

**SRI VENKATESWARA UNIVERSITY**  
**TIRUPATI - 517 502**  
(Accredited with 'A' grade by NAAC)

**DIRECTORATE OF**  
**DISTANCE EDUCATION**  
(RECOGNISED BY DISTANCE EDUCATION COUNCIL)



(WITH APPLICATION FORM FOR ADMISSION)



**2010-11**

Website:  
*www.svudde.org*  
*www.svuniversity.in*

# **DIRECTORATE OF DISTANCE EDUCATION**

## **S.V. UNIVERSITY : TIRUPATI**

### **B.Ed. Programme : Prospectus**

**2010-2012**

The Bachelor of Education (B.Ed.) programme of DDE, S.V. University, Tirupati aims at developing the understanding and competencies required by practicing teachers for effective teaching - learning process at the secondary stage. This programme is strictly based upon the NCTE norms.

#### **1. PROGRAMME STRUCTURE:**

The programme is essentially a judicious mix of theory and practical classes to develop knowledge, skills, application and attitude in practicing teachers. Illustrations and cases of relevant situations and activities comprise the core of the course. These are suitably supported by theoretical aspects to the extent needed. Every candidate is expected to select two methods of teaching under B.Ed, course. The programme consists of the following groups of combinations of Methodology subjects.

- i) Mathematics and Physical Science
- ii) Mathematics and English
- iii) Mathematics and Telugu
- iv) Physical Science and English
- v) Physical Science and Telugu
- vi) Biological Science and English
- vii) Biological Science and Telugu
- viii) Social Studies and English
- ix) Social Studies and Telugu

Note: **To select Physical Science Methodology the candidate has to study both Physics and Chemistry subjects and for Biological Science Methodology the candidate has to study both Botany and Zoology subjects at the Graduation level.**

#### **2. ELIGIBILITY CRITERIA FOR ADMISSION :**

Teachers with a Bachelor's Degree serving in a recognized Primary/Elementary /Secondary/school and having at least two years' experience of school teaching at any of the above level are eligible for admission

to the course. The priority will be given in the following order and length of service as on 30<sup>th</sup> September 2010.

**Criteria I :** Teachers working in the Government / Aided Schools having Service Registers.

**Criteria II :** Craft / PET / Drawing / Music teachers and other such teachers having Service Registers.

**Criteria III:** Teachers working in Government / Aided Schools as Vidya Volunteers and Hostel Wardens

**Criteria IV :** Teachers working in Un aided / Recognised Private Schools

**Criteria V:** Lecturers working in Recognised Colleges / Institutions Certified by the Concerned Authorities.

Teachers should submit their service certificates countersigned by the concerned authorities in the given proforma of service certificate in original and enclose the attested Xerox copy of their service register, along with the application. They must bring their original service registers and No Objection Certificate at the time of admission. Those who do not have Service Registers shall bring Service Certificate and No Objection Certificate from the authorities concerned.

### **3. ADMISSIONS :**

Admission will be done on the basis of length of service. Reservation of seats will be provided in accordance with G.Os of Govt. of Andhra Pradesh. The service certificates submitted by the candidates along with the application should be sent to the concerned authorities for verification of their genuineness, and only after getting confirmation from the concerned authorities the candidates will be admitted. Candidates will be required to submit filled in application form along with photostat copies of the documents only. The original documents are to be submitted for verification during admission to B.Ed.

**Note : Vinayaka Mission University Degree holders are NOT ELIGIBLE to apply for this programme as those Degrees are not Recognised by S.V.University.**

### **4. DURATION :**

The minimum duration of the programme is two years. However the maximum period allowed for completion of the programme will be 5 years.

**5. MEDIUM OF INSTRUCTION :** English and Telugu only

### **6. COMPONENTS OF THE COURSE :**

#### **a) Contact Programme Classes:**

60 days of compulsory Contact Programme Classes will be arranged in two or three spells.

#### **b) Demonstration and Teaching Practice Classes:**

12 days of Demonstration and Teaching Practice Classes for which attendance is compulsory.

