Rules and Regulations of B.Ed. Course offered at various Universities in the State of Andhra Pradesh

B.Ed. Model Curriculum applicable to the students admitted from the academic year 2013 – 2014 for one year B.Ed. Degree course in Education

All the rules and regulations, hereinafter, specified should be read as a whole for the purpose of interpretation.

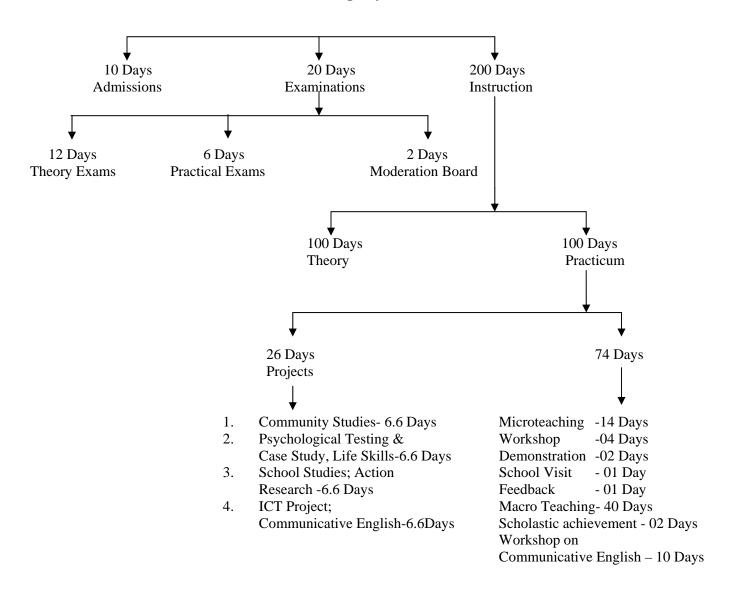
I. Admission

A candidate for admission to one year B.Ed. Course has to qualify at the B.Ed. Common Entrance Test (Ed.CET) Conducted by the Andhra Pradesh State Council of Higher Education, Government of Andhra Pradesh for that academic year. The candidates will be admitted strictly in accordance with the merit secured at the entrance examination, keeping in view the rules in force in respect of the statutory reservation of seats under various categories of candidates.

II. Curriculum Transaction

- 1. The duration of B.Ed. Course is one year
- 2. Total number of working days / hours– 230 days (1380 hours)
- 3. Number of days earmarked for Admissions 10 days (60 hours)
- 4. Number of days earmarked for Examinations -20 days (120 hours)
 - 4.1. Number of days for Theory Examinations 12 days (72 hours)
 - 4.2. Number of days for Final Practical Examinations (Methods) 6 days (36 hours)
 - 4.3. Number of days for placing Practical Records before Moderation Board 2 days (12 hours)
- 5. Number of Instructional days- 200 days (1200 hours)
 - 5.1. Number of days for Theory 100 days (600 hours)
 - 5.2. The number of days for Practicum 100 days (600 hours)
 - 5.2.1. Projects 26 days (156 hours)
 - 5.2.2 The number of days for Teaching Practice-cum-Internship 40 days (240 hours)
 - 5.2.3. Microteaching, Demonstration, Communicative English, etc. 34 days (204 hours)
- 6. The overall weightage for theory in 200 Instructional days -50% (100 days- 600 hours)
- 7. The overall weightage for practicum in 200 Instructional days -50% (100 days 600 hours)

230 Total Working Days



III. Structure of the Course

A. Theory Papers

ED - 01	Paper – I	Foundations of Education
ED - 02	Paper – II	Psychology of Teaching and Learning
ED - 03	Paper – III	School Management & Issues in Education
ED - 04	Paper – IV	Information & Communication Technology (ICT) in Education
ED - 05	Paper-V	Methods of Teaching – I
ED – 06	Paper-VI	Methods of Teaching – II

