Formal Education)
- M.Ed (Science Education)
- M.Ed (Special Education)
- M.Ed (Secondary Teacher Education)
- M.A (Distance and Non-Formal Education)
- M.A (Educational Planning and Management)
- M.A (Secondary Teacher Education)
- M.A (Special Education)
- B.Ed (4 years, 1½ year, 2½ years)
- Associate Degree in Education
- P.G (Diploma in Early Childhood Education)
- P.G (Diploma Educational Planning and Management)
- P.G (Diploma Special Education)
- SSC Level Courses Related to the Faculty
- HSSC Level Courses Related to the Faculty
- B.A Level Courses Related to the Faculty

3. EARLY CHILDHOOD EDUCATION AND ELEMENTARY TEACHER EDUCATION

The Department of Elementary Teacher Education was established in 2003. In April 2008, the name of Elementary Teacher Education Department was changed as Early Childhood Education and Elementary Teacher Education Department

The Elementary Teacher Education Department offers ADE, PGD in ECE, BEd 4 years, BEd 1½ year, BEd 2½ years, MEd and MPhil programmes. It also offers “Education” as subject at Matric, Intermediate and Graduate level.

The department is planning to launch BS.Ed Early Childhood and Ph.D Programme.

Early Childhood Education and Elementary Teacher Education Department is one of the largest departments of this institution in terms of its enrollment of students and the number of courses offered by this department.

4. ASSOCIATE DEGREE IN EDUCATION (ADE) (Two Year)

Introduction:

The National Education Policy of 2009 states that to improve the overall quality of education in Pakistan, the standard of teacher education must be raised. The policy calls for reforms in pre-service training and standardization of professional qualifications.

As a step towards improvement in educational standards new National Scheme of Studies for school education was developed.

It was notified by the Ministry of Education (MOE) in 2006. Major objectives of new scheme included teaching of school subjects using interactive student centered methods focusing on development of higher order cognitive skills. The new scheme suggests a paradigm shift in learning from teacher centered, rote learning to student centered and active learning. Better educated and trained teachers are required to implement the scheme effectively. ADE and B.Ed (Hons.) programmes have been introduced with the focus on nurturing those aspects in teachers that correspond to the basic requirements of National Education Policy 2009, National Scheme of Studies 2006, National Professional Teaching Standards 2008 and National Accreditation Council for Teacher Education 2009.

ADE is a transitional two year programme of 72 credit hours linked with and leads to B.Ed (4 year) and will replace the existing diploma, PTC and CT programmes providing an opportunity to prospective teachers to enhance their academic qualifications and acquire a professional degree.

Aims & Objectives:

- To equip the prospective teachers with adequate knowledge of subject matter, contemporary pedagogy techniques, communication skills, critical thinking, and dispositions to be an elementary school teacher.
- To offer students a teacher education programme that allows them to move through a four year B.Ed., by completing part of the degree (ADE) and completing the remaining two years of the programme immediately, or by completing the additional year(s) at a later date.

Eligibility Criteria (ADE):

1. FA/F.Sc/A levels with 45% Marks
2. Applicants with A Level or other certificates will submit equivalence certificate.

Duration: 2 Years (4 Semesters)
Semester Duration: 16–18 Weeks
Semesters: 04
Course Load per Semester: 18 Credit Hours
Medium of Instruction: English/Urdu

Short Term Internship (Workshop & Teaching Practice)

1. **Two Weeks Workshop**
 - a) Development of Lesson Plans
 - b) Development of A.V Aids/No Cost – Low Cost A.V Aids
 - c) Development of Assessment Tools
 - d) Preparing School Records, Applications, Letters etc.
2. **Teaching Practice** **Four Weeks**
3. **Two Final Lessons**

(Workshop & Teaching Practice)

WORKSHOP

Duration		Two Weeks
S. #	Component	Marks
1.	Attendance	10
2.	Draft Lesson Plans & Peer Group Presentation	05
3.	Development of Assessment Tools and A.V Aids	10

Break up of Marks of Attendance:

