

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University, Accredited 'A' Grade by NAAC)

PROSPECTUS: 2018-19 BACHELOR OF EDUCATION (Distance Mode)

Directorate of Distance Education

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The University reserves the right to amend the rules and procedures described in this prospectus. However students will be informed about any change through their Programme Centres.

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Prospectus Committee for B.Ed. (DM) program

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1. ABOUT THE UNIVERSITY

Maulana Azad National Urdu University (MANUU) is a Central University accredited with grade 'A' by NAAC, established by an Act of Parliament with all India jurisdiction in 1998. The headquarters and main campus of MANUU is in Gachibowli, Hyderabad. It is spread across 200 acres. MANUU is recognized as a major higher education service provider across the remote areas of the country for marginalized and first generation learners of Urdu medium through its regular and distance mode programs. MANUU commenced with distance education programs in 1998 and consolidated its academic and research base in Urdu medium regular programs in 2004.

The University's Vision is to provide access to quality education through Urdu as medium of instruction, while adhering to the inclusive policy. The mission is to empower socially, economically, educationally and culturally marginalized sections of society so that they are brought into the mainstream, and thereby contribute to the socio-economic development of the nation through formal and non-formal mode of educational delivery.

The Mandate of the University is *to promote and develop the Urdu language; to impart education and training in vocational and technical subjects through the medium of Urdu; to provide wider access to people desirous of pursuing programs of higher education and training in Urdu medium through teaching on the campus as well as through distance mode and to focus on women's education.*

The University's has established 7 Schools of Studies viz., Languages, *Linguistics & Indology; Arts & Social Sciences; Commerce & Business Management; Education & Training; Mass Communication & Journalism; Sciences and Computer Science and Information Technology.* These seven Schools offer academic programs through 24 Departments - (i) Arabic; (ii) English; (iii) Hindi; (iv) Persian; (v) Urdu; (vi) Translation studies; (vii) Islamic Studies; (viii) Economics; (ix) History; (x) Political Science; (xi) Public Administration; (xii) Sociology; (xiii) Social Work; (xiv) Women Education; (xv) Mathematics; (xvi) Physics; (xvii) Chemistry; (xviii) Botany; (xix) Zoology; (xx) Commerce; (xxi) Management Studies; (xxii) Journalism & Mass Communication; (xxiii) Education & Training; (xxiv) Computer Science & Information Technology.

The Departments are currently offering 77 programs and courses, (21 PhD; 21 PG; 08 UG; 05 PG Diploma; 05 Diploma programs and 2 Certificate courses. The University also offers Vocational programs through Polytechnics (08 Diplomas) and Industrial Training Institutes (08 Certificate Trades). Further, the University aims to deliver Innovative and Relevant Quality Education with flexible academic framework through Choice Based Credit System and upgrade the curriculum based on market needs.

The University is also part of Mission Mode Directives of **MHRD** such as *Swacch Bharat Abhiyan; Swacch Bharat - Swasth Bharat; SwatchhataPakhwada; Unnat Bharat Abhiyan; Ek Bharat - Shreshtha Bharat; BetiBachao - BetiPadao; VittiyaShaksharatAbhiyan and PM KaushalVikasYojana;* in addition to **Digital India** project **NKN - NME-ICT**, which includes *Campus Connect, UGC-INFLIBNET, NDL Cluster, SWAYAM, SWAYAM PRABHA, NAD,*

Bharatvani etc.,. Further the University is switching over to e-Governance functioning for streamlining of internal processes.

There are about 20 satellite and off-campus of MANUU in 11 States across India. About 6,000 students are pursuing various programs in regular mode. The University campuses include Industrial Training Institutes (ITIs) Bengaluru (Karnataka), Darbhanga (Bihar) and Cuttack (Odisha); Polytechnics at Hyderabad(Telangana), Bengaluru (Karnataka), Darbhanga (Bihar), Kadapa (Andhra Pradesh) and Cuttack (Odisha). An ITI and a Polytechnic are also on the main campus at Hyderabad. These institutions fulfill the objectives of the University to impart vocational and technical subjects in Urdu medium. The University has Eight Colleges of Teacher Education at Srinagar (Jammu & Kashmir), Darbhanga (Bihar), Bhopal (Madhya Pradesh), Nuh (Haryana), Asansol (West Bengal), Sambhal (Uttar Pradesh), Aurangabad (Maharashtra), and Bidar (Karnataka) to train prospective teachers. The University also has a satellite campus at Lucknow (Uttar Pradesh) offering UG, PG and Research programs. To address the mission of empowering women, the University has established - College of Arts and Science exclusively for Women at Budgam (J & K) to offer post-graduate and research programs. True to its mission of spreading the wings of Urdu and instilling a passion for Urdu among the new generation learners, the University has also established three Model Schools at Hyderabad, Darbhanga and Nuh to provide quality school education in Urdu medium.

The University has several academic support centers such as Human Resource Development Center (HRDC), Instructional Media Centre (IMC), Center for Information Technology (CIT), Directorate of Translation and Publications (DTP), Directorate of Admissions and Internal Quality Assurance Cell (IQAC) which provide value addition to the University.

The MANUU clearly envisaged the need to enhance, enlarge and expand its activities that are relevant to the emerging economic environment of the country and also to fulfill the shortfall of workforce needs due to intensifying activities as per plan mandate of the UGC and also in tune with the directions of MHRD with reference to quality education, research promotion, internal resource generation, infrastructure development, student centric measures, e-governance initiatives, outreach activities etc. Further, it adheres to National Agenda of Access, Equity and Quality and also to ensure that all the graduating students need to acquire an adequate knowledge of the English and Information Technology. This enables the Urdu medium students to compete with the rest of the students in the country for both the vertical and horizontal mobility.