B. Projects

ED - 07	Paper – VII	Community Studies
ED - 08	Paper – VIII	Case study & Life Skills
ED – 09	Paper – IX	School Study & Action Research
ED – 10	Paper - X	Information & Communication Technology (ICT)

C. Method Records

$$\begin{split} ED-11 & Paper-XI & -Method\ I \\ ED-12 & Paper-XII & -Method\ II \end{split}$$

IV. Scheme of Instruction

Syllabus	Subject	Instructional Days	Scheme of In	struction	Credits
Ref. No					•
			Duration of	Total	
			Hours per Week		
Theory Paper	rs	•	-		'
ED-01	Paper-I	16.6	6 hours	100hrs.	5
ED-02	Paper-II	16.6	6 hours	100 hrs.	5
ED-03	Paper-III	16.6	6 hours	100 hrs.	5
ED-04	Paper-IV	16.6	6 hours	100 hrs.	5
ED-05	Paper-V	16.6	6 hours	100 hrs.	5
ED-06	Paper-VI	16.6	6 hours	100 hrs.	5
T	otal			600 hrs.	30
Projects					
ED-07	Paper-VII	6.6	6 hours	40 hrs.	2
ED-08	Paper-VIII	6.6	6 hours	40 hrs.	2
ED-09	Paper-IX	6.6	6 hours	40 hrs.	2
ED-10	Paper-X	6.6	6 hours	40 hrs.	2
	Total			160 hrs.	8
Method Reco	ords				
ED-11	Paper-XI	36.6	6 hrs.	220 hrs	11
ED-12	Paper-XII	36.6	6 hrs.	220 hrs	11
r	Γotal			440 hrs.	22
Total (B+C) =				600 hrs.	30
Grand Total (A+	B+C) =			1200 hrs.	60

Note: @ 20 hrs per Credit

V. Scheme of Examination

	Subject	Title of Papers	Scheme of	Exami	nation
Ref. No		-	Duration of		Credits
			Examination		
			in hours	Mark	1
			III Hours		
A. Theory	Examination				
ED 01	Paper- I	Foundations of Education	3Hrs.	100	5
ED 02	Paper- II	Psychology of Teaching and Learning	3Hrs.	100	5
ED 03	Paper - III	School Management & Issues in Education	3 Hrs.	100	5
ED 04	Paper- IV	Information & Communication Technology (ICT) in Education	3 Hrs.	100	5
ED 05	Paper- V	Methods of Teaching Non- Languages	3 Hrs.	100	5
ED 06	Paper -VI	Methods of Teaching Languages	3Hrs.	100	5
		Total Marks in Theory Examination		600	30
B. Project	s				
ED 07	Paper –VII	Community Studies		40	2
ED 08	D 08 Paper – VIII Case Study & Life Skills			40	2
ED 09	Paper – IX School Study & Action Research		40	2	
ED 10	Paper – X	Information & Communication Technology (IC	T)	40	2
		Total Marks in Projects		160	8
C. Metho	ds Records				
ED 11	Paper XI	Methods of Teaching - Non-Languages Records			
		Microteaching Record		20	2
	Teaching Practice cum Internship Record			100	5
	Scholastic Achievement Record			40	1
		Practical Examination(Final Lesson)		60	3
		Total		220	11
ED 12	Paper XII	Methods of Teaching - Languages Records			
		Microteaching Record		20	2
		Teaching Practice cum Internship Record		100	5
		Scholastic Achievement Record		40	1
		Practical Examination(Final Lesson)		60	3
		Total		220	11
		Total Marks (Paper XI+ Paper XII)		440	22
					30
		Grand Total $A+B+C =$		1200	60

VI. Working Hours / Instructional Hours

- 1. Every college is expected to work for 6 hours every day. In other words, a working day should be of minimum 6 hours duration in a six-day working week.
- 2. The timings of the institution / college shall be from
 - a. Morning Session: 10.00 a.m. to 1.00 p.m or 9.00 a.m. to 1.00 p.m.
 - b. Evening Session: 2.00 p.m. to 5.00. p.m or 2.00 p.m. to 4.00 p.m.
- 3. The college should not run B.Ed. Programme on shift system and the working hours of the college should be minimum of 6 hours in a day. Any deviation from this rule may lead to the dis-affiliation and cancellation of recognition by the University, State Government and NCTE

VII. Selection of Methods of Teaching

i. Every candidate is expected to select two methods of teaching under B.Ed. Course.

