

Autumn 2016

AIOU

Prospectus

BEd

(According to New Road Map of HEC)



Allama Iqbal Open University
www.aiou.edu.pk

PROSPECTUS

OF

BEd Programmes

For

SEMESTER: AUTUMN, 2016



Allama Iqbal Open University, Islamabad

Price Rs.300/-

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Vice-Chancellor's Message

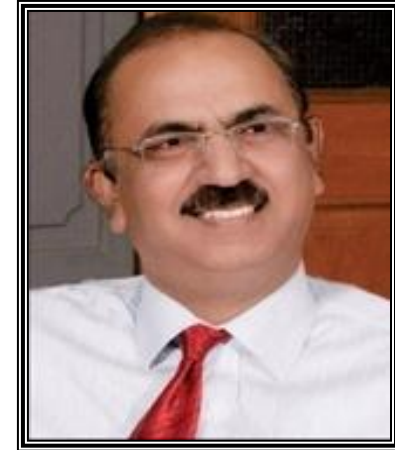
Dear Student,

السلام عليكم

Welcome to Allama Iqbal Open University, the First Distance Education University in South Asia, that caters to the educational needs of 1.3 million students to enable them to study at their own place, at their own pace and at their own convenience. The University goes to the doorsteps of the students, irrespective of the distance and location of students. One can become a student of this university at any age as we consider education a life-long and continuous process. The University has a vast menu of educational program at different levels, starting from basic literacy program to the PhD program. The courses are regularly revised in order to keep them contemporary, relevant, and internationally compatible. Self explanatory course material helps the students to comprehend the course concepts without physical presence of the teacher.

The self-assessment activities, included in the books, help ensure the acquisition of earning outcomes. This university offers maximum number of specialization at post-graduate level through four faculties -- Faculty of Arabic and Islamic Studies, Faculty of Education, Faculty of Sciences, and Faculty of Social Sciences and Humanities. The faculty members at the university and a huge network of tutors, resource persons, specialists and experts make sure that the courses being offered in these programs enable the students to become independent learners and critical thinkers. Post-graduate level studies invite you to critically examine what has already been done in your field of interest and then research to offer innovations.

I welcome you to the postgraduate studies at AIOU and wish you a challenging yet successful journey ahead.



(Prof. Dr. Shahid Sddiqui)
Vice Chancellor, AIOU

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 comprises 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 of MBA (IT), MBA (Banking and Finance), BS (CS), MSc/BS Chemistry, MSc/BS Microbiology etc. 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 student's hostel and the Central Library where computers have been provided to enable students to access latest information available through open source databases.

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 of 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 PhD 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.

All academic programmes of the Faculty of Education are recognized by HEC and accreditation is under process with NACTE.

The faculty is offering the following academic programmes:

1. PhD Education (MS/MPhil Based)
Distance and Non-Formal Specialization
2. PhD Education (MS/MPhil Based)
Educational Planning and Management Specialization
3. PhD Education (MS/MPhil Based)
Teacher Education Specialization
4. PhD Education (MS/MPhil Based)
Special Education Specialization
5. PhD Education (MS/MPhil Based) Science Education
6. MPhil (Education) Distance and Non Formal Education
7. MPhil (Education) Educational Planning & Management
8. MPhil (Education) Teacher Education
9. MPhil (Education) Special Education
10. MPhil (Education) Science Education
11. MEd (Distance and Non-Formal Education) 1 year
12. MEd (Science Education) 1 year
13. MEd (Special Education) 1 year
14. MEd (Teacher Education) 1 year
15. MA(Distance and Non-Formal Education)
16. MA (Educational Planning and Management)
17. MA(Education) Teacher Education
18. MA (Special Education)
19. BEd (1-½ years)
20. BEd (4 years)

21. P.G (Diploma in Early Childhood Education)
22. P.G (Diploma Educational Planning and Management)
23. P.G. (Diploma Special Education)
24. Associate Degree in Education (ADE)
25. SSC Level Courses Related to the Faculty
26. HSSC Level Courses Related to the Faculty
27. BA Level Courses Related to the Faculty

DEPARTMENTS OFFERING MA EDUCATION MED/MPHIL AND PHD (MS / MPHIL BASED)

Distance, Non Formal and Continuing Education (DNFCE)

The department was established in 1984 and was renamed as Distance, Non Formal and Continuing Education in 2008. It offers specialized degree programmes/courses in Distance Non-Formal and Continuing Education, Adult Education and Educational Technology at MA Education, MEd, MPhil and PhD (MS/MPhil Based) in Education. It also offers courses at BA level.

Educational Planning, Policy Studies and Leadership (EPPSL)

The department was established in 1976 was renamed as EPPSL in 2008. It offers programmes in educational planning and management. These programmes are aimed at producing a cadre of professionals for the educational institutions and organizations in the country. Programmes of EPPSL include Postgraduate Diploma, MA (EPM), MPhil and PhD (MS/MPhil Based) in Education. The courses of these

programmes are attained to the field requirements of target personnel in the areas of educational planning and management.

