

# PROSPECTUS

Autumn 2016

## Associate Degree in Education



ALLAMA IQBAL OPEN UNIVERSITY

[www.aiou.edu.pk](http://www.aiou.edu.pk)

## **IMPORTANT ACTIVITIES TO BE REMEMBERED**

<b>Activity</b>	<b>Spring Semester</b>	<b>Autumn Semester</b>
Admissions	February – March	August – September
Mailing of Books	May – June	November – December
Study Period	June – September	December – March
Examinations`	November – December	May – June
Result	January – February	July – August

**Note:** Contact concerned Regional office for exact schedule of activities. Continuing Students are sent information for all activities by post. Simultaneously information is placed on website ([www.aiou.edu.pk](http://www.aiou.edu.pk)), students can download if not received by post.

**Most Important** to remember is admission is next semester. Continuing admission form is sent to all students by post. If not received, download from website or use new admission form of Matric program as continuing form.

# **PROSPECTUS**

## **Associate Degree in Education (ADE)**

**Semester: Autumn 2016**



**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 programs 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 (Bachelor of Education)
- Associate Degree in Education
- P.G (Diploma in Early Childhood Education)
- P.G (Diploma Educational Planning and Management)
- P.G. (Diploma Special Education)
- CT (Certificate of Teaching)
- PTC (Primary Teaching Certificate)
- 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 PTC, CT, ADE, PGD in ECE and BEd programs, it also offers “Education” as subject at Matric, Intermediate and Graduate level.

The department is planning to launch BS.Ed Early Childhood, B.Ed Elementary (Hons), M.Ed, M.Phil and Ph.D Program.

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.) programs 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 program of 72 credit hours linked with and leads to B.Ed (4 year) and will replace the existing diploma, PTC and CT programs 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 program 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 program 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
<b>Total Marks</b>		<b>100</b>

**Semester-Wise Breakup of Scheme of Studies**

**Semester–1 18 – Credit Hours**

S. No.	Course Code	Name of Course	Credit Hours
1.	1423	English Compulsory-I (Core)	03
2.	416/418	Islamic Studies / Ethics	03
3.	417	Pakistan Studies	03
4.	6400	General Methods of Teaching	03
5.	6416	Urdu	03
6.	1431	Basics of Information & Communication Technology	03

**Semester -2 18–Credit Hours**

S. No.	Course Code	Name of Course	Credit Hours
1.	1424	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. Practicum/  
Workshop (6415) Fee: Rs.2350/-

**Semester-wise Fee Structure:**

1. First Semester: Rs.9760/-
  2. Second Semester: Rs.9160/-
  3. Third Semester: Rs.9160/-
  4. Fourth Semester: Rs.10000/-
- Total Fee: Rs.38080/-**

#### 4. Associate Degree in Education (*In-Service*) one year Programme Description

The Associate Degree in Education (In Service) is a new Teacher Education Program designed for in-service teachers. Major objectives of the scheme are to facilitate in service teachers to utilize their teaching potential and further develop their teaching skills. The program is the first step towards developing and strengthening a community of well trained teachers at elementary level. The program is developed for in-service teachers having twelve year education with PTC, CT and Diploma in Education with 05 years teaching experience. The focus of the program is to enhance general education and content knowledge of the practicing teachers alongside inculcating effective and innovating teaching skills to upgrade the essential competencies of the teachers.

While most of the universities/DAIs across the country have already successfully introduced Associate Degree in Education for prospective teachers but a larger number of elementary level teachers are yet either inadequately prepared, under qualified or both. Besides, after 2018, the career progression opportunities for most of these practicing teachers will be closed as ADE or B.Ed (4 years) degree will be mandatory for induction as well as for promotion.

It is, therefore, critically essential that new avenues for career development are opened for practicing teachers as well and opportunities are created for them to develop their teaching skills and professional competencies. Besides, the dream of bridging about a country-wide qualitative change in education cannot be translated into reality unless these massive numbers of elementary level teachers are also initiated into the newly envisaged education system as pointed out in Higher Education Commission report.