2. DIRECTORATE OF DISTANCE EDUCATION

To achieve its mission of bringing socially, economically, educationally and culturally marginalized sections of society into the mainstream, the University has initiated distance mode programmes from its year of inception through the Directorate of Distance Education popularly known as DDE. The objectives of Directorate of Distance Education are:

- To provide quality education to Urdu Speaking population at their door-steps.
- To integrate non-conventional Urdu learners with formal education system.

- To empower Urdu learners especially women by imparting quality education.
- To help learners acquire higher qualification for better career growth.
- To generate feeder group for the PG and research programs of MANUU on-campus mode.
- To enhance the gross enrolment ratio (GER) based on market needs, gaps and trends in addition to the societal demands.

The Directorate of Distance Education, MANUU operates through 9 Regional and 5 Sub Regional Centres located in 11-states of India. Each Regional/Sub Regional Centre (RC/SRC) provides academic and administrative support to distance learners through Learner Support Centres (LSC) and programme centers. The Regional and Sub Regional Centres of Directorate of Distance Education facilitate the ODL students with support services, management of Learner Support Centres, facilitates admissions and Examination process. In the year 2017-2018, Directorate of Distance Education had 158 LSCs within the purview of its RCs/SRCs. In its endeavor to modernize itself and enhance quality for the benefit the ODL learners, DDE has introduced Choice Based Credit System (CBCS) framework for UG & new M.A. programs. DDE has vigorously started adopting ICT in its academic and administrative functioning. Admissions to all DDE programs are now being conducted through Online mode only. The University's Instructional Media Centre prepares video lessons to provide anytime, anywhere learning environment to the learners through its dedicated IMC YouTube channel accessible at <http://youtube.com/u/imcmanuu>. A large repository of audio-visual educational programmes has already been prepared by the Media Centre and new lessons are regularly produced and uploaded. Soft copies of SLM are also being provided to the learners through University's website. To improve communication between DDE and learners SMS facility is now extensively used to send alerts to students about various aspects of program delivery such as Course Registration, Assignments etc. Thus, the DDE is striving hard to reach the unreached.

3. Academic Programmes of DDE (2018 - 19)Ė

1. M. A. (Arabic)
2. M.A. (English)
3. M.A. (Hindi)
4. M.A. (History)
5. M. A. (Islamic Studies)
6. M.A. (Urdu)
7. B. A.
8. B.Com
9. B. Sc. (Life Sciences)
10. B. Sc.(Physical Sciences)
11. B. Ed. (DM)
12. Diploma in Journalism & Mass Communication (DJMC)
13. Diploma in Teach English

14. Certificate of Proficiency in Urdu through English
15. Certificate in Functional English for Urdu Speakers

4. BACHELOR OF EDUCATION (DM) PROGRAMME:

The Bachelor of Education (DM) Programme of MANUU aims at developing the understanding and competency required by teachers for effective teaching-learning process at the secondary stage. The programme also provides opportunities of sharing experiences gained by teachers. It enables teachers to select and organize learning experiences according to the requirement of learners. In addition, it provides knowledge and develops in them an understanding of areas such as educational evaluation, school management, etc.

Objectives of the programme

The programme aims to enable teachers to achieve the following objectives:

1. To systematize experiences and strengthen the professional competencies of teachers.
2. To imbibe knowledge and develop an understanding of the methods and approaches of organising learning experiences of secondary school students.
3. To develop skills required in selecting and organising learning experiences.
4. To understand the nature of the learning process.
5. To develop skills involved in dealing with the academic and personal problems of learners.
6. To acquire knowledge and develop an understanding of the various procedures and techniques of evaluation and their classroom applications.
7. To develop skills involved in selecting, developing and using evaluation tools.
8. To acquire knowledge and develop an understanding of various aspects of school management.
9. To develop competencies for organising various instructional and student support activities.
10. To develop an appreciation of the role of the teacher in the prevailing socio-cultural and political system in general and the educational system in particular.

Recognition by NCTE & UGC (DEB): The B.Ed. (DM) programme of MANUU is recognized by National Council of Teacher Education (NCTE) and Distance Education Bureau vide communication letters F.SRC/NCTE/SRC/APP 1960/B.Ed-AI-(DE)/2018-19-985556 dated 13th November 2018 and F. No: 1-18/ 2018 (DEB-I) dt. 31/12/2018 respectively (copies at page no.s).

Duration of the programme: The minimum duration of the programme is two years. However, the maximum period allowed for completion of the programme is Five years.

Medium of Instruction: Urdu

Eligibility:

The applicant must have studied URDU as a subject or medium of study at 10th or its equivalent or above.

1. A candidate with at least fifty percent marks either in Bachelor's Degree and/or in the Master's Degree in Sciences/Social Sciences/Commerce/Humanity from any UGC recognized University. Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55% marks or any other qualification equivalent there to

and

- i. Trained in-service teachers in elementary education.
- ii. Candidates who have completed a NCTE recognized teacher education programme through face-to-face mode (refer to the list given below).
- iii. The reservation and relaxation in marks for SC/ST/OBC/PD and other categories shall be governed by rules of Government of India.

List of the NCTE recognized Teacher Education Programmes eligible for admission in B.Ed (DM):

1. Diploma in early childhood education programmes leading to Diploma in Pre-school Education(DPSE)
2. Elementary teacher education programme leading to Diploma Elementary Education (D.El.Ed.)
3. Bachelor of elementary teacher education programme leading to Bachelor of Elementary Education (B. El. Ed.) degree.
4. Diploma in physical education programme leading to Diploma in Physical Education (D. P.Ed.)
5. Bachelor of physical education programme leading to Bachelor in Physical Education (B.P.Ed.)
6. Diploma in arts education (Visual Arts) programme leading to Diploma in Arts Education (Visual Arts)
7. Diploma in arts education (Performing Arts) programme leading to Diploma in Arts Education (Performing Arts)

Apart from these, the programmes with older nomenclature like D.Ed., etc duly recognized by NCTE as face-to-face teacher education programmes may also be considered for admission in B.Ed. (ODL).