Secondary Teacher Education

The Department of Teacher Education was established in 1985 and was bifurcated into Secondary and Elementary Teacher Education Departments in July 2003. Its programmes aim at imparting academic and professional knowledge and training to in-services and pre service teachers and scholars.

Science Education

The Department of Science Education was established in 1988. The programmes and courses of the department are mainly focused on education and training of science teachers. Presently the department offers specialized courses in science at CT, BEd, MA, MEd, MPhil and PhD level. Specialization courses provide conceptual framework and indepth insight into the teaching of science effectively.

Special Education

The Department was established in 1985. The department imparts education and training to teachers for the special children in four specialization namely Visual impairment, Hearing impairment, Physical disabilities and Mental retardation with particular emphasis to facilitate mainstreaming of special children. Parents of the special children are also admitted to these programmes. Present programmes/courses of this department comprised of Postgraduate Diploma, MEd, MA, MPhil and PhD (MS/MPhil Based) in Special Education.

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 and BEd programs, it also offers “Education” as subject at Matric, Intermediate and Graduate level.

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.

BEd (One and Half Year) Programme

Duration	1.5 year (3 Semesters)
Total credits	54
Maximum load	18 (per semester)
Medium of Instruction	English/Urdu
Mode of Delivery	Open Distance Learning
Passing Marks (Assignment/Exam)	50%

Introduction

The emerging needs and shortage of human development resources mixed with higher qualities of leadership in the field of education at national level demand personnel who have sound professional and academic background in the field teacher education. This program provides such academic

opportunities to teachers. It aimed at providing education and training facilities to teachers, administrators and master graduates in the country.

Following are the objectives of this program:

1. To Acquaint the prospective teachers with latest curricula, teaching techniques and methodologies.
2. To Enable teachers to use instructional technology in the classroom.
3. To Enable the prospective teachers to manage classroom environment.
4. To Meet country increasing demand for trained personnel.

Eligibility Criteria:

16 Years of Education (Academic Disciplines Other than Education) MA/MSc/BA (4-year)/ BS (4 years) with minimum second division or equivalent

Semester-Wise Breakup of Scheme of Studies

SEMESTER-I

Code	Courses	Credit Hours
8601	General Methods of Teaching (Professional)	3
8602	Educational Assessment and Evaluation (Professional)	3
8603	Curriculum Development (Foundation)	3
8604	Research Methods in Education (Professional)	3
8605	Educational Leadership and Management (Professional)	3
8606	Citizenship Education and Community Engagement	3
Total credits		18

SEMESTER-II

Code	Courses	Credit Hours
8607	Teaching Practice I (Professional)	3
8611	Critical Thinking and Reflective Practices (Professional)	3
	Area of Specialization (Course-I)	3
	Area of Specialization (Course-II)	3
	Area of Specialization (Course-III)	3
	Area of Specialization (Course-IV)	3
	Total Credit Hours	18

SEMESTER-III

Code	Courses	Credit Hours
8608	Teaching Practice II (Professional)	3
8609	Philosophy of Education (Foundation)	3
8610	Human Development and Learning (Foundation)	3
8612	Professionalism in Teaching (Professional)	3
8613	Research Project (Content Embedded) (Professional)	3
8614	Educational Statistics (Professional)	3
	Total Credit Hours	18

Specialization Courses:**Area 1: Leadership and Management**

Code	Courses	Credit Hours
	Management Strategies In Educational Institutions	3
	School Administration And Supervision	3
	Plan Implementation And Educational Management	3
	School Leadership	3

Area 2: Educational Technology and Evaluation

Code	Courses	Credit Hours
	Educational Technology	3
	Computers in Education	3
	Broadcast media	3
	Non Broadcast media	3

Area 3: Teacher Education

Code	Courses	Credit Hours
	Elementary Education	3
	Secondary Education	3
	Higher Education	3
	Teacher Education in Pakistan	3

Area 4: Science Education

Code	Courses	Credit Hours
	Foundation of Science Education	3
	Assessment in Science Education	3
	Laboratory Organization, Management and Safety Methods	3
	General Science in Schools	3

Area 5: Inclusive Education

Code	Courses	Credit Hours
	Introduction to Inclusive Education	3
	Introduction to Special Education	3
	Inclusive Education: Adaptations in Curriculum	3
	Inclusive Education: Adaptations in Instruction and Evaluation	3

Area 6: Reading

Code	Courses	Credit Hours
	Foundations of Reading	3
	Teaching Reading	3
	Reading Difficulties	3
	Reading Assessment	3

FEE STRUCTURE:

Registration Fee (At the time of 1st admission): Rs.200/-

Admission Fee (At the time of 1st admission): Rs.700/-

Technology Fee (per semester): Rs.100/-

Per 3 Credit Hours Course Fee (Rs.1840/-)
(Rs.1840 x 6 =**11040**)