The method –I shall be based on the subject the candidate has studied in Degree course and also to appear in that subject in the entrance examination.

ii. Method –II also shall be based on the subject that the candidate studied in Degree Course and will be allotted by the institute where the candidate seeking admission. In case of BCA & BBA candidates, the selection of methodology subject shall be based on their Intermediate study as per Ed.CET. norms.

In case of English Method I, selection of second method shall be based on the subject pursued at the intermediate level.

Note:

- i. No candidate is allowed to select two language methods
- ii. Candidate may select one Language and one Non-language method of teaching or she / he may select any two Non-language methods under the course.

VIII. General Rules for Examination

- 1. All Examinations of the University shall be held at Headquarters of the University or at such places and on such dates as may be notified.
- 2. Applications for permission to appear for an Examination shall be made on the prescribed form, accompanied by three passport size full face photographs (not profile) along with the necessary certificates regarding attendance, practical work etc. The prescribed fee should be submitted to the concerned Principal on or before the

date fixed for this purpose. The Principal, after verifying the eligibility of the candidate, shall forward the application to the Examination Branch of the University.

- 3. When a candidate's application is found to be in order, the Controller of Examinations shall send the attested Hall Ticket with the photograph of the candidate affixed to it, to the Principal of the College. The Principal will then ensure that the candidate has complied with all the conditions regarding eligibility criteria and only then, issue the Hall Ticket to him / her. The Hall Ticket thus issued to the candidate shall have to be produced by the candidate before he / she can be admitted to the premises where the Examination is held.
- 4. A candidate who fails to present himself for the examination due to any cause whatsoever except shortage of attendance or one who fails to pass the examination shall not be entitled to claim refund of the whole or part of the examination fee or ask for the reservation of the same for a subsequent examination or examinations.
- 5. A candidate who has been allowed to appear at the examination of the University once, but has not been able to appear or has failed to pass the examination may be permitted to appear at the same examination again without putting in any further attendance.
- 6. A candidate after he / she has been declared successful in an examination shall be given a certificate setting forth the year of the examination, the subjects in which he / she was examined and the division / grade in which he / she was placed.
- 7. No candidate shall be allowed to put in attendance for or appear at two examinations at one and the same time. This rule does not apply to the examination for part-time Diploma or Certificate Courses conducted by the University. In other words no candidate shall be allowed to pursue more than one-degree course through regular mode.

- 8. Students who have appeared once at any examination of the university need not put in fresh attendance if they want to re-appear for the same examination not with-standing the fact that new subjects may have been introduced or the group of subjects have been changed by the university. They will, however, have to appear at the examination according to the scheme of examination and the syllabus in force.
- 9. Whenever a course or a scheme of examination changes, one more examination in the following year shall be conducted according to the old syllabus / regulations. Candidates not availing themselves of this chance or failing at this examination shall take the examination thereafter according to the changed syllabus regulations.
- 10. Candidates will be allotted to B.Ed. course at the time of admission, strictly depending on the merit secured at the common entrance test and subject to the rules and regulations in force from time to time, including reservation
- 11. Instruction in various subjects shall be provided by the College as per the scheme of instruction and syllabi prescribed.
- 12. The programme of instruction, examination and vacation shall be notified by the University.
- 13. The medium of instruction shall be English.
- 14. University examinations shall be held as prescribed in the scheme of the examination.
- 15. The course of study shall consist of class lectures, tutorials, teaching practice and practical / Project record work.
- 16. The examination in the theory papers will be a written examination. Besides the written examination there will be practical examinations in the two methods of teaching opted by the candidate.

