

**Prospectus
&
Information Brochure
for Admission into B.Ed(Dist. Mode)
2017-18**



**DIRECTORATE OF DISTANCE & CONTINUING EDUCATION
FAKIR MOHAN UNIVERSITY**

Accredited with 'B+' Grade by NAAC

Vyasa Vihar, Balasore, 756 019, Odisha (India)

(Established by Odisha Universities Act, 1989)

Website: www.fmuddce.org, Phone: 06782-241840

DIRECTORATE OF DISTANCE & CONTINUING EDUCATION

FAKIR MOHAN UNIVERSITY

Prof. Siba Prasad Adhikary

VICE-CHANCELLOR

Mr. Amar Singh Soren

REGISTRAR

Mr. Debabrata Ash

CONTROLLER OF EXAMINATIONS

Mr. Manoranjan Nayak

COMPTROLLER OF FINANCE

Dr. Santosh Kumar Agarwalla

DIRECTOR

COMMUNICATIONS TO BE ADDRESSED TO:

Director

Directorate of Distance and Continuing Education (DDCE)
Fakir Mohan University

Vyasa Vihar, Old Campus, Balasore- 756019, Odisha, India

Phone : 06782-241840, Email: cdce_fm@yaho.co.in

Website: www.fmuddce.org/www.fmuniversity.nic.in

THE DDCE TEAM

DIRECTOR

Dr. Santosh Kumar Agarwalla

FACULTIES OF THE DIRECTORATE

Dr. Manoj Ku. Acharya

Asst. Professor in Library & Inf. Science
& Academic Coordinator

Ms. Liparani Panda

Asst. Professor in Education
Course Coordinator, B.Ed. Programmes

Dr. Sushree Sangita Swain

Asst. Professor in Odia

Mr. Bishwajit Rout

Asst. Professor in Business Mangt. & Commerce

OFFICE AND ADMINISTRATIVE STAFF

Sri Upendra Pr. Jena, Sr. Asst. (Esstt. & Development)

Smt. Damayanti Majhi, Library Asst. (DDCE Library)

Smt. Sucharita Behera, Jr. Asst.-cum-DEO (Academics & Exams)

SUPPORTING STAFF

Sri Gatikrushna Patra

Sri Bijay Kumar Behera

BACHELOR OF EDUCATION (B.Ed)

About the programme: The Bachelor of Education (B.Ed) programme in ODL mode started in 2016 to cater to the needs of imparting education. The B.Ed programme in ODL mode has been approved by NCTE, New Delhi and the admission to the course shall be done in the session 2017-18.

Intake Capacity: 100 (Hundred)

Eligibility Criteria:

i) The candidates must be trained in-service teachers of recognized/Govt. Schools with graduation

ii) The candidates should have completed NCTE recognized teacher education programmes in face-to-face mode

N.B: 1) The candidates should submit the experience certificates from the concerned Block Education Officer/ District Education Officer.

2) The candidates passing graduations from Universities out of Odisha must submit equivalence certificates for the same of that period.

Duration: Minimum 2 years and maximum 5 years from the date of registration

Medium of Instruction: The programme is offered in English only

Programme Structure:

Year	Paper Code	Paper Title	Internal/ Assignment	University Exam/ End Term	Total	
PERSPECTIVES IN EDUCATION						
First	PE-1	Education, School and Society	20	80	100	
	PE-2	Childhood and Growing up	20	80	100	
	PE-3	Learning and Teaching	20	80	100	
	PE-4	Contemporary Concerns in Education	20	80	100	
	Total			80	320	400
	CURRICULUM AND PEDAGOGIC STUDIES					
	CPS-2	Learning Assessment	20	80	100	
	CPS-3 (a&b)	Pedagogy of a School Subject	20	80	100	
	Total			40	160	200
	COURSES ENHANCING PROFESSIONAL CAPACITIES					
	EPC-3	Fine Art/ Performing Art (Drama) / Performing Art (Indian Music)	50		50	
	EPC-4	Physical Education and Yoga	50		50	
	Total			100		100
	SCHOOL INTERNSHIP Part-I			100		100
	OPTIONAL COURSES FOR SKILL DEVELOPMENT (Any One Course)					
	OCSD-1	Fruit and Vegetable Preservation	50		50	
	OCSD-2	Spinning and Weaving	50		50	
	OCSD-3	Tailoring	50		50	
	OCSD-4	Wood Work	50		50	
	Total			50		50
Total (First Year)			370	480	850	