Please note that for admission into Jammu & Srinagar programme centres, only residents of Jammu & Kashmir by birth are eligible. Such candidates should submit the bonafide residence certificate issued by concerned competent authority at the time of admission.

Admissions: Admissions are based on merit in the Entrance Test conducted by MANUU. Online application forms are available on University website - www.manuu.ac.in. The original documents shall be verified at the time of admission, if selected.

The candidate has to pay registration fee only through online mode only while filling-up the application form. The registration fee details are:

For General Category: Rs.1, 000/-

For OBC/SC/ST/PWD: Rs.600/-

Registration fee once paid shall not be refunded. However, in case of failed transaction, university may refund the excess fee received after verifying the claim. *The candidates will be considered in the reserved category claimed while filling the Application Form, subject to production of relevant documents.*

Entrance Test: The Entrance Test will be held on the date mentioned in the notification. Hall tickets can be downloaded from the University website using username and password provided by the University at the time of filling-up of application form. Mere allowing candidates to take Entrance Test would not amount to acceptance of their eligibility for admission to B.Ed. The final admission to the programme shall be subject to their rank in the results of Entrance Test merit list and production of proof of their eligibility at the time of Counselling for B.Ed. (DM). The number of seats of each Programme Study Centre is limited to 50 only. The university reserves the right to conduct or change the examination centre of the candidates without assigning any reason thereof.

Programme Fee: The fee of two years B.Ed. (DM) programme is Rs. 27,000/-. (Including Examination fee of Rs. 2,000/-) The candidate has to pay the fee through online mode at the time of counselling on provisional confirmation of seat. If Candidate fails to pay the fee in the prescribed time, his/her admission will be deemed to be cancelled.

Refund of Fee: Programme fee shall be refunded as per UGC norms.

Programme Structure: The B.Ed. programme structure will be as per NCTE B.Ed. Curriculum Framework-2014. The same shall be provided to the candidates in the form of Programme Guide at the time of Admission.

Re- Registration: If a student fails to complete the programme within the stipulated period, he/she has to Re-register for the programme. The re-registration fee shall be Rs. 1,000/- per course (both theory & practical) with an additional exam fee of Rs. 50/- per course.

Instructional System: The B.Ed. programme delivery system includes the multi-media approach, i.e., self-instructional print material, audio/video components, assignments, counseling sessions and practical work in school and workshops.

(i) **Printed Material:** The print materials are the self-learning materials for both theory and practical components of the programme. The print material for each course shall be in the form of blocks, each of which contains 3-5 units. The study material and assignments shall be sent by registered post. The university shall not be held responsible for loss or delay by the postal department.

(ii) **Audio and Visual Programmes:** The audio and video programmes are supplementary material for clarification and enhancement of understanding of the subject. They will be used during counseling and workshop sessions at the programme centre.

(iii) **Assignments:** As per NCTE Regulations, assignments are an integral and compulsory part of the instructional system. There are three tutor- marked assignments for each theory course. These assignments are to be submitted to the programme centre in accordance with the prescribed schedule given in the programme guide.

(iv) **Counselling & Workshop Sessions:** The counseling sessions will be held at the programme centres during the scheduled time mentioned in the Academic Calendar. Within the schedule of the programme, the coordinators at the programme centres shall formulate academic calendar for the counseling and workshop sessions. The counseling sessions shall cover clarifications required in the print material, audio/video programmes through active interaction with students.

Important Instructions:

- i. Full attendance in both counseling classes and workshop session is **mandatory**.
- ii. If the candidate fails to attend the classes and workshop or any of them, he/she shall not be considered for programme completion.
- iii. All B.Ed. (DM) Programme related activities such as counseling classes, workshop sessions, assignment etc at their respective programme centres only. **Request to attend the activities at any other centre shall not be considered under any circumstances.**

Evaluation:

The system of evaluation, both for theory and practical work, is as follows:

Theory: Evaluation of theory courses comprises of following aspects:

- a) Self-evaluation exercises within each unit of study (non-credit).
- b) Continuous evaluation in the form of periodic compulsory assignments. This carries a weightage of 30% for each course. There shall be 3 assignments per course, which are compulsory.
- c) The term-end examination has a weightage of 70% of the total for each course.

Practical: Evaluation of practical courses comprises of following aspects:

- a) Continuous evaluation of school-based activities and practice teaching.
- b) Evaluation of performance in practical workshops.
- c) Evaluation of practice teaching.

The student will have to obtain at least D grade in each course in both continuous and terminal evaluation separately. However, the overall average should be at least C grade for the successful completion of a course. If a student has missed any term-end examination of a course for any reason, he/she may appear in the subsequent term-end examination. This facility will be available until a student secures the minimum pass grade, but only up to a period of five years from the date of registration. The letter grade system is used for grading continuous and terminal examination components. These letter grades are as follows:

Letter grade	Qualitative level	Point grade	Percent (%)
A	Excellent	5	80% & above
B	Very Good	4	60-79.9%
C	Good	3	50-59.9%
D	Satisfactory	2	40-49.9%
E	Unsatisfactory	1	Below 40%

The rounding off decimal point in Grade card/Mark Sheet to the next mark in case decimal point is between 0.5 and 0.9 and no change in case it is between 0.1 to 0.4. The student will be declared successful if he/she scores at least C grade in theory courses and practical courses separate.

Support Services:

In order to provide individual support to its learners, the University has established 23 B.Ed. (DM) Programme Centres throughout the country. Out of the 23 Centres, (3) Centres are located in the state of J&K. These programme Centres are coordinated by the respective Programme Centre coordinators. These Programme Centres functions under the concerned Regional / Sub-Regional Centres. At the programme Centres, the learners interacts with the Academic Counsellors as well as their peer group, refer books in the library, watch/listen to Video/Audio Cassettes & DVD's etc. Workshop activities are also conducted at these centres. For any queries, they can contact their respective Programme Centre coordinator.