17. Principal of the College of education should depute their teachers for examination work as and when assigned by the University. Examination work assigned by the University is part of duty of every teacher educator. Any kind of avoidance / negligence of examination duty shall be treated as violation of the Code of Conduct.

IX. Rules of Attendance

- 1. The degree of Bachelor of Education shall be conferred on a candidate who, after getting admission into the B.Ed. course as specified above, has pursued a "Regular course of study" or in the "Distance Mode" as herein prescribed and fulfilled the conditions laid-down for the attendance of students and passed the prescribed teaching examination both in theory and practical.
- 2. A regular course of study means attendance at not less than 80% in Teaching instructional period and 90% of attendance during the period of practice teaching cum internship of the B.Ed. programme. In special cases the Vice- Chancellor may condone deficiency of attendance not exceeding 10% on the recommendation of the Principal, based on medical certificate by an authorized medical officer approved by the principal. A monthly consolidated attendance will be displayed on the college notice board on 5th of every month.
- 3. For the students who are continuously absent for ten days or more, three notices will be served stating that he / she has to forfeit their seat if they fail to report immediately.
- 4. The students who fail to maintain 40% of minimum attendance is not eligible for seeking readmission in the subsequent academic year.
- 5. The students who do not have adequate attendance will not be considered for the award of any scholarships or any kind of financial aid by the colleges or any other government or quasigovernment agency.
- 6. Attendance shall be reckoned from the date of admission to the course.

X. Award of Division / Grade

Candidates will be awarded separate Division / Grade in Theory and Practical examinations

<u>Division</u>	% of Marks	<u>Grade</u>
Outstanding	: 80% and above	O
First Class with Distinction	: 70% and above but less than 79%	A
First Class	: 60% and above but less than 69%	В
Second Class	: 50% and above and less than 59%	C
Pass Division	: 40% and above but less than 49%	D
Fail	: Less than 40%	E
Minimum Pass marks in Theory Papers	: 40%	
Minimum Pass marks in Practical		

: 50%

Note:

Candidates, who have not passed the examinations in the first attempt along with the batch in which they were admitted are not eligible for *Rank Certificates / Gold Medals / Prizes*

Credits, Grade Letter Grade Points, Credit Points

Examinations / Projects / Records

<u>Credit</u> means the unit by which the course work is measured. One credit means one hour of teaching work or one hour of practical work per week.

<u>Grade Letter</u> is an index to indicate the performance of a student in a particular course (Paper). It is the transformation of actual marks secured by a student in a course/paper. It is indicated by a Grade letter O, A, B, C, D, E. There is a **range of marks** for each Grade Letter.

Grade Point is Weightage allotted to each grade letter depending on the marks awarded in a course/paper

Award of Grades

Range of % of Marks	Grade Letter	Grade Point	Grade Points
		for Theory	for Practicals
80 to 100	О	8	8
70 to 79	A	7	7
60 to 69	В	6	6
50 to 59	С	5	5
40 to 49	D	4	0
Less than 40	Е	0	0

Credit Points for the paper = No. of Credits assigned for the paper x Grade Point secured for that course/Paper.

Grade Point Average (GPA)

GPA is obtained by dividing the total number of Credit Points (CPts) by the total number of credits. The final result is declared in the form of GPA.

Note: GPA is calculated only when the candidate passes in all the papers.