#### **c) Block Teaching:**

20 days of Block Teaching Programme for which attendance is compulsory. The Programme will be conducted within the University area (Local).

## 7. PROGRAMME FEE:

An amount of Rs. 15,000 (+ Rs. 145/- in case of other University Students) for the entire programme. Candidates seeking admission to the B.Ed. Programme are advised not to pay the fee along with the filled in application form. They will get a separate communication about their admission and payment of fee.

## 8. HOW TO GET THE APPLICATION AND PROSPECTUS :

- I. The prescribed application form along with the prospectus can be obtained in person from State Bank of India / Andhra Bank, S.V.U Campus, S.V.University, Tirupati on payment of Rs. 360/- (including service charges of Rs. 10/-) till the last date prescribed for the sale of application forms.
- II. The application form and the Prospectus can be downloaded from the SVUDDE website: [www.svudde.org](http://www.svudde.org) . Such an application should be accompanied with the Demand Draft in favour of the Registrar, S.V. University, Tirupati for Rs.350/-
- III. DDE Office: The application and the prospectus can be obtained from the office of the DDE by submitting the Demand Draft in favour of ‘ The Registrar, S.V.University, Tirupati’ for Rs. 350/-.
- IV. The Application and Prospectus also can be obtained by post, by sending requisition to the Director, DDE, S.V.University along with the Demand Draft for Rs. 350/- favouring ‘The Registrar,S.V.University, Tirupati’ along with the Rs.35/- stamped self-addressed cover.

**Note :** The name and address of the applicant and course applied for should be legibly written on the back side of the Demand Draft at the left bottom.

## 9. COURSE OF STUDY:

The course of study shall comprise of four parts : A,B,C & D

### PART-A : THEORY PAPERS

	Time.	Marks
Paper –I : Foundations of Education	3 hrs	100
Paper –II : Psychological Foundation of Education	3 hrs	100
Paper-III : Educational Technology and Computer Education	3 hrs	100
Paper-IV : School Management and Systems of Education	3 hrs	100
Paper-V : Personality Development and Communicative English	3 hrs	100
Paper-VI : Methods of Teaching-I	3 hrs	100
Paper-VII : Methods of Teaching – II	3 hrs	100
Total marks in Theory Examination papers		<hr/> 700 <hr/>

**PART-B : PRACTICAL PAPERS:**

Paper-VIII	: Practical Examination in Methods of Teaching- I	2 hrs	50
Paper-IX	: Practical Examination in Methods of Teaching-II	2 hrs	50
Paper-X	: Practical Examination in Computer Education	1½ hrs	20
Total marks in Practical Examination papers			<hr/> 120 <hr/>

**PART-C : SPECIAL PROJECTS**

Paper-XI	: Community studies Record (Practicum of paper-I)	30	
Paper-XII	: Socially useful Productive Work Record	30	
Paper –XIII	: Case study Record (Practicum paper –II)	15	
Paper - XIV	: Psychology Practical Record (Practicum paper –II)	15	
Paper –XV	: Health and Physical Education Record (practicum paper – II)	30	
Paper-XVI	: Education Technology & Computer Education Record (Practicum paper – III)	30	
Total marks in General Record			<hr/> 150 <hr/>

**PART-D : METHODS OF RECORDS**

Paper-XVII	: Scholastic Achievement Record – Method-I	25	
Paper-XVIII	: Scholastic Achievement Record – Method-II	25	
Paper-XIX	: Micro teaching Record – Method –I	10	
Paper-XX	: Micro Teaching Record – Method-II	10	
Paper-XXI	: Teaching Practice cum Internship Record Method-I	70	
Paper-XXII	: Teaching Practice cum Internship Record Method-II	70	
Paper-XXIII	: Audio – Visual aids Record Method-I	10	
Paper-XXIV	: Audio-Visual aids Record Method-II	10	
Total marks in method records			<hr/> 230 <hr/>

**Overall Total Number of Marks (B+C+D) = 500**

**Theory + Practicals = 700 + 500 =1200 marks**

**Note:**

1. Normally one of the two school subjects chosen shall be a language. However a candidate may choose Mathematics and Physical Sciences as the two school subjects, subject to the provision (2) given below.
2. The school subjects chosen by the candidates for Papers VI and VII shall ordinarily be the same as those which he/she studied for the Bachelor's or Master's Degree Examination.

