



**PROSPECTUS**  
**OF**  
**POSTGRADUATE DIPLOMA IN**  
**EARLY CHILDHOOD EDUCATION**  
**FOR**  
**(Semester: Spring 2019)**



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




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

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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 provides cost effective education to 1.3 million students not only in Pakistan but also in Middle East. This university has the unique privilege of blurring temporal and spatial boundaries by providing education at the thresholds of the students. The university offers a diverse range of educational facilities, starting from basic literacy programs to the PhD level. The courses are regularly revised to bring them at par with international standards. The university offers maximum number of specializations at postgraduate level through four faculties, i.e. Faculty of Arabic and Islamic Studies, Faculty of Education, Faculty of Sciences, and Faculty of Social Sciences and Humanities. The university has a huge network of faculty members, tutors, resource persons, specialists and experts who strive hard to ensure that the programs offered by the university enable the students to become independent learners and critical thinkers. The university takes special measures to establish and strengthen research culture and prepare those individuals who can play an instrumental role in the process of progress and development of the country.



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

**Prof. Dr. Zia Ul-Qayyum**  
**Vice Chancellor,**  
**AIOU**

## **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 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

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 Department
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 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.

#### **The faculty is offering the following academic programmes:**

- PhD (Education) (MPhil Based) Elementary Teacher Education
- PhD Education (MPhil Based) Distance, Non-Formal and Education Specialization
- PhD Education (MPhil Based) Educational Planning and Management Specialization
- PhD Education (MPhil Based) Teacher Education Specialization
- PhD Education (MPhil Based) Special Education Specialization
- PhD Education (MPhil Based) Science Education
- MPhil (Education) Distance & Non Formal Education
- MPhil (Education) Educational Planning & Management
- MPhil (Education) Elementary Teacher Education
- MPhil (Education) Teacher Education
- MPhil (Education) Special Education
- MPhil (Education) Science Education
- MEd (Distance and Non-Formal Education)
- MEd (Science Education)
- MEd (Special Education)
- MEd (one year) Elementary Education
- MEd (Teacher Education)
- MA (Distance and Non-Formal Education)
- MA (Educational Planning and Management)
- MA (Elementary Teacher Education)
- MA (Teacher Education)
- MA (Special Education)
- BEd (Bachelor of Education) 1.5 year
- BEd (Bachelor of Education) 2.5 year
- BEd (Bachelor of Education) 4 year
- PG (Diploma Educational Planning & Management)
- PG (Diploma in Special Education)
- Associate Degree in Education (2 year)
- SSC Level Courses Related to the Faculty
- HSSC Level Courses Related to the Faculty
- BA Level Courses Related to the Faculty
- Non Credit Research Courses

## **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 Department offers BEd (1.5 year), BEd (2.5 years), BEd (4 years), Associate Degree in Education (ADE), MEd, MA (Elementary Teacher Education), MPhil and PhD programme, it also offers “Education” as subject at Matric, Intermediate and Graduate level.

The department also planned to offer non-credit research courses and Postgraduate Diploma for Teaching in Higher Education.

### ***Programme Description:***

Duration	1 Year	(2 Semesters)
Semester Duration		16-18 weeks
Maximum Course load per semester		18 credit/hours
Total Credit Hours		30
Medium of Instruction		English/Urdu
❖ Entry Qualification		Bachelor degree (45% marks)
Delivery Mode		Distance learning
❖	The eligible candidates submit the admission form alongwith copy of credentials and fee in designated branches of bank.	

## **Programme Description**

Early childhood age is the most important stage in term of child development and growth. Keeping in view its importance and growing demand from private and public enterprize in the country and overseas, Allama Iqbal Open University planned to launch postgraduate diploma in Early childhood Education (ECE). This is a unique and intensive programme in the country. During the programme, the prospective graduates will be introduced to ECE, child physical/social/emotional and cognitive development processes. The graduate will learn about ECE curriculum, assessment, classroom management and art work. The programme also aimed to equip the graduates with necessary quality training and skills for ECE. It will also help in developing understanding of the graduates about how toddlers learn the skills they need for life. The programme will provide interactive sessions via tutorial/online sessions/workshops, practice teaching and seminar. Another important feature of this diploma is that it will provide hands on practice to graduates for conducting observation of kids in action. Another strong area of the programme is interactive practice session for the graduates. It is expected that the postgraduate diploma programme will produce quality early childhood education teachers/instructors and planners so that they can purue career successfully.

## **Programme Objectives**

The objectives of programme are to:

- Equip the graduate with essential professional skills and competencies for Early childhood education
- Upgrade pedagogical skills of practicing preschool teachers
- Provide knowledge about child cognitive/emotional and social development
- Develop insight and understanding relating ECE philosophy/beliefs and its significance.
- Introduce reflective practices in curriculum planning and instruction.
- Link theory and practice in early childhood education
- Set up knowledge of various classroom management techniques for early childhood class
- Provide Skill of selection of appropriate teaching aid for early childhood class
- Provide Knowledge and use of different classroom observation and assessment techniques
- Apply national standards for early childhood education
- Enhance career prospects of the graduates.

## **Mode of Delivery**

Flexible study option available through distance learning. Graduates can study at their own pace. They can take one course or complete six courses in a semester for completion of diploma. For each course there will be 2 days workshop. The student will also get tutorial support and there will be 9 tutorial meetings for each course in a study centre. The student will get tutorial schedule along with course books.