Note: The result of the successful candidates shall be classified as follows:

Division	Theory GPA	Practical
i. Outstanding	GPA from 8.00 and above	from 8.00 and above
ii. First Division with Distinction	GPA from 7.00 to 7.99	from 7.00 to 7.99
iii. First Division	GPA from 6.00 to 6.99	from 6.00 to 6.99
iv. Second Division	GPA from 5.00 to 5.99	from 5.00 to 5.99
v. Pass Division	GPA from 4.00 to 4.99	

Illustration for Calculating the GPA:

mustration i	or Curcu	name me o	111.		
Course/paper	Credits	% of Marks	Grade Letter	Grade	Credit Points =
				Point	Credits X Grade Points
Paper-I	5	60	В	6	$5 \times 6 = 30$
Paper-II	5	50	С	5	$5 \times 5 = 25$
Paper-III	5	70	A	7	5 x 7 = 35
Paper-IV	5	60	В	6	5 x 6 = 30
Paper-V	5	50	С	5	5 x 5 = 25
Paper-VI	5	70	A	7	5 x 7 = 35
Total	30	360			180
Paper- VII	2	60	В	6	2 x 6 = 12
Paper-VIII	2	50	С	5	$2 \times 5 = 10$
Paper-IX	2	70	A	7	2 x 7 = 14
Paper-X	2	50	С	5	$2x \ 5 = 10$
Paper-XI	11	70	A	7	11 x7 = 77
Paper- XII	11	50	С	5	11 x5 = 55
Total	30	350			178
Grand Total	60	710			358

Percentage of marks in Theory: 360/6 = 60.00% Total Credit Points: 358 Percentage of marks in Practicals: 350/6 = 58.33% Total Credits: 60

Over all percentage of Marks: 710/12 = 59.17% **GPA** = Total Credit Points = 358/60 = 5.96

Total Credits

GPA in Theory = 180/30 = 6.00GPA in Practicals = 178/30 = 5.70

XI. Improvement of Division / Grade

- 1. When a candidate has passed in one or more papers/ subjects in the first attempt in the regular examinations(s) conducted by the University for his / her batch, paper wise improvement is permissible only in those papers.
- 2. A candidate is permitted to appear for paper wise improvement only once in the immediately following examination
- 3. A candidate who wishes to improve his / her performance may be permitted to do so if he / she appears in the immediate next regular examination conducted by the university.
- 4. Regular examination means an examination conducted at the end of the academic year for which the candidates were admitted and had undergone instruction.
- 5. A candidate appearing for paper-wise improvement is permitted to have the better of the two awards for the purpose of award of division.
- 6. Improvement in aggregate is permitted only after the candidate has exhausted the chances of paper-wise improvement as per the following conditions:
 - a. Aggregate improvement is permissible only when a candidate appears in all papers / subjects but not piecemeal. Further the candidate has to appear for improvement examination as per the scheme of examination and syllabus in vogue at the time of taking his / her examination
 - b. When a candidate appears for improvement in any examination, he / she may be permitted to have the better of the two aggregates i.e., the original or improvement.
 - c. The candidate is allowed for improvement in aggregate by appearing not more than two times within two years from the date of passing the examination.

XII. Appearance and Reappearance for the Examination

1. Candidates who have completed practical work and submitted records specified in the curriculum alone are eligible to appear for theory and practical examination of B.Ed course. No candidate without the completion of practice teaching, internship and

- practical record work is allowed for final university level practical and theory examinations.
- 2. The Principal of the college will have the discretion of not allowing the candidates to appear for the final theory examination in case their practical work as prescribed is not satisfactory or incomplete at the time of sending the application for examination. Such candidates will have to seek fresh admission or readmission in the subsequent years to complete their practical work.
- 3. A candidate who fails in the theory part of the examination may be allowed to reappear either in the concerned theory paper / papers in which he / she failed or in all the theory papers, at any subsequent examination without putting in further attendance, provided he / she does not change the subjects originally offered by him / her.
- 4. In case teaching practice-cum-internship and other practical projects / records are not satisfactorily completed, the candidate will be permitted to appear for the final examination only after completing such practical work after seeking admission to B.Ed. as a casual student and producing thereafter, certificates of satisfactory work in the required areas.
- 5. Attendance at N.C.C. / N.S.S. Camps or inter-collegiate or Inter University or Inter-state or National or International matches or Debates, youth festivals or educational excursions if they form the part of the curriculum, or attendance at such other inter-university, inter-college activities, as approved by the university, will not be counted as absence. However, the aggregate of such absence should not exceed two weeks in the entire course period.