**10 (a) STUDY CENTRES :**

Directorate of Distance Education, S.V. University have five study centres for B.Ed., Programme :

1. Vidyalaya College of Education, Tirupati.
2. Annamacharya College of Education, Rajampeta.
3. Narayana College of Education, Nellore.
4. Sri Lakshmi Venkateswara College of Education, Kurnool.
5. Christian College of Education, Madanapalle.

**10 (b) REQUIREMENTS FOR THE ELIGIBLE CANDIDATES UNDER NCC/NSS / SPORTS / CAPQUOTA :-**

**Priority I** : International level participation in NCC

International level participation in NSS activities

International participation in approved World Competitions /

World Competitions for Juniors / World University competitions in the order with the priority to the winners. International level participation in Youth Festival

**Priority II** : National level participation in NCC

National level participation in NSS activities

National Championship / Junior National Championship / South Zone

Championship participation in Games & Sports in the order with the Priority to the winners.

National level participation in Youth Festival with prize.

**Priority III** : State level participation in NCC or just C or B certificate holders State or Inter-University NSS camps or NSS two special camps Inter-University / Inter District / Inter

Collegiate participation in Games & Sports in the order with the priority to the winners.  
South Zone level participation in Youth Festival (priority for prize winners)

### **SPORTS QUOTA :**

**Under Games & Sports category, participation in the following games and sports only shall be considered as certified by recognized bodies or associations:**

Cricket, Foot Ball ; Hockey, Volley Ball, Tennis, Kabadi, Shuttle-Badminton, Ball-Badminton, Table Tennis, Athletics, Swimming, Weight Lifting, Wrestling, Boxing, Gymnastics, Kho-Kho, Hand Ball, Chess, Cycling, Rowing Body Building and Shooting. Candidate shall have to produce the following documents

- a) Certificates issued by a recognized Sports Body or Association
- b) Group Photos or paper cuttings, if any as a proof of participation of the candidate in the sports or games events.

### **CHILDREN OF THE ARMED PERSONNEL (CAP) - QUOTA :**

**The following priorities shall be drawn up with regard to the children of armed personnel:**

- i. Children of Servicemen killed in action.
- ii. Children of Ex-servicemen disabled in action and permanently incapacitated as a result thereof in respect of disability pension.
- iii. Children of Ex-servicemen and Servicemen who have received Gallantry Awards in the following order : (a) Param Vir Chakra (b) Ashok Chakra (c) Mahavir Chakra (d) Kirti Chakra (e) Vir Chakra (f) Shaurya Chakra (g) Sena / Navy Sena / Vayu Sena Medal (h) Mention in dispatches
- iv. Children of Armed Personnel (combatant) irrespective of the rank held by them
- v. Children of other Ex-servicemen or Servicemen who are eligible for pension

If there is more than one candidate in any of the above groups, priority will be decided on the basis of their length of service.

### **11. INSTRUCTIONAL SYSTEM :**

The B.Ed, programme delivery system includes the multi-media approach i.e. self instructional print material, Audio- Video components, counselling sessions and practical work in school and workshops.

### **12. THE TEACHERS WHO HAVE COMPLETED THEIR DEGREES (B.A/B.Sc./B.Com) ON OR BEFORE 30-06-2010 ARE ONLY ELIGIBLE FOR ADMISSION.**

**13. PRINTED MATERIAL :**

The print materials are the self-instructional material in Telugu medium supplied to the candidate at the time of admission and during the course periodically.

**14. COUNSELLING SESSIONS :**

Generally the counseling sessions will be held at the Nodal Centre and Study centres during holidays within the general schedule of the programme, the coordinators at the programme centres will decide on the coverage of these sessions.

