

**PROSPECTUS OF B.Ed Programme
(1-1/2 year)
SEMESTER: Autumn 2017**



ALLAMA IQBAL OPEN UNIVERSITY- ISLAMABAD

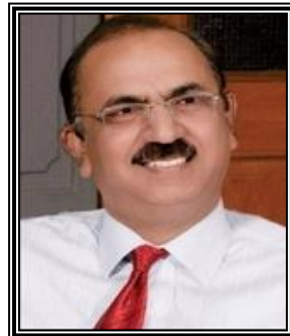
Directorate of OEP & e-Learning

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 programs 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 learning 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.

The Directorate of Overseas Educational Programs and e-Learning was established with the consent of Executive Council to strengthen and streamline e-learning activities from basic literacy to postgraduate level, in all domains to work for expansion and improvement of services for overseas students. Instruction, guidance and counseling through face-to-face education. The Directorate is currently offering General Education Programmes i.e. Matric, Intermediate (FA/I.Com), Bachelors (BA/B.Com/BLIS/BA Mass Com), Elementary Arabic, Arabi Bole Chall, 49 Short Term Educational Programs (STEP Courses) and Dars e Nizami (Matric, FA, BA for students in USA) and B.Ed (1.5 Years).

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

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 programs/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 & 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 BEd, MA, MEd, MPhil and PhD level. Specialization courses provide conceptual framework and in-depth 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 Early Childhood Education and Elementary Teacher Education Department offers ADE, PGD in ECE, BEd, MEd and MPhil 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.

Programs 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.

B.Ed (1.5 Year Program) Offered for the Overseas Students

Duration	1.5 year (3 Semesters)
Total credits	54
Maximum load	18 Credit Hours (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

S. No.	Courses	Code	Credit Hours
1	General Methods of Teaching (Professional)	8601	3
2	Educational Assessment and Evaluation (Professional)	8602	3
3	Curriculum Development (Foundation)	8603	3
4	Research Methods in Education (Professional)	8604	3
5	Educational Leadership and Management (Professional)	8605	3
6	Citizenship Education and Community Engagement	8606	3
Total Credit Hours			18

SEMESTER-II

S. No.	Courses	Code	Credit Hours
1	Teaching Practice I (Professional)	8607	3
2	Critical Thinking and Reflective Practices (Professional)	8611	3
3	Area of Specialization (Course-I)		3
4	Area of Specialization (Course-II)		3
5	Area of Specialization (Course-III)		3
6	Area of Specialization (Course-IV)		3
Total Credit Hours			18

SEMESTER-III

S. No.	Courses	Code	Credit Hours
1	Teaching Practice II (Professional)	8608	3
2	Philosophy of Education (Foundation)	8609	3
3	Human Development and Learning (Foundation)	8610	3
4	Professionalism in Teaching (Professional)	8612	3
5	Research Project (Content Embedded) (Professional)	8613	3
6	Educational Statistics (Professional)	8614	3
Total Credit Hours			18

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

S. No.	Courses	Code	Credit Hours
1	Management Strategies In Educational Institutions	8615	3
2	School Administration And Supervision	8616	3
3	Plan Implementation And Educational Management	8617	3
4	School Leadership	8618	3

Area 2: Educational Technology and Evaluation

S. No.	Courses	Code	Credit Hours
1	Educational Technology	8619	3
2	Computers in Education	8620	3
3	Broadcast media	8621	3
4	Non Broadcast media	8622	3

Area 3: Teacher Education

S. No.	Courses	Code	Credit Hours
1	Elementary Education	8623	3
2	Secondary Education	8624	3
3	Higher Education	8625	3
4	Teacher Education in Pakistan	8626	3

Area 4: Science Education

S. No.	Courses	Code	Credit Hours
1	Foundation of Science Education	8627	3
2	Assessment in Science Education	8628	3
3	Laboratory Organization, Management and Safety Methods	8629	3
4	General Science in Schools	8638	3

Area 5: Inclusive Education

S. No.	Courses	Code	Credit Hours
1	Introduction to Inclusive Education	8630	3
2	Introduction to Special Education	8631	3
3	Inclusive Education: Adaptations in Curriculum	8632	3
4	Inclusive Education: Adaptations in Instruction and Evaluation	8633	3

Area 6: Reading

S. No.	Courses	Code	Credit Hours
1	Foundations of Reading	8634	3
2	Teaching Reading	8635	3
3	Reading Difficulties	8636	3
4	Reading Assessment	8637	3

Note: Course workshop: For each 3 Credit/Hour course, there will be a course workshop for two days (10 Hours). There are nine tutorial meetings for each course which are not mandatory.

Fee Structure:

Registration Fee:	USD 10
Course Fee:	USD 110 (Per 3 credit hours course)
Teaching Practice-I	USD 120
Teaching Practice-II	USD 120

GENERAL INFORMATION

- a. The certificates/degrees of AIOU are equivalent to any other recognized Board/University.
- b. 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.
- c. A course taken by any student cannot be change during the semester.
- d. Change of address during the semester will not be encouraged by the university, however in real hardship cases change will be allowed within fifteen days after receipt of books and deposit of prescribed fee.
- e. 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 Directorate of OEP & e Learning of the university.
- f. Fee cannot be refunded after processing of admission and provision of study material nor can it be adjusted for any other program.
- g. 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.
- h. 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.
- i. A student who fails in continuous assessment component (Assignments etc.) is not eligible to reappear but will be allowed to re-register for the same course at its next offering semester by the university.
- j. It is the responsibility of the student to remain in touch with the department regarding the selected programme.
- k. 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 program or withdraws from the previous program.
- l. After completion of a programme successfully, a student has to the apply to Controller of Examinations for issuance of certificate/degree.
- m. The university reserves the right to change the contents of this prospectus without any prior notice as per university policy.
- n. The student must inform the Directorate of DOEP & e-Learning 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.

- o. 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 advice to request for refund of fee.
- p. Admission form received without prescribed fee/less fee or fee deposited after due date will not be considered.
- q. 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.
- r. 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.

PROCEDURE FOR DEPOSITING FEE & ADMISSION FORM

The Overseas students have to submit their fee in US dollars or Equivalent Pak rupees in the following three modes:

1. Online Money Transfer

Alternating, the students may submit fee via online transfer. Detail fee account in **Allied Bank AIOU Branch** is as under:-

Account # 0221-0010000336340479

2. Challan Forms

The students may also submit their fee through challan forms equal to prevailing exchange rate of US Dollars on the day .Applicants may download the challan forms from www.aiou.edu.pk. (Challan forms available on AIOU's website are acceptable only).

3. Bank Drafts

The Students may make payment of fee through Bank Draft drawn in the favor of **"Treasurer, Allama Iqbal Open University, Islamabad"** from any bank providing the services.

OR

IBAN # PK18ABPA0010000336340479

It is further added that The Bank Draft/Challan Form (university copy) in original has to be attached with the Admission Forms to be submitted to the Directorate of OEP & e-learning.

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.

All Correspondence should be made at:

Directorate of Overseas Educational Programs and e-Learning
Room No. LG-08, ICT Building,
Allama Iqbal Open University,
Sector H-8, Islamabad.
Tel: +92 51 9057165, +92 51 925 0175
Email: overseas@aiou.edu.pk
Web: <http://del.aiou.edu.pk>

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 program and later on change their mind to apply in another program 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 program/ 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 program 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 applied even if they are not eligible for admission to a program, 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 program and the fee deposited will be forfeited.