## **Prospective students**

Early childhood education is a popular and well-established area of study within sub sector of teacher education. This diploma is designed for those who wished to work with early childhood education within the country or overseas. The primary focused of the programme is:

- Early childhood education teachers
- Childcare workers
- Pre schoolteachers
- ECE planners
- Childcare managers/directors
- Family day care staff

## **Career Prospects**

The postgraduate diploma holders will be qualified kindergartens having appropriate knowledge, skills and dispositions. This will open new venues and opportunities to get into a rewarding career into early childhood school/centers in the country. There is an also great demand for preschool and childcare workers in overseas having professional diploma in ECE.

## **Further Education**

The postgraduate diploma in early childhood education can lead to further degree in ECE.

## Scheme Structure

### Semester 1

S. No	Course	Course Code	Credit Hours
1	Introduction to Early Childhood Education	1624	3
2	Early Childhood Curriculum	1625	3
3	Child Development	1626	3
4	Classroom Assessment	1627	3
5	Teaching Literacy	1628	3
6	Language Learning in Early Childhood	1629	3

### Semester 2

1	Practicum	1630	3
2	Classroom Management	6403	3
3	Arts,craft & Calligraphy	6410	3
4	Introduction to Inclusive Education	6413	3

For each 3 credit hour course there will be a workshop for 2 days (5 hours/day). attendance in the workshop is compulsory. those who do not attend will be considered fail in the workshop. they will have to reappear in the workshop as and when conducted. The workshop and seminar shall be conducted at Main Campus, Islamabad only. The department may change offering of the courses/adopt existing courses as per availability.

### **PRACTICUM (CODE 1630)**

This segment consists of:

- i. Teaching Practice (Two weeks)
- ii. Professional portfolio
- iii. Class room observation
- iv. Workshop (one week)
- v. End of Practicum Seminar (3 days)

#### i. **Teaching Practice:**

Two weeks teaching practice in early childhood class (2 hours/day) is mandatory for each graduate. The student will submit a certificate of practice teaching duly signed by the concerned school principal/Head. The graduate will also submit 20 lesson plans taught during teaching practice.

#### ii. **Professional Portfolio:**

Each graduate will prepare a professional portfolio and submit it to the department.

#### iii. **Classroom Observation Report (montessori/ kindergarten classroom observation):**

Each student also requires to observe a session in kindergarten/montessori class for one hour and submit a report of the observation to the ECE&ET department as per guidelines.

#### iv. **Workshop (One Week)**

A one week workshop is also mandatory part of practicum. Workshop will be conducted before practice teaching in the classroom. The workshop includes components like:

- Language learning
- Pre-observation guide
- Techniques for observation in the classroom
- Preparation of professional portfolio
- Planning unit of instruction
- Preparing portfolios
- Practical issues of teaching and learning
- Development of AV aid/art work
- Classroom assessment
- Classroom management

v. **End of Practicum Seminar (3 days):**

A three day seminar will be conducted at the end of the practicum. This is also mandatory component. The seminar will cover following areas:

- Reflect/review what has been learned in the field
- Share observation reports
- Sharing of professional portfolio

**SCORING GUIDE FOR PRACTIUM**

S. No.	Component	Marks Allocated
1	Teaching practice/20 Lesson plan	20
2	Professional Portfolio	20
3	Classroom observation report	20
4	Attendance in Workshop	10
5	Presentation of observation report & Professional Portfolio	20
6	Attendance in End of Practicum Seminar	10
	Total marks	100
	Pass percentage	50%

***Workshop/Seminar attendance marks distribution***

95 % & above	10 marks
90-94%	09 marks
85-89%	08 marks
80-84%	07 marks
Below 80%	Does not qualify

The graduate has to pass each component of the practicum separately. In case of failure in any component, the student has to take fresh admission in the practicum.

**For Academic Assistance:**

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## FEE TARIFF

<b>Admission fee</b> (At the time of first admission in Programme)	<b>Rs 1000/-</b>
<b>Registration fee</b> (At the time of first admission in University)	<b>Rs 100/-</b>
<b>Fee for 3 credit hours course:</b> Rs.3750/- <b>Fee for 6 courses:</b> $3750 \times 6 =$ Rs.22500/-	<b>Rs.22500/-</b>
<b>Technology fee</b> (per student per semester)	<b>Rs 200/-</b>
<b>Total Fee for 1<sup>st</sup> Semester</b>	<b>Rs 23800/-</b>
Practicum fee: Rs.4660/-	<b>Rs 4660/-</b>

## 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. A course taken by any student cannot be change during the semester.
- v. 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.
- vi. 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.
- vii. Fee can not be refunded once paid for admission nor can it be adjusted for any other programme.
- viii. 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.
- ix. Study material shall be mailed to the students at their given addresses.
- x. 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.

- xi. 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.
- xii. 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.
- xiii. It is the responsibility of the student to remain in touch with the department regarding the selected programme.
- xiv. 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.
- xv. After completion of a programme successfully, a student has to apply to Controller of Examinations for issuance of certificate/degree.
- xvi. The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.
- xvii. 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.
- xviii. 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.
- xix. 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.
- xx. Admission form received without prescribed fee/less fee or fee deposited after due date will not be considered.
- xxi. 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 Exams Department shall also issue certificate/degree on the said name.
- xxii. 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.

## **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 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 5% 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.

## **IMPORTANT TELEPHONE NUMBERS**

<b>Sr. No.</b>	<b>Name</b>	<b>Telephone Nos.</b>
1.	Director Admissions	051-9250043 051-9250162 (Fax)
2.	Deputy Registrar (Mailing)	051-9250185 051-9057611 051-9057281 051-9057282
3.	Controller of Examinations	051-9250012 051-9057310 051-9057328
4.	Director Students Affairs	051-9250174
5.	Assistant Registrar (Postgraduate)	051-9057422 051-9057425