**15. LAST DATE TO RECEIVE FILLED IN APPLICATION**

Last date for receipt of filled in applications is **10-12-2010**. Applications received after this date will be rejected.

**OFFICE WORKING HOURS : 10-15 A.M. TO 5 P.M.**

**TELEPHONE COUNSELLING ON SUNDAYS:**

**FROM 10 A.M. TO 1 P.M.**

**Telephone No : 0877-2289477**

**NOTE :** Any legal matter relating to the B.Ed. admissions will have to be referred to the Court in Tirupati only.

Address for sending the filled in Application forms :

**The Director,  
Directorate of Distance Education  
S.V. University,  
Tirupati - 517 502 (A.P.)**



13. Group subjects studied under Part II at Graduation level. Enter the first three letters of the subject.

Subject-1	Subject-2	Subject-3

14. Combination of Methodology subjects chosen for B.Ed. (Refer prospectus Page No.1)

Methodology-I	Methodology-II

15. Address for Communication :

Mobile:

16. Check whether the following are enclosed :

- a) The filled in application form (original) ( )
- b) Service Certificate Original ( )
- c) Photostat Copies of Study Certificates from Class IX to Degree ( )
- d) Photostat Copy of Degree Marks statement ( )
- e) Photostat Copy of Degree Certificate/Provisional Certificate ( )
- f) Photostat Copy of the 1&11&111 pages of Service Register ( )  
(Date of Appointment Proof)
- g) Photostat Copy of Caste Certificate (Obtained within last six months) ( )
- h) Photostat Copy of special categories reservation certificate ( )
- i) Photostat Copy of Local area Certificate ( )  
(In the case of Candidates who have not studied in the state of A. P.)

**Tag all your Certificates together in the above sequential order.**

**NOTE :** Please fill in all your personal data carefully in the relevant boxes. If you fail to accomplish the required information, you will lose the benefit due to you. For all practical purposes information given in this application will be taken as authentic.

### DECLARATION

I hereby solemnly and sincerely affirm that particulars and information furnished above are true and correct to the best of my knowledge.

I certify that I have carefully gone through the instructions and have become fully conversant with the eligibility conditions to be satisfied for admission to B.Ed., course of D.D.E., S.V. University. If any information furnished by me is found to be wrong or false now or later, my application / admission may be rejected at any stage.

*Signature of the Candidate*

## SERVICE CERTIFICATE

This is to certify that following are the service particulars of the teacher candidate. The Institution has no objection for the candidate to undergo the B.Ed. course.

Name of the Teacher :

Designation :

Institution in which presently working and previously worked, if any :

Name of the Institution	Nature of Service	Leneth of Service		Total		
		From	To	Y	M	D
Total length of service as on : 30-06-2010						

*Signature of the candidate*

*Signature of the Head of the Institution with Seal*

*Signature of the Attesting Officer with seal*

**Note : Service Certificates should be attested by :**

- κ D.E.O / M.E.O in the case of teachers working in Govt./Aided/Elementary schools and Vidya Volunteers.
- κ Teachers working in Municipal High Schools from Municipal Commissioner.
- κ Teachers working in A.P. Social Welfare Residential Schools from Secretary, A.P. Social Welfare Residential School Society.
- κ Teachers working in A.P. Residential Schools including Tribal Welfare Residential Schools from Secretary, A.P.R. Educational Institution Society.
- κ Teacher working in CBSC affiliated schools from CBSC Inspecting Authority, South Zone, Madras or Central Zone, Delhi.
- κ Teachers working in Central Schools from Joint Commissioner of Central Schools, Secunderabad.
- κ Regional Director, Navodaya Schools in the case of Teachers working in Navodaya Schools.
- κ Head Master / Mistress / Principal for teachers working in unaided / Recognised private schools / colleges.

- Note :**
1. Certificates Given by any other officer except those mentioned above will not be accepted.
  2. Application without the above certificate will be summarily rejected.