Year	Paper Code	Paper Title	Internal/ Assignment	University Exam/ End Term	Total
Second	PERSPECTIVES IN EDUCATION				
	PE-5	Knowledge and Curriculum	20	80	100
	PE-6	Educational Management	20	80	100
	PE-7a	Creating an Inclusive School	10	80	100
	PE-7b	Gender, School and Society.	10	40	50
	PE-8a	Action Research	10	40	50
	PE- 8b	Guidance and Counselling	10	40	50
	Total		80	320	400
	CURRICULUM AND PEDAGOGIC STUDIES				
	CPS-1	Language across the Curriculum	10	40	50
	CPS-3 (a&b)	Pedagogy of a School Subject	20	80	100
	Total		30	10	150
	COURSES ENHANCING PROFESSIONAL CAPACITIES				
	EPC-1	Critical Understanding of ICT	50		50
	EPC-2	Understanding the Self	50		50
	Total		100		100
	SCHOOL INTERNSHIP PART-II		150		150
	COMMUNITY ACTIVITIES		50		50
TOTAL (Second Year)			410	440	850
GRAND TOTAL (First Year + Second Year)			780	920	1700

Course Fee: Rs. 1, 00, 000/- for 2 years (Rs. 50,000/- per year)

Seminar Fee: Rs. 2,000/- for 2 years (Rs. 1,000/- per year)

Course Fee Payment Structures

SL. NO.	Programme	Total Course fee	*Amount Payable at the time of Admission (Including Admission & I-Card Fee)	2nd Yr. Installment (Including Re-admission Fee)
01	B.Ed.	1,00,000	50,000+150=50,150	50,000+50=50,050

- Course Fees should be paid in shape of DD from any nationalized bank
- Course Fee DD should be drawn In favour of “ F. M. University DDCE Fund” and Payable at Balasore (For UCO bank Payable at Nuapadhi)
- The Candidate has to submit an additional DD of Rs. 1,000/- towards the Seminar Fee in favour of “Chairman, Seminar, DDCE, F. M. University”. and Payable at Balasore.

Other Fees:

Examination Fees		
(a)	Examination charge :	Rs 500
(b)	Center Charge	Rs 300
(c)	Enrollment Fee :	Rs. 50
(d)	Fees for Marks :	Rs. 50
(e)	Supervision Fee :	Rs. 50
(f)	Coding Fee :	Rs. 25
(g)	Admit Card Fee :	Rs. 10
(h)	Practical Fee :	Rs. 100
(i)	Additional Centre Charge	Rs. 100
TOTAL :		Rs 1,185
(j)	Provisional Certificate Fee:	Rs. 100 (For Final Year Only)
(k)	Original Certificate Fee :	Rs 500 (For Final Year Only)
5.2.2	Identity Card Fee	Rs 50
5.2.3	Admission Fee	Rs 100 (For initial Admission) Rs50 (For each semester)
N.B: All the Fees are subject to change		
Examination fees should be paid in the shape of DD in favour of " F. M. University Examination Fund " and payable at Balasore (For UCO bank Payable at Nuapadhi)		

Seat Reservation:

i) Reservation Policy of the Government of Odisha for candidates belonging to Scheduled Tribes and Scheduled Castes shall be applicable as prevailing at the time of admission. However, the unfilled seats reserved for ST candidates may be filled up by admitting SC candidates and vice-versa.

ii) Five percent of the total aggregate marks secured by the candidates shall be added to the aggregate marks in qualifying examination in case of children of Ex-defence personnel.

iii) One seat in each Department is reserved for physically handicapped candidates. Such candidates are required to produce latest fresh certificates from the C.D.M.O. regarding their disability, subject to minimum of 50%. The University may, in case of need, constitute a committee of specialists after receiving all applications and listing the deformities involved to examine the candidates physically to ascertain their claims. On the basis of the finding, admission under PH category may be considered. However, special consideration shall be made in respect of seats to be reserved for PH category. In cases where there is more than one applicant, coherence is maintained with reservation of 3% of seats for this category as directed by the UGC.