XIII. Teaching Faculty as Mentors

It is envisaged to practice the concept of mentorship in the Colleges' of education year 2013 – 2014 onwards. Each lecturer in the College will act as a mentor. They will be entrusted the responsibility of Mentorship, who will be responsible for monitoring the overall progress of the student teacher i.e., attendance, preparation of projects, teaching practice-cum-Internship and his overall participation in the B.Ed. programme. Each

mentor will be allotted minimum of 15 student teachers and he / she will take care of his / her progress and participation in the B.Ed. Programme. Each mentor, besides providing overall guidance, is also responsible for resolving of any problems faced by the students. Mentor will authenticate the report prepared by student – teachers and conduct of various projects of the B.Ed. Programme.

The Principal of the college is expected to submit the list of mentors and the students allotted to each mentor to the Head, Department of Education / Principal, IASE, of the University.

XIV. Teaching Practice-cum-Internship

- The candidates are expected to observe the demonstration lessons undertaken by the members of the staff of the college under normal conditions. In addition to this, they are expected to complete 5 micro lessons in each method before going for practice teaching.
- 2. Every candidate shall have to undergo an internship (40 working days) in a cooperating school as "Teaching Practice-cum-Internship". During this period the candidate shall be attached to a school and he shall have to undertake such duties as are assigned to him / her by the Head Master of the school in both curricular and co-curricular activities. During this period, the candidate shall teach at least 40 lessons in the school, taking 20 lessons from each of his/her methods of specialization, under the supervision of the trained subject teachers in the school who are referred to here as "Supervising Teachers". During the Teaching Practice Cum Internship period the concerned lecturers of the college of Education will go round the schools and observe the lessons of each student along with the supervising teachers and assess these lessons jointly. A Certificate of satisfactory work by the Headmaster of the cooperating school shall be a prerequisite for the candidate to appear for the final practical examination.
- 3. The staff of the College of Education will give demonstration lessons in the concerned subjects at the practicing schools under normal conditions as and when necessary, in addition to the demonstration lessons given at the beginning of practice lessons, for the guidance of student-teachers.

- 4. A candidate who has failed to pass in the practical Examination of Teaching a Lesson, may be allowed to reappear in either of the subjects of his / her specialization taken previously under methods provided to him / her and in which he / she has completed practice lessons and internship to the satisfaction of their college authorities and to the Headmaster of the respective school. In case, the practice lessons and the internship are not satisfactory, the candidate shall appear for the subsequent examinations in the Teaching of the Examination lesson only after completing the internship and the practice lessons by seeking fresh admission to B.Ed. in this regard and producing thereafter, certificates of satisfactory work in the supervised practice lessons and the internship.
- 5. The practical examination of teaching a lesson of each candidate will be conducted by two independent examiners one internal and one external.
- 6. The College will have the discretion of not sending up candidates for the final examination, both in Theory and Practical in case their Practical Project / Record Work is not satisfactory and those candidates who fail in the University Practical Examination and in practical records also have to seek fresh admission in the sub-sequent year(s) to complete their Practical Project Work / Records.
- 7. Teaching Practice-cum-internship will be of 40 days duration and conducted in 2 (two) phases. In Phase I (10 days), the candidate is expected to complete 10 lessons (5 lessons in each method) and in Phase II (30 days) the candidate is expected to complete remaining 30 lessons (15 lessons in each method) out of which 5 should be digital lessons (Technology Integrated). During Phase II the candidate is expected to participate and undertake the activities assigned by H.M. of the school.