In addition, the introduction of in-service program side by side with pre-service program, already being implemented, augurs well for the wider qualitative change intended and will go a long way in enhancing the degree of motivation in practicing teachers for keeping pace with the new changes and securing opportunities for their career advancements.

#### Program Objectives

The objectives of program are to:

- Upgrade the content knowledge.
- Increase pedagogical skills and knowledge of the practicing teachers at elementary level.
- Raise the practicing teachers to be in a competitive position for career progression.
- Equip practicing teachers will essential professional skills and competencies.

#### ENTRY QUALIFICATION/ELIGIBILITY CRITERIA

- PTC + FA + Minimum 5 year teaching experience  
OR
- CT/ Diploma in Education + Minimum 5 year teaching experience

#### SCHEME OF STUDIES

Duration:	1 year (2 Semester)
Semester Duration:	16 weeks
Semester:	2
Credit	36
Maximum Course Load per semester	18 Credit Hours
Medium of instruction	English/Urdu
Mode of delivery:	Distance learning
Pass Marks	40 %

## TEACHING PRACTICE

The In-service ADE Program waives the 3 credit hours in teaching practice which is required in the pre-service ADE scheme of studies. This policy takes into account that students in the In-service ADE must have at least 5 years teaching experience and they will be required to design and implement lessons in the professional courses.

## SEMESTER WISE BREAKUP

### Semester – 1 18 – Credit Hours

Course Code	Name of Course	Credit Hours
1423	English I	3
416/418	Islamic Studies/Ethics	3
1431	Basics of ICT	3
417	Pakistan Study	3
6400	General Methods of Teaching	3
6402	Educational Psychology & Guidance	3

### Semester – 2 12 – Credit Hours

Code	Name of Course	Credit Hours
6403	Classroom Management	3
6407	Classroom Assessment	3
6410	Arts Craft & Calligraphy	3
6412	School Society & Teacher	3

## PROFESSIONAL COURSES

Any two courses from following 6 credits hour

Course Code	Name of Course	Credit Hours
6409	Teaching of Math	3
6414	Teaching of General Science	3
1655	Teaching of English	3
1659	Teaching of Urdu	3
6408	Teaching of Islamic Studies & Pak. Studies	3

*Note:* Course offering will depend on its availability. The department may change the sequence of courses' offering. For each 3 credit course there will be a workshop for two days.

### 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 hour course)
4. Technology Fee: Rs.100/- (per semester)

### Semester-wise Fee Structure:

1. First Semester: Rs.9760/-
  2. Second Semester: Rs.9160/-
- Total Fee: Rs.18920/-**

## Faculty Members of Department

1. **Prof. Dr. Nasir Mahmood**  
Chairman
2. **Dr. Fazal-Ur-Rehman**  
Assistant Professor
3. **Dr. Muhammad Athar Hussain**  
Assistant Professor
4. **Mrs. Bushra Shaheen**  
Lecturer
5. **Dr. Rahmatullah Bhatti**  
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: 051-9057346
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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 the 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.

### **7. IMPORTANT TELEPHONE NUMBERS**

Sr. No.	Name	Telephone Nos.
1.	Director Admissions	051-9250043 051-9250162 (Fax)
2.	Assistant Registrar (Mailing)	051-9250185
3.	Controller of Examinations	051-9250012
4.	Director Students Affairs	051-9250174
5.	Assistant Registrar (Teachers Education)	051-9057428

## علامہ اقبال اوپن یونیورسٹی، اسلام آباد

### ایسوسی ایٹ ڈگری ان ایجوکیشن (ADE) دو سالہ اور (In-Service) ADE ایک سالہ پروگرام کے ذریعے بطور معلم درخشاں مستقبل کا آغاز کریں