Teaching practice-I Fee: Rs.2350/-

Teaching practice-II Fee: Rs.2350/-

Research project Fee: Rs.2350/-

First Semester: Rs.12040/-

Semester-Wise Breakup of Scheme of Studies

Semester-1 18 – Credit Hours

Code	Name of Course	Credit Hours
1423	English Compulsory-I (Core)	03
416/418	Islamic Studies / Ethics	03
417	Pakistan Studies	03
6400	General Methods of Teaching	03
6416	Urdu	03
1431	Basics of Information & Communication Technology	03

Semester -2 18–Credit Hours

Code	Name of Course	Credit Hours
1424	English Compulsory-II (Core)	03
6401	General Math and Statistics	03
6402	Educational Psychology & Guidance	03
6403	Classroom Management	03
1659	Teaching of Urdu	03
1655	Teaching of English	03

Semester -3 18–Credit Hours

Code	Name of Course	Credit Hours
6404	General Science	03
6405	Education in Pakistan	03
6406	Curriculum Development	03
6407	Classroom Assessment	03
6408	Teaching of Islamic Studies & Pak Studies	03
6409	Teaching of Math	03

Semester -4 18–Credit Hours

Code	Name of Course	Credit Hours
6410	Arts Craft & Calligraphy	03
6411	Foundations of Education	03
6412	School Society & Teacher	03
6413	Introduction to Inclusive Education	03
6414	Teaching of General Science	03
6415	Short term Teaching Practice	03

Note: Scheme of the remaining 4 semesters will be provided in due course of time on the availability of courses.

Fee Structure:

Registration Fee	Rs.100/- (At the time of first admission)
Admission Fee:	Rs.500/- (At the time of first admission)
Technology Fee:	Rs.100/- (per semester)
Course Fee:	Rs.1510/- (Per 3 credit hours course)
Practicum/Workshop (6415)	Rs.2350/-
1st Semester Fee:Rs. 9760/-	

Contact for Information:

Department	Contact
Elementary Teacher Education	Prof. Dr. Nasir Mahmood Chairman ECE & ETE Deptt. Ph: 051-9057718, 051-9057719
Secondary Teacher Education	Dr. Naveed Sultana Chairperson STE Deptt. Ph: 051-9057705 Email: naveed.sultana@aiou.edu.pk
Science Education	Prof Dr Tanvir uz Zaman Chairman Science Education Deptt. Ph: 051-9057854 Email: tanvir56@yahoo.com
Special Education	Dr Tanzila Nabil Chairperson Special Education Deptt. Ph: 051-9057853 Email: spedu@aiou.edu.pk
Distance, Non-Formal & Continuing Education (DNFCE)	Dr Muhammad Ajmal Chairman DNFCE Deptt. Ph: 051-9057194 Email: drajmal@aiou.edu.pk

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 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 change 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 contact to Regional Office of the university or download from AIOU website and send it to the University within due date.

- viii. Fee cannot 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, 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 new programme or withdraws from the previous programme.
- xvi. After completion of a programme successfully, 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 close 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 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 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.
- xxiv. The Directorate of Students Advisory & Counseling Services provides educational facilities through its 'student support fund' to the deserving students facing financial constraints. In this connection AIOU is providing financial assistance to a large number of its students through its Regional Network. The deserving students who want to avail financial assistance are advised to contact their concerned Regional Campus to obtain prescribed forms for financial assistance. After filling the forms should be submitted to the concerned Regional Campus.

For further information please contact your Regional Office.

PROCEDURE FOR DEPOSITING FEE

- Eligible candidates who are required to deposit the fee can submit admission forms alongwith required documents to the following banks:
(1) National Bank of Pakistan (2) MCB Bank (3) First Women Bank (4) Allied Bank Limited (5) Bank Alfalah Limited.

- The applicant can deposit fee through bank challan, attached with admission form, to any approved branch.
- The bank will issue a receipt of depositing admission form and fee.
- The applicant will have to pay service charges to the bank in addition to the required fee.

Note:

Beware that University has not authorized any person or private institute to collect payment/forms. All the students are instructed to deposit fee by themselves in designated bank branches. In case of any discrepancy in admission fee/admission form the University will not be responsible and the student will have to face the consequences.

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 10% 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 not eligible for admission to a programme, and even then they deposit the fee, in such cases, the fee will be refunded after the deduction of 25% 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. 4.
- vii) If candidates/ students deceive the university and get admission in two different programmes simultaneously in a semester admission will be cancelled in new programme and the fee deposited will be forfeited.

The allotment of tutors and conduct of workshops are made according to addresses of the students. However, if the numbers of students are less in any region or non-availability of a suitable tutor or unstable situation in any specific area, the students of that region are merged in another nearest region to save the time and to continue their educational activities. The students should take admission keeping in view this policy.

IMPORTANT TELEPHONE NUMBERS

Sr. No.	Name	Telephone Nos.
1.	Director Admissions	051-9250043 051-9250162 (Fax)
2.	Additional Registrar (Mailing)	051-9250185
3.	Controller of Examinations	051-9250012
4.	Director Students Affairs	051-9250174
5.	Assistant Registrar (Postgraduate)	051-9057422