HOW TO APPLY

(A) Instruction to Candidates for Online Form Fill up:

For submission of application online the candidates should visit the official website: www.fmuddce.org / www.fmuniversity.nic.in for online registration.

- 1) There is no printed application form and applications for B.Ed. (ODL Mode). Application shall be invited online only.
- 2) Before applying Online, the candidate should read carefully the relevant Information Brochure available online at F.M University website (**www.fmuddce.org / www.fmuniversity.nic.in**)
- 3) For applying Online, uploading of candidate's latest coloured passport size Photo of size up to 80 KB and Signature of size up to 80 KB is compulsory. Improper photo or signature may lead to rejection of your online application. For better visibility, your signature should be done by black ink pen.
- 4) Any incorrect information submitted by the candidate may lead to disqualification from admission.
- 5) You should verify your photo and signatures before confirming your registration details.
- 6) No registration will be allowed after stipulated registration dates.
- 7) To fill-in the registration form, <Tab> key can be used to jump from one item to another.
- 8) On registration form, items marked with * are compulsorily to be filled-in.
- 9) On Successful registration, Your Application Number will be flashed on the screen. The candidates should note down the Application Number as same will be required for future communication.
- 10) The applicant has to pay Rs.600, through net banking/ Debit card/ Credit card along with online gateway charges
- 11) Application form will not be considered if Application fee is not deposited.
- 12) Online information submitted by a candidate shall be kept in records for all kind of verification and allotments.
- 13) You will not be informed about any activity by post. It is solely your responsibility to check website for all information and notice.**
- 14) Be sure that your mobile number & email are correct enough to get SMS alerts and mail.
- 15) In case of any discrepancy/Incomplete Form, the University holds the right to reject the form.

Documents to be uploaded at the Time of Submission of Application Form on online

- a) Scanned copies of certificates and mark sheets of all the examinations, i.e. Matriculation, +2, +3 and CT.
- b) Scanned copies of equivalence certificates (Only for the candidates passing graduations from Universities out of Odisha)
- c) Scanned copies of teaching experience certificate from competent authority
- d) Scanned copies of SC/ST, PH and ESM certificates from competent authority
- e) Latest colour photograph (size of 80 KB.)
- f) Candidate's Signature (size of 80 KB.)

SELECTION CRITERIA FOR ADMISSION

The selection for admission into B. Ed. Program will be done on the basis of career mark (Starting from H.S.C. to qualifying examinations).

** The provisional selection list of candidates will be uploaded in the website.*

READMISSION

Readmission to the second and subsequent semesters with payment of Subsequent fees must be done within 30 days from completion of the semester examination (Theory) or as per the following schedule:

Time Period	Fine Amount
Within 30 days from completion of previous theory examination	Nil
30 to 45 days from completion of previous theory examination	Rs. 100/-
Beyond 45 days from completion of previous theory examination	Rs. 500/-

GENERAL INFORMATION

PAYMENT MODE

The Candidate should deposit the requisite fees in shape of demand draft at the time of admission. All payments to the University should be in the form of Demand Draft only. At-par-cheques or cash will not be accepted. Drafts should be purchased from any nationalized bank drawn in favour of “**Fakir Mohan University DDCE Fund**”, for course fee and “**F. M. University Examination Fund**” for examination fee and payable at **Balāṣore** (For UCO bank Payable at Nuapadhi).

ENROLMENT NUMBER

The **Enrolment Number** shall be assigned to the students by the University after verification of documents and receipt of requisite fees. In all communication addressed to the Director, this Enrolment Number must be mentioned.

IDENTITY CARD

Students will be issued with an ‘**Identity Card**’ by the University reflecting the Enrolment Number. The ID card will also have the photograph of the student. Students are advised to keep the ID card safely till the completion of the course. Students will be asked to produce their ID card at the time of Contact/Regular Classes, Practical Sessions, and Examination, etc. In case of loss of the I-Card by any student, the duplicate I-Card may be issued with payment of Rs. 50/- in the DDCE office.

STUDY MATERIALS

No study materials would be provided for any of the courses running under DDCE at present. However, the students may avail the library facility in DDCE library for this purpose. The topics would be covered in counseling sessions/Personal Contact Programme.