5. ACADEMIC CALENDAR- B. ED. (DM) 2018-19 :

1.	Issue of Admission Notification	20th Jan. 2019
2.	Last date of submission of Forms (On-line)	28th Feb. 2019
3.	Date & Time of Entrance Test	17th March 2019 (2.00 - 4.00 PM)
4.	Declaration of Result	31st March, 2019
5.	Document Verification/Counseling	8th April to 22nd April, 2019
6.	Workshop Activities	6 days during August -Sept. 2019
7.	Counseling Session	12 days during August- Sept. 2019
8.	Annual Examinations	Dec. 2019 - Jan. 2020

6. ENTRANCE TEST FOR B.ED. (DM) PROGRAMME:

This prospectus contains the sample question paper and other related information for Entrance Test for admission to B.Ed. (DM) Programme. The test booklet contains 100 objective type multiple choice questions and to be answered on OMR response sheet at the entrance test

Structure of the Entrance Test paper for B.Ed. (DM):

The test paper will consist of two parts A & B. The total number of test items will be 100 of one mark each. Maximum Marks allotted to the test is 100. The composite time for the complete test is Two Hours.

Section	Types of Questions	No. of Questions	Marks
Part-A			
Section I	General English	15	15
Section II	General Urdu	15	15
Part –B			
Section III	General Awareness	25	25
Section IV	Logical & Analytical Reasoning	25	25
Section V	Teaching - Learning & School	20	20
Total		100	100

Note: A sample of Entrance Test Questions are given at Page No. 19

All the questions for the test shall be in objective format and in Urdu script except for English language. For each question, there shall be four answer choices and only one of them will be correct. You have to select right/correct answer from amongst the given answers.

List of Entrance Test Centers:

Entrance Test shall be held in the following cities. The candidates can select the Centre as per his/her Convenience. Please note that it is not necessary that the candidate shall have to take admission in the respective Entrance Test Centre. The Venue of the Exam Centre will be displayed on the Hall Ticket.

S. No.	Name of the City
1.	Hyderabad
2.	Pune
3.	Asansol
4.	Patna
5.	Srinagar
6.	Jammu
7.	Delhi
8.	Bhopal
9.	Bangalore
10.	Aurangabad

7. PROCEDURE OF FILLING OMR RESPONSE SHEET

1. Write your complete 10 digit Hall ticket no. Write your correct name, address and other necessary information in the space provided. For ex: The hall ticket number will be filled like this: Enrolment Number: 1006035461.

Candidates should mention their category by darkening the circles given for the different reserved categories. For ex: the candidate belonging to OBC category will darken the circle like this. (Specimen form is mentioned here side by side) Candidates should note that the category which they claim in the application form should only be mentioned in the OMR sheet. If there is discrepancy in the candidate's category in the application form and the OMR, such candidate's admission will be cancelled at any time and the candidate will be considered responsible for it.

2. Ensure that the Invigilator in your examination hall also puts his/her signature with date on the OMR response sheet at the space provided.
3. You should use only blue or black ball pen to mark the answers to the questions on the OMR response sheet.
4. Do not make any markings on the response sheet.
5. Write correct information in numerical digits in Enrolment No. and Exam Center Code columns.
6. Each question is followed by four probable answers which are numbered 1, 2, 3 & 4. You should select and show only one answer to each question considered by you as the most appropriate or the correct answer. Select the most appropriate answer. Then by using blue or black ball pen mark the correct answer number against the serial number of the question.
7. If you wish to change your answer, erase completely the already darkened rectangle by using a good quality eraser and then blacken the rectangle bearing your revised answer number. If incorrect answer is not erased completely, smudges will be left on the erased rectangle and question will be read as having two answers by the Optical Mark Reader (OMR) and will be ignored for giving any credit.
8. No credit will be given if more than one answer is given for one question. Therefore, you should select the most appropriate answer.
9. You should not spend too much time on any one question. If you find any particular question difficult, leave it and go to the next. If you have time left after answering all the questions, you may go back to the unanswered ones.
10. There may be negative marking for wrong answers.

8. GENERAL INSTRUCTIONS

1. No calculators, books, slide-rules, foot-rules, note-books or written notes, etc. will be allowed inside the examination hall.
2. You should follow the instructions given by Centre Superintendent and by Invigilators at the examination venue. If you violate the instructions you will be disqualified.
3. Any candidate found copying or receiving or giving assistance in the examination will be disqualified.
4. The test booklet and the OMR response sheet would be supplied to you by the Invigilators. After the exam is over you should hand over the OMR response sheet as well as the test booklet to the Invigilator before leaving the examination hall. Any candidates who do not return the response sheet and the test booklet will be disqualified and the University may take further action against him/her. Candidates arriving late will not be permitted to enter the examination hall. The reporting time is 1.15 pm. The examination will start at 2.00 pm & will be over at 4.00 pm.
5. All rough work is to be done on the test booklet itself and not on any other paper.
6. Candidates should bring their hall tickets duly affixed with their latest photograph to appear in the test. The hall ticket should be got signed by the Invigilator. In the event of his/her qualifying the Entrance Test, this hall ticket should be submitted to the concerned Admission In-charge with the Programme fee of Rs.27,000/-

9. DECLARATION OF RESULT AND RANKING:

The result of Entrance Test indicating the qualifying / non qualifying status would be posted on MANUU Website on the specified date. The qualifying candidates will be given ranking according to the merit, i.e, on the basis of scores obtained in the Entrance Test.

Note: The Admission procedure will be provided on the university website after declaration of results. The information will also be provided to the students through their register email addresses. The students are requested to ensure that their email addresses are correct and functional.

The qualifying candidates shall have to appear at the verification/counseling centres for verification of their documents.