XV. Guidelines for school Head Masters / Head Mistresses

The Head Masters / Head Mistresses of Practicing Schools are expected to

- 1. Maintain the attendance of B.Ed. trainees both for the forenoon and afternoon.
- 2. Give strict instructions to supervisors and monitor the classroom performance of the students and also to record their remarks in the lesson plan books of the candidates.

- 3. Instruct all the B.Ed. students to stay in the school from morning first bell to evening last bell.
- 4. Instruct the B.Ed. students to participate in School Assembly and also to present different value added activities in the assembly session.
- 5. Assign any activity related to clean and green programmes, conducting science fairs, exhibitions, festivals, debates, elocution, quiz, cultural and literary programmes, decoration activities, remedial classes, parent teacher meetings, field trips, excursions, etc.,
- 6. Sign on the records / project reports carried out by the students in their school.

XVI. Transitory Provisions

Whenever a course or scheme of instruction is changed in a particular year, two more examinations immediately following thereafter shall be conducted with the old syllabus / regulations. Candidates not appearing at the examinations or failing in them shall take the examination subsequently according to the changed Syllabus / Regulations.

XVII. Moderation Board

- 1. Moderation is part of evaluation in B.Ed. course i.e. Projects and Methods Records are part of the B.Ed. course which requires objective evaluation for awarding certificate. All the practical work will be moderated by the moderation board of examiners at the end of that academic year.
- 2. Moderation board will examine a minimum of 20% of the total practical records / work. The list of projects / records to be submitted are as follows:

Projects:

ED - 07	Paper – VII	Community Studies	
ED - 08	Paper – VIII	Case Study & Life Skills	
ED – 09	Paper – IX	School Study & Action Research	
ED – 10	Paper-X	Information & Communication Technology (ICT)	
Records:			
ED – 11	Paper – XI - Method I -Microteaching Record, Teaching Practice cum Internship Record & Scholastic Achievement Record.		
ED – 12	Paper – XII- M	lethod II- Microteaching Record, Teaching Practice cum Internship	

Record & Scholastic Achievement Record.

- 3. Moderation shall be constituted by the respective universities.
- 4. The number of Moderation Boards constituted by the university every year depends on the strength of the colleges and students enrolled in that year. The purpose of constituting these Boards is to physically verify and moderate the marks allotted for practical records by the colleges.
- 5. The moderation board will scrutinize the practical work (Projects + Methods Records) of the candidates and ensure that evaluation standards are maintained in them. They will also check any significant differences in the assessment by different colleges and moderate to maintain a uniform standard of assessment among them. All records of practical works shall be counted for the examination purpose only after the Moderation board gives its approval to the same.
- 6. The Moderation board, after due review shall declare the appropriate score to be awarded. The board have the authority to reduce or enhance the marks awarded by the colleges concerned.
- 7. The Principals of Colleges of Education should submit all the practical records of their college after moderation, to the Chairman, BOS in Education for B.Ed./ Chairman, Board of Examinations for B.Ed. of Education.
- 8. Moderation board shall forward these recommendations to the concerned principals to effect the changes and request them to submit three copies of the same to the Chairman, BOS in Education for B.Ed./ Chairman, Board of Examinations for B.Ed. of Education. He / she then shall submit the duly revised award list, through the Chairman, BOS in Education for B.Ed./ Chairman, Board of Examinations for B.Ed.
- 9. Recommendations of the Moderation Board are final and are not subject to review or revision.

XVIII. Pattern of Theory Question Papers

Duration of every theory paper will be of three (3) hours and maximum number of marks is 100. The question paper comprises two sections:

- Section A Consists of 10 short answer type questions with internal choice representing each unit of the course. The candidate is expected to answer each question in about one page. Each question carries Seven (7) Marks (10 X 7= 70)
- Section B Consists of four essay type of questions, out of which candidate is expected to answer any two questions is about four pages each. Each question carries Fifteen (15) Marks (2 X 15=30)