COUNSELING SESSIONS/PERSONAL CONTACT PROGRAMMES:

In distance Education, face-to-face contact between the learners and their tutors is relatively less and therefore the counseling sessions are important. The purpose of such a contact programme is to answer some of the questions and clarify doubts that may not be possible in other means of communication. Such programme also provides an opportunity to meet other fellow students. The Counselors at the Study Centres are expected to provide guidance to the

students. The counseling sessions are held at the Study Centres during weekends and vacations.

Counseling sessions are very different from class room teaching. Counselors will not be delivering lectures as in the conventional teaching method. They will try to overcome difficulties that you may face in your study. Before attending the Counseling sessions, the students are advised to go through their course material and make a plan of the points to be discussed. The detail schedule of the Counseling Session will be made available by the Study Centres. **Counseling classes will be provided to the programmes having minimum 10 students.**

Attendance of 75% in counseling sessions is

PRACTICAL/PROJECT WORK:

The practical sessions will be held in the Study Centres or at designated centers. The students will have the facility to use the computer and software packages and other equipments relevant to the syllabus.

A student will not be allowed to appear at the Terminal Examination (Practical) if the percentage of attendance at the practical sessions falls below 75%. The student may however appear at the theory examination. Facilities for practical sessions are not automatically extended to the next semester of study. Facility for practical sessions in subsequent semesters is at the discretion of the University subject to payment of requisite fees.

EXAMINATION & EVALUATION SYSTEM:

1. The examination has two components that is
 - (a) Continuous Evaluation (Assignments) 20% and
 - (b) Term End Examination (University Examination) 80%.
2. Each student has to complete and submit assignment in each of the theory paper before being eligible to appear for the term end examination. The term end examination shall be of 3 hours duration.
3. Minimum qualifying marks in each paper is 40% individually in internal and term end examination. The final gradation will be as follows:

1 st Division	2 nd Division	Pass only
60% and	50% to below	40%to below

4. The Fakir Mohan University will conduct the examinations, evaluations and issue certificates to the successful candidates
5. Students, who have back/arrears of paper, after the completion of the duration of the course of study, may also submit the examination application form to clear their arrear papers within the last date indicated above along with the prescribed examination fees.

COMMUNICATIONS, ENQUIRIES AND GRIEVANCES

All Communications, enquiries and correspondence, complaints and grievances relating to Distance Education programmes offered by DDCE of the University may be addressed to:

The Director
DIRECTORATE OF DISTANCE & CONTINUING EDUCATION (DDCE)
FAKIR MOHAN UNIVERSITY, VYASA VIHAR (OLD CAMPUS)
BALASORE-756019 (ODISHA)
Contact Phone No: 06782-241840 (O)
Website: www.fmuddce.org

The office of the DDCE shall function on all working days except University holidays. Students may log on to the websites www.fmuddce.org for updated information on dates of Examinations, Time table, Course details, other notices, etc.

OTHER RULES AND REGULATIONS

1. The candidates are advised to study the rules and regulations of the Directorate thoroughly before applying for admission.
1. Refund/Transfer of admission fee is not permissible under rules in any case.
2. All correspondence with the Directorate should be made in English/Odia.
3. If, at any stage, it is found or it comes in the notice of the University that a candidate has made false or incorrect statement (s) or used fraudulent means for admission or does not fulfill the eligibility requirements, his/her admission will stand cancelled at any stage without assigning any reason thereof.
4. The candidates selected for admission shall be required to produce all the original certificates at the time of admission failing which the admission of the candidate shall stand cancelled and no further correspondence in this regard shall be entertained.
5. The candidates must note that the Directorate has not authorized any agency / institution to deal with the candidates for admission to the course.
6. The Directorate/University reserves the right to make amendments in admission policy, number of seats, fee structure or any other matter related to admission/ conducting of programmes reflected in this prospectus.
7. Ragging is strictly prohibited.
8. Candidates failing to appear in Internal Assessment Tests are not eligible to appear in the final examination.
9. 75 per cent attendance is a statutory requirement in contact programmes for becoming eligible for final examination.
10. The program will be governed by its respective statutes.
11. The admission of candidate shall be provisional subjected to verification of testimonials from Academic/ Examination/ Registration section(s) of the Fakir Mohan University.

Key Dates

Opening Date of Online Application in Website	25. 06. 2017
Last date of Online Submission of Forms	31. 07. 2017