They are required to bring all the Original Documents along with one set of photo copies to the counseling centre.

List of Verification/ Counseling Centres:

S. No.	Name of the Centre
1.	DDE, MANUU
2.	CTE, Aurangabad
3.	CTE, Bhopal
4.	CTE, Darbhanga
5.	CTE, Srinagar
6.	CTE, Sambhal
7.	Sub-Regional Centre, Jammu
8.	CTE, Asansol
9.	CTE, Bidar
10.	CTE, Nuh (Mewat)

Note: The qualified candidates shall opt for any Programme centre of their choice for Admission, subject to availability of seat in the opted programme centre. It should be noted that each P.C. will have the intake capacity of 50 seats only. **Centre once allotted shall not be changed.**

Documents to be submitted by the candidate at the time of admission counseling:

The following Original Certificates / Documents shall be verified at the time of admissions for selected candidates only. However, after verification, the original certificates shall be returned to the candidates except Migration Certificate, Service Certificate, and Hall Ticket.

- i. Entrance Test Hall Ticket
- ii. S.S.C./10th or other relevant document for Date of Birth, Name, Father's name
- iii. Marks memos of qualifying examination
- iv. Provisional/ Degree Certificate/ Master's Degree if applicable
- v. Certificate showing proof of having studied Urdu at SSC/Xth or higher level as a subject or medium
- vi. Service Certificate for govt. teacher issued and attested by the Head Master (the Proforma of the Service Certificate is given in Annexure)
or
- vii. Certificate showing proof of undertaking NCTE recognized teacher training programme through face to face mode.
- viii. Migration Certificate from the University last attended (not applicable in case of MANUU graduates).
- ix. Certificate supporting claims of applicant for any of the reservation based on caste, category, disability, region or any other
- x. Certificate issued by a recognized school (giving permission to the selected candidate for undertaking practical activities)
- xi. Bonafide Residential Certificate or proof for domicile for candidate of Jammu and Kashmir migrant from competent authorities (applicable for J&K Quota only).

Admission fee of Rs. 27,000/- shall have to be paid only through online after provisional admission is given.

10. Staff at Directorate of Distance Education

S. No	Name	Designation
1.	Prof. P. F. Rahaman	Director I/c
2.	Prof. Gulfishan Habeeb	Professor of English
3.	Prof. S. K. Naqvi	Professor, Distance Education
4.	Dr. Najmus Sehar	<i>Associate Professor Education</i>
5.	Dr. Nikhat Jahan	<i>Associate Professor, Urdu</i>
6.	Dr. S. Rabbe Subhani	<i>Associate Professor Distance Education</i>
7.	Dr. Abdul Ghani	<i>Assistant Regional Director</i>
8.	Dr. Saheb Singh	<i>Assistant Regional Director</i>
9.	Dr. Dastageer Basha Chabnur	<i>Assistant Professor, Political Science</i>
10.	Dr. Malik Raihan Ahmad	<i>Assistant Professor Sociology</i>
11.	Dr. Irshad Ahmed	<i>Assistant Professor Urdu</i>
12.	Dr. Ashwani	<i>Assistant Professor Education</i>
13.	Dr. B. L. Meena	<i>Assistant Professor Education</i>
14.	Dr. Shams Imran	<i>Assistant Professor Journalism</i>
15.	Dr. A. M. Quadeer Khwaja	<i>Assistant Professor Islamic Studies</i>
16.	Dr. Mahboob Basha	<i>Assistant Professor History</i>
17.	Dr. Atiya Nahid	<i>Assistant Professor Distance Education</i>

And supported by Guest faculty as per norms of UGC-DEB and NCTE

Administrative and Supportive Staff

S.No.	Name	Designation
1.	Dr. P. S. Munawar Hussain	Joint Registrar
2.	Dr. Aftab Alam Baig	Assistant Registrar
3.	Mr. R. Srinivas	Section Officer

Important Contacts

Student Support Services at DDE	Phone: 040-23008463 (Direct), 040-23120600
	ssu.dde@gmail.com, ddeeducation@gmail.com
Dean Office, School of Education & Training	040-23006602/03/04/05; Ext- 3210
Directorate of Translation & Publications	040-23006602/03/04/05; Ext- 4260/4261
Examination Branch Contact No.	040-23006605/08
Instruction Media Center	040-23006602/03/04/05; Ext- 4200

11. LIST OF REGIONAL AND SUB-REGIONAL CENTERS:

S.No	RC/SRC	Address	Telephone
1.	Delhi, NCR	MANUU Regional Centre, 164, First Floor, Sukhdev Vihar, Near Masigarh Church, New Delhi – 110 025	Tel:011-26934762
2.	Patna, Bihar	MANUU Regional Centre, 2nd floor, Masjid Mulla Shadman Annexe Building, Near NIT, Golakpur, Patna - 800 006	Tel: 0612-2678044
3.	Darbhanga, Bihar	MANUU Regional Centre, Mohalla Ismeel Gunj, Near Khan Lodge, Laheria Sarai, Darbhanga – 846 001	Tel:06272-221138 Fax:06272-255089
4.	Bengaluru, Karnataka	MANUU Regional Centre, Al-Ameen Commercial Complex, Room No.08, Hosur Road, Near Lal Bagh Main Gate, Bengaluru – 560 027.	Tel:080-22115687 Fax:080-22115707
5.	Bhopal, MP	MANUU Regional Centre, # 12, Ahmedabad Palace, Koh-E-Fiza, Bhopal –462 001.	Tel:0755-2737028 Fax:0755-4223508
6.	SRC Hyderabad (City)	H.No. 22-5-885, Opp. Sardar Mahal, 4th Floor, Telephone Exchange Building, Charminar, Hyderabad	
7.	Srinagar, J&K	MANUU Regional Centre, 18B, Jawahar Nagar, Opp BECO Gallery, Srinagar – 190 001.	Tel:0914-2310221 Fax:0194-2310444
8.	Mumbai, MS	MANUU Regional Centre, RH-1/M-58, Near Modern School, Sector-7, Vashi, Mumbai – 400 703.	Tel:022-27820511 Fax:022-27820515
9.	Kolkata, WB	MANUU Regional Centre, 1A/1, Mohsin Hall, 3rd Floor, Chatu Babu Lane, P.O: Entally, Kolkata-700 014	Tel: 033-22894568
10.	Ranchi, Jharkhand	MANUU Regional Centre, H. NO. ½, First floor, Rasaldar Nagar, Doranda, Ranchi – 834 002	Tel: 0651-2491105
11.	SRC, Nuh (Haryana)	Ward No.1, Hamid Colony, Tauru Road, Nuh, Mewat District (Haryana)	Tel. 01267-274886