علامہ اقبال اوپن یونیورسٹی وطن عزیز کے لاکھوں طلبہ و طالبات کو ان کے گھروں کی دہلیز پر تعلیمی سہولیات فراہم کرتی ہے۔ کلیہ تعلیم اس یونیورسٹی کا سب سے پرانا اور وسیع ترین کلیہ ہے اس کلیہ میں جس کا شمار ملک کے بڑے تربیت اساتذہ کے اداروں میں ہوتا ہے۔ چھ شعبے کام کر رہے ہیں۔ طلبہ کی تعداد اور کورسز کے لحاظ سے شعبہ ارلی چائلڈ ہڈ ایجوکیشن و ایلیمینٹری ٹیچر ایجوکیشن یونیورسٹی کا سب سے بڑا شعبہ ہے جو کہ اس وقت تربیت اساتذہ کے مختلف پروگرام پیش کر رہا ہے۔ تربیت اساتذہ کے پروگراموں میں ایسوسی ایٹ ڈگری ان ایجوکیشن (2 سالہ) پروگرام ایک جدید اور منفرد پروگرام ہے۔ اس کے ساتھ ساتھ ایسوسی ایٹ ڈگری ان ایجوکیشن دوران ملازمت (In-Service) ایک سالہ پروگرام بھی پیش کیا جا رہا ہے۔ ان کا بنیادی مقصد مستقبل کے اساتذہ کی جدید تقاضوں کے مطابق تربیت کرنا ہے۔ ADE دو سالہ پروگرام ان طلبہ و طالبات کے لئے پیش کیا جا رہا ہے جو کہ مستقبل میں بطور اُستاد اپنا کیریئر شروع کرنا چاہتے ہیں کیونکہ حکومت پاکستان کی تعلیمی پالیسی کے تحت 2018ء کے بعد ہر اُستاد کے لئے ایسوسی ایٹ ڈگری ان ایجوکیشن یا بی ایڈ (آنر) کا حامل ہونا ضروری ہے اس کے علاوہ وہ اساتذہ جو کہ اپنی پیشہ ورانہ تعلیم میں اضافہ اور ترقی کے خواہاں ہیں ان کے لئے بھی یہ ایک مفید پروگرام ہے اس پروگرام کی کامیاب تکمیل کے ذریعے سکول اساتذہ پر مزید ترقی کی راہیں کھلیں گی۔ ADE پروگرام ایلیمینٹری سطح کا ایک بنیادی پروگرام ہے جو کہ چار سمسٹر (2 سال) پر مشتمل ہے۔ اس پروگرام میں وہ تمام طلبہ و طالبات داخلے کے اہل ہیں جو کہ ایف اے / ایف ایس سی یا مساوی قابلیت (45% نمبر) کے حامل ہوں۔

(In-Service) ADE ایک سالہ پروگرام ان اُستاد کے لئے ہے جن کا بطور استاد پانچ سالہ تجربہ کے ساتھ انٹرمیڈیٹ + پی ٹی سی یا سی ٹی کر رکھا ہو۔ اس پروگرام کا مقصد اساتذہ کی تدریسی مہارتوں اور نفس مضمون میں اضافہ کرنا ہے۔ اس پروگرام کے ساتھ اساتذہ کے لئے پیشہ ورانہ ترقی اور گریڈ میں اضافہ کے مواقع میسر آنے کے امکانات بڑھ جائیں گے۔ ایسوسی ایٹ ڈگری ان ایجوکیشن میں داخلوں کا آغاز ہو چکا ہے آپ بھی اس پروگرام میں داخلہ لے کر اپنا مستقبل بہتر بنا سکتے ہیں۔ پرائیویٹ حاصل کرنے کے لئے اپنے قریبی علاقائی دفاتر یا شعبہ داخلہ علامہ اقبال اوپن یونیورسٹی اسلام آباد سے رابطہ کریں۔ مزید رہنمائی کے لئے رابطہ کریں۔

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