95% Above	10
90-94%	09
85-89%	08
80-84%	07

Below 80% Attendance Does not Qualify

Teaching Practice

S. No.	Teaching Practice	Four Weeks
1.	40 Lesson Plans and Teaching	35
2.	Two Final Lessons	40
Total Marks		100

Semester-Wise Breakup of Scheme of Studies

Semester–1 **18 – Credit Hours**

S. No.	Course Code	Name of Course	Credit Hours
1.	5404	English Compulsory-I (Core)	03
2.	5436 5432	Islamic Studies OR Ethics (For Non-Muslims student only)	03
3.	5438	Pakistan Studies	03
4.	6400	General Methods of Teaching	03
5.	6416	Urdu	03
6.	5403	Basics of Information & Communication Technology	03

Semester -2 18–Credit Hours

S. No.	Course Code	Name of Course	Credit Hours
1.	5411	English Compulsory-II (Core)	03
2.	6401	General Math and Statistics	03
3.	6402	Educational Psychology & Guidance	03
4.	6403	Classroom Management	03
5.	1659	Teaching of Urdu	03
6.	1655	Teaching of English	03

Semester -3 18–Credit Hours

S. No.	Course Code	Name of Course	Credit Hours
1.	6404	General Science	03
2.	6405	Education in Pakistan	03
3.	6406	Curriculum Development	03
4.	6407	Classroom Assessment	03
5.	6408	Teaching of Islamic Studies & Pak Studies	03
6.	6409	Teaching of Math	03

Semester -4 18–Credit Hours

S. No.	Course Code	Name of Course	Credit Hours
1.	6410	Arts Craft & Calligraphy	03
2.	6411	Foundations of Education	03
3.	6412	School Society & Teacher	03
4.	6413	Introduction to Inclusive Education	03
5.	6414	Teaching of General Science	03
6.	6415	Short term Teaching Practice	03

Note: There will be a two days workshop for each 3 credit hour course at the end of each semester.

Fee Structure:

1. Registration Fee: Rs.100/-
(At the time of first admission)
2. Admission Fee: Rs.500/-
(At the time of first admission)
3. Course Fee: Rs.1510/-
(Per three credit hours course)
4. Technology Fee: Rs.100/- (per semester)
5. Courier charges: Rs.35/- (per semester)
6. Practicum/
Workshop (6415) Fee: Rs.2350/-

Semester-wise Fee Structure:

1. First Semester: Rs.9795/-
 2. Second Semester: Rs.9195/-
 3. Third Semester: Rs.9195/-
 4. Fourth Semester: Rs.10035/-
- Total Fee: Rs.38220/-**

Faculty Members of the Department

1. **Prof. Dr. Nasir Mahmood**
Chairman
2. **Dr. Fazal-Ur-Rehman**
Associate Professor
3. **Dr. Muhammad Athar Hussain**
Assistant Professor
4. **Dr. Rahmatullah Bhatti**
Assistant Professor
5. **Miss Mubeshera Tufail**
Lecturer

For academic assistance please contact the department:

Prof. Dr. Nasir Mahmood Chairman ECE & ETED Ph: 051-9057718, 051-9057719	Dr. Muhammad Athar Hussain Assistant Professor Coordinator ECE & ETED Ph: 051-9057703
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5. GENERAL INFORMATION

- i. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- ii. A candidate is required to send complete admission form along with attested copies of all educational and experience certificates to the Department as mentioned in the prospectus before or on the closing date.
- iii. If an applicant of post-graduate/research level programme does not receive any information regarding admission even after three months of submission of application, he/she should presume himself/herself non-selected.
- iv. The student cannot change the specialization at post-graduate research level during the programme after once being admitted to a specific field.
- v. A course taken by any student cannot be changed during the semester.
- vi. The address of a student will not be changed during the semester. However in real hardship cases change of courses will be allowed within fifteen days after receipt of books and deposit of prescribed fee.
- vii. Admission to courses for both the Spring and Autumn semesters are generally offered in the months of February and August, respectively, where as examinations commenced in November and May respectively. The continuing students are sent computerized admission forms. However if for any reason, the student could not get the said form, he/she may purchase admission form from any Regional Office of the university or download from AIOU website and send it to the University within due date.
- viii. Fee can not be refunded once paid for admission nor can it be adjusted for any other programme