12.	SRC, Jammu (J&K)	H.No. 64, Lane-1, Gujjar Colony Stadium Morh (Bye Pass), Channi- Himmat, Jammu- 180 015	Tel. 0191-2460150
13.	SRC, Amravati (M.S.)	Sagar Nagar, Near Camp Masjid, Old Bypass Road, chaprasipura Camp, Amravati - 444 602 (M.S.)	Tel. 0721-2552654
14.	SRC, Lucknow (U.P.)	504/122, Tagore Marg, Near Shabab Market, Lucknow (U.P)- 266 020	Tel. 0522-2740183

12. List of Programme Centres:

S.No	Programme Centre B.Ed. (DM)	Concerned Regional Centre
1.	A1-Ameen College of Education, A1-Ameen Campus, Hosur Road Bangalore-560 027 (Karnataka)	Banglore Regional Center MANUU A1-Ameen College of Education, Near LalBagh, Main Gate, Hosure Road, Bangalore - 560027.
2.	MANUU College of Teacher Education, Ilyas Ashraf Nagar, Chandanpatti, Laheria Saria, Darbhanga-846001 (Bihar)	Darbhanga Regional Center MANUU Mohalla - Ismail Ganj (Near Khan Lodge), Laheria Sarai, Darbhanga - 846 001 (Bihar).
3.	Department of Education & Training, MANUU Campus, Gachibowli Hyderabad - 500 032 (TS)	Sub-Regional Centre, MANUU, H.No. 22-5-885, Opp. Sardar Mahal, 4th Floor, Telephone Exchange Building, Charminar, Hyderabad (T.S)
4.	Osmania College of Education, 11/9, Peta Kurnool - 5180 001(AP)	Sub-Regional Centre, MANUU, H.No. 22-5-885, Opp. Sardar Mahal, 4th Floor, Telephone Exchange Building, Charminar, Hyderabad (T.S)
5.	H.G.M. Azam College of Education Azam Campus, 2390-B.D.B Hidayatullah Road, Camp, Pune - 411 001 (M.S.)	Mumbai Regional Center MANUU RH-1/M-58 Near Modern School, Sector-7, Vashi, Mumbai - 400 703.
6.	K.C College of Education, Akhnoor Road Muthi, Jammu- 181 205 (J & K)	Sub-Regional Center Jammu MANUU H. No. 64, Lane No. 1, Gujjar Colony Stadium More Bye Pass, Channi Himmat, Near Army Gate, Jammu -180 018 (J&K)
7.	MANUU College of Teacher Education, Srinagar, Humhama Ompora Road , Near KSERT College of Education, Srinagar-190021 (J & K)	Srinagar Regional Center MANUU H.No. 18-B, Jawahar Nagar Opp. BEECO Gallary Srinagar - 190 001 (J & K).
8.	MANUU College of Teacher Education, Danish Gah, Islamia High School Campus, Hutton Road, Asansol - 713 301 (WB)	MANUU Regional Centre, 1A/1, Mohsin Hall, 3rd Floor, Chatu Babu Lane, P.O: Entally, Kolkata-700 014
9.	MANUU College of Teacher Education, DRP Educational Campus, Opp: Taj Residency, Mahmood Pura, RauzaBagh, Aurangabad - 431 001 (MS)	MANUU Regional Centre Plot No. 60, Lane - G, Sector - 8, Near Modern School, Vashi, Navi Mumbai - 400 703.
10.	MANUU College of Teacher Education,, MHK ITC Campus, Rafiquia School Road Bhopal - 462 001 (M.P)	MANUU Regional Centre, # 12, Ahmedabad Palace, Koh-E-Fiza, Bhopal - 462 001.
11.	Al-Falah School of Education & Training, Al-Falah University Dhauj, Faridabad Haryana-121 004 (Haryana)	MANUU Regional Centre, 164, First Floor, Sukhdev vihar, Near Masigarh Church, New Delhi – 110 025
12.	MANUU College of Teacher Education, Kianat International School, BadaunDarwaza, Delhi Road Sambhal- 244 302 (U.P)	

13.	Directorate of Distance Education, MANUU Campus, Hyderabad	Directorate of Distance Education, MANUU, Headquarters, Gachibowli, Hyderabad -500 032
14.	Panchsheel College of Education, Street Gajulpet, Post. Nirmal, Dist. Adilabad-504 106(T.S), Ph. No.08734-245951	Sub-Regional Centre, MANUU Charminar, Hyderabad (T.S)
15.	Dr. Zakir Hussain Teacher Training Institute, Surury Campus, PB No. 52, Station Dargah Road, Burhanpur- 450 331(MP); Ph.No. 07325-243900	MANUU Regional Centre, # 12, Ahmedabad Palace, Koh-E-Fiza, Bhopal -462 001.
16.	Kolkata Teachers' Training College, Vill. Panpur, PO Narayanpur, Dist: 24 Parganas - 743 126 (W.B) Ph. No. 033-25021179	MANUU Regional Centre, 1A/1, Mohsin Hall, 3rd Floor, Chatu Babu Lane, P.O: Entally, Kolkata-700 014
17.	Karim City College, (Muslim Minority Institution) Jamahsedpur- 831 001 (Jharkhand) Ph. No. 2431778	MANUU Regional Centre, H.NO.1/2 First Floor, Resaldar Nagar, Doranda, Ranchi, Jharkhand, 834 002
18.	Anjuman-E-Islam's College of Education Mangoli Road, Bijapur - 586 101 (Karnataka), Ph.No. 08352-220177,	Banglore Regional Center MANUU Al-Ameen Commercial Complex, Room No.08, Hosur Road, Near Lal Bagh Main Gate, Bangalore - 560 027.
19.	MANUU College of Teacher Education, Bider (Karnataka); Shaheen Education Campus, Shaheen Nagar, Shahpur Gate, Bidar - 585403 (Karnataka)	
20.	Iqra College of Education, Iqra Nagar, Mohadi Shivar Shirsoli Road, Jalgaon-425 001 (MS); Ph.No. 2212725	MANUU Regional Centre Plot No. 60, Lane - G, Sector - 8, Near Modern School, Vashi, Navi Mumbai - 400 703.
21.	AM College of Education, Gut No. 2017, Aaisha Nagar, Pat Kinara Malegaon , Nasik- 423 203 (M.S)	Sub-Regional Centre MANUU Sagar Nagar, Near Camp Masjid Old Bypass Road, Chaprasipura Camp, Amravati, M.S. 444602
22.	Al-Fatima Educational Society B.Ed. College, Gonpura, PhulwariShareef Patna - 801 505 (Bihar)	MANUU Regional Centre 2nd floor Bihar State Co-op Bank, Building Ashok Rajpath, Near B.N.College, Patna

13. MANDATORY PROFORMAS

Employment Certificate

To be provided by the Principal/Headmaster/Headmistress

1. This is to certify that Mr/Ms has been teaching in this school since..... as a PRT/TGT/PGT and he/she is a full time teacher of this school. He/she has year of teaching experience. This school is Govt./Govt. aided/unaided and is duly recognised by the Central / State Government / Union Territory by virtue of obtaining registration number..... dated. from directorate of education..... (name of the state) for a period..... (attested copy of school recognition certificate is enclosed). His/her appointment in this school is on full time/temporary/permanent basis.
- .2 He/she has been teaching the students of class from to..... in the subjects etc. He/she draws of Rs..... p.m.

I hereby undertake that all the information mentioned above are true and the University is empowered to take legal action against me for any wrong information.

Signature of the Principal/Headmaster/Headmistress

Name:

Designation:

CERTIFICATE

I hereby undertake that the school will provide facilities to Mr. / Ms.
..... needed for carrying practical work for the B.Ed
programme. This school is Secondary / Higher / Senior Secondary School.

Name of the Principal/ Headmaster/ Headmistress

Name:

Designation:

Address:

Phone/ Mobile No.

(Seal/ Stamp)

Place:

Date:

14. NCTE recognition letter for B.Ed (DM) program

दक्षिण क्षेत्रीय समिति
राष्ट्रीय अध्यापक शिक्षा परिषद्
(भारत सरकार का एक विधिक संस्थान)



Southern Regional Committee
National Council for Teacher Education
(A Statutory Body of the Government of India)

F.SRC/NCTE/SRCAPP1960/B.Ed-AI-(DE)/2018-19/-98556

Date: - 13/11/18

To,

Dr. M.A. Sikandar,
Registrar,
Directorate of Distance Education,
Maulana Azad National Urdu University (MANU),
Sy. No. 211 & 212, Gachibowli Street,
Manikonda Village, Gachibowli,
Post, Rangareddi Taluk & District 50032,
Andhra Pradesh.

Sub: Issue of supporting letter for recognition of B.Ed. Distance Mode programme of Maulana Azad National Urdu University (MANU) for obtaining approval from Distance Education Bureau (DEB), UGC – regarding.

Ref.: Letter No. MANU/DDE/B.Ed.-1/F.12 dated 18th Oct. 2018 of Dr. M.A. Sikandar, Registrar, Maulana Azad National Urdu University (MANU)

Sir,

With reference to the above cited letter dated 18th Oct., 2018, it is to inform that, the SRC NCTE granted recognition to Maulana Azad National Urdu University (MANU) as per the following orders: -

- (i) Maulana Azad National Urdu University, Gochibowli, Hyderabad 500032, Andhra Pradesh for conducting Secondary (B.Ed. Distance Education) course of two-year duration with an annual intake of 500 (five hundred) students vide order No. SRO/NCTE/B.Ed. (D.E.)/2006-2007/5803 dated 28.6.2007.
- (ii) Directorate of Distance Education, Maulana Azad National Urdu University, Sy. No. 211 & 212, Gachibowli Street, Manikonda Village, Gachibowli, Post, Rangareddi Taluk & District 50032, Andhra Pradesh vide order No. F.No.SRCAPP1960/B.Ed-AI-DE/AP/2014-15/57189 dated 26.02.2014.

कार्यालय: जी-7, सेक्टर-10, (नियर सेक्टर-10 मेट्रो स्टेशन) द्वारका
नई दिल्ली-110075
कार्य क्षेत्र: आंध्र प्रदेश, तेलंगाना, कर्नाटक, तमिलनाडु, पुडिचेरी,
अंडमान निकोबार, लक्षद्वीप, केरला

Office: G-7, Sector-10, (Near Sector-10 Metro Station) Dwarka
New Delhi-110075
Jurisdiction: Andhra Pradesh, Telangana, Karnataka, Tamil Nadu,
Pudicherry, Andaman & Nikobar, Lakshadweep, Kerala.
E-mail: src@ncte-india.org Website: www.srcncte.in

As per the directions of the NCTE-Hqrs, the revised recognition orders were to be issued only in respect of institutions conducting B.Ed, B.P.Ed & M.Ed programmes on regular basis as there is a change in the duration of the programme from one year to two years. No revised order is to be issued in case of B.Ed (Distance Mode) programme.