- ix. On payment of the registration fee, each student will be issued a registration number. This number must be quoted in all the future correspondence along with the roll number, course(s), code numbers and semester.
- x. Study material shall be mailed to the students at their given addresses.
- xi. After receipt of the study package, students are usually intimated by the part time tutors appointed for each course for tutorial guidance, within fifteen days. If you do not get information about tutors, you are required to send your assignment by registered post to the concerned Regional Director, Assistant Regional Director without delay; you are also required to retain a photocopy of all your assignments.
- xii. Rules and regulations framed, enhanced and changed from time to time by the authorities and bodies of the university will be effective as deemed necessary. The student will have to abide by all such rules and regulations from the date of their implementation.
- xiii. A student who fails in continuous assessment component is not eligible to reappear but will be allowed to re-register for the same course at its next offering semester by the university.
- xiv. It is the responsibility of the student to remain in touch with the department regarding the selected programme.
- xv. A student already admitted to a programme or a specialization of a programme shall not be allowed to transfer or to get admission to another programme unless he/she formally postpones it till the completion of the programme or withdraws from the previous programme.
- xvi. After successfully, completion of a programme a student has to apply to Controller of Examinations for issuance of certificate/degree.
- xvii. The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.
- xviii. The student must inform the Admission Department in writing within the period of 15 days after receipt of study material parcel, *If found any wrong/short of material/books which is not according to the admission form/ check list or mistake in name and address.* No request for any change will be entertained after the stipulated period.
- xix. Check the books and tally with the course codes mentioned on the address label pasted on the registered packet. If there is any discrepancy, write immediately to Admission Department for correction/supply of requisite books.
- xx. Admission forms incomplete in any respect will not be entertained and will be returned after closing of semester to the students indicating the deficiency in clear terms with advise to request for refund of fee.
- xxi. Admission form received without prescribed fee or less fee or fee deposited after due date will not be considered.
- xxii. In case of discrepancies in the name of student/ Father's name of the student or difference in name mentioned in his/her other educational certificates, the name on the Matric certificate of the student will be considered as correct name. The Examination Department shall also issue certificate/degree on the said name.
- xxiii. In case of provision of forged documents for admission, not only the admission will be refused to the applicant but the fee deposited by him/her will also be forfeited. The university may proceed further in the matter.

6. REGULATIONS FOR REFUND OF ADMISSION FEE

Admission fee once deposited by the candidates/students in the university account will neither be refunded nor converted/adjusted as a matter of right. However fee paid by the candidates/students will be settled in the following cases:

- i) The candidates/students who deposit the fee for a programme and later on change their mind to apply in another programme and communicate their decision in black and white to the admission section before dispatch of study material in such cases, fee will be refunded to them after deduction of 25% of the total amount deposited.
- ii) The candidates/ students who discontinue the programme/ courses(s) after dispatch of books, neither their admission will be cancelled nor fee will be refunded to them.
- iii) The candidates/students who are not allowed admission to a programme offered by the university due to less enrolment non formation of viable group/ non offering of courses, full fee will be refunded to them.
- iv) The candidates/students who know that they are ineligible for admission to a programme and even then, they deposit the fee, in such cases, the fee will be refunded after the deduction of 10% as services charges from total amount.
- v) The amount deposited by the candidates/ student in excess (more than the prescribed fee) will be refunded/ adjusted within a year.
- vi) Cases of refund of admission fee will be processed after finalization/completion of admission of the semester and only on the production of original Bank Challan/Receipt No. 3 & 4.
- vii) If candidates/students deceive the university and get admission in two different programmes simultaneously in a semester admission will be cancelled in both the programmes and the fee deposited for both the programmes will be forfeited.

- viii) **Applicant should ensure that the information provided in admission form is correct. If at any stage, the information found false or the applicant was not eligible according to the admission criteria, the admission shall be cancelled and there will be no right to claim the degree.**

8. IMPORTANT TELEPHONE NUMBERS

Sr. No.	Name	Telephone Nos.
1.	Director Admissions	051-9057421, 9250043 051-9250162 (Fax)
2.	Assistant Registrar (Mailing)	051-9057281-82 051-9250185, 9057611
3.	Controller of Examinations	051-9057310 051-9057328, 9250012
4.	Director Students Affairs	051-9250174
5.	Dy. Registrar (Teachers Education)	051-9057428 051-9057299