In view of the above, the University shall continue to operate for B.Ed. (DM) 500 + 500 (addl. Intake) totalling 1000 seats on the strength of the Original Formal Recognition for 2018-2019 and onwards as per terms & conditions mentioned in the Recognition order issued by the SRC, NCTE.

This is for your information.

Yours faithfully,


(Dr. Anil Kumar Sharma)
Regional Director

15. UGC-Distance Education Bureau letter of approval for B.Ed (DM) program



दूरस्थ शिक्षा ब्यूरो
विश्वविद्यालय अनुदान आयोग
(मानव संसाधन विकास मंत्रालय, भारत सरकार)
बहादुर शाह जफर मार्ग, नई दिल्ली - 110 002
Distance Education Bureau
University Grants Commission
(Ministry of Human Resource Development, Govt. of India)
35, FerozeShah Road, New Delhi - 110 001
www.ugc.ac.in/dcb
Ph: (011) 23604678, 23604671, 23604694



ज्ञान - विज्ञान विमुक्तये

F. No. 1-22/2018 (DEB-I)

31st December, 2018

PUBLIC NOTICE

ODL Programmes-Important Decisions for the Higher Educational Institutions (HEIs)

- The updated recognition status of the Higher Educational Institutions(HEIs) to offer ODL programmes for the academic year 2018-19, academic sessions beginning July, 2018 and onwards (consolidated recognition status was uploaded on 3rd October, 2018 with admission cut off date as 20th October, 2018) and January, 2019 and onwards, is available on the UGC website at www.ugc.ac.in/deb.
- HEIs may start admission process in the programmes recognised as per the programme recognition status available on the UGC website for the academic session beginning January, 2019 and onwards.
- For the HEIs which have been recognised for offering ODL programmes for 2018-19, academic session beginning January 2019 and onwards, as per the recognition list, UGC Orders having details of the programmes recognised/found deficient/not recognised with reason(s) thereof are being issued separately.
- For the programmes found deficient/not recognized as per the provisions of UGC (Open and Distance Learning) Regulations, 2017, HEIs will be provided an opportunity to make representation/appeal, as applicable, within 30 days from the date of UGC letter which will be communicated in due course of time. This clause shall not be applicable for the appeals submitted.
- The proposals of University of Mumbai, Mumbai, MATS University, Chhattisgarh and Sikkim Manipal University, Sikkim will be further assessed through Expert Committee visits and the proposal of Jamia Millia Islamia, Delhi is being processed. These HEIs will be informed separately.
- Higher Educational Institutions (HEIs) are required to comply with all the provisions of the UGC (ODL) Regulations, 2017 and its amendments. If any deviation by the HEI is noticed, the same would entail not only withdrawal of permission/recognition for such ODL courses but also for other courses offered by the institutions, on regular and conventional mode; as per the UGC Public Notice notified on 20th November, 2018.
- Time limit for completion of admission process for offering ODL programmes by HEIs:**

The Commission in its 537th meeting held on 10.12.2018 has decided the time limit for completion of admission process by the HEIs for offering ODL programmes as mentioned below:

- | | |
|---------------------------------|---|
| a) Academic session for January | - admission last date <u>February end</u> |
| b) Academic session for July | - admission last date <u>August end</u> |

The Commission has also directed that the HEIs shall upload the admission details within ten days from the last date of the admissions in the respective academic session i.e. 10th September for July academic session and 10th March for January academic session. Accordingly, the HEIs shall comply with the above decision of Commission.

JR, DDE
R. A. S.
in the
for the
academic
calendar
2019-20
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01/11/19

DM, DDE

Registrar's Office
G.W.No. 4001
www.ugc.ac.in

Wg. Secy
30/11/19
Pl. note up
H. X.

SECRETARY
21/11/19

UNIVERSITY GRANTS COMMISSION
Distance Education Bureau

F.No. 1-18/2018 (DEB-I)

Dated: 31-12-2018

S.NO	STATE	NAME/CATEGORY OF HEI	PERIOD OF RECOGNITION	LIST OF PROGRAMMES RECOGNISED FOR 2018-19, ACADEMIC SESSION BEGINNING JULY, 2018 AND ONWARDS		LIST OF PROGRAMMES RECOGNISED FOR 2018-19, ACADEMIC SESSION BEGINNING JANUARY, 2019 AND ONWARDS	
				NUMBER OF RECOGNISED PROGRAMMES	NAME OF RECOGNISED PROGRAMMES	NUMBER OF RECOGNISED PROGRAMMES	NAME OF RECOGNISED PROGRAMMES
66	TELANGANA	MAULANA AZAD NATIONAL URDU UNIVERSITY (CENTRAL UNIVERSITY)	2018-19 TO 2019-20	10	(TOURISM MANAGEMENT) NOMENCLATURE TO BE CORRECTED BY THE HEI BEFORE STARTING THE PROGRAMME AS PER UGC NOTIFICATION ON SPECIFICATION OF DEGREES, 2014.	1	BACHELOR OF EDUCATION
					1) BACHELOR OF ARTS 2) BACHELOR OF COMMERCE 3) BACHELOR OF SCIENCE (CHEMISTRY, BOTANY, ZOOLOGY) 4) BACHELOR OF SCIENCE (PHYSICS, CHEMISTRY, MATHS) 5) MASTER OF ARTS (ARABIC) 6) MASTER OF ARTS (ENGLISH) 7) MASTER OF ARTS (HINDI) 8) MASTER OF ARTS (HISTORY) 9) MASTER OF ARTS (ISLAMIC STUDIES) 10) MASTER OF ARTS (URDU)		