



சென்னைப் பல்கலைக்கழகம் தொலைதூரக் கல்வி நிறுவனம்

UNIVERSITY OF MADRAS

[State University]

INSTITUTE OF DISTANCE EDUCATION

CHEPAUK, CHENNAI - 600 005. TAMIL NADU INDIA

[NAAC 'A' Grade Score 3.32, NIRF Ranking 50, 2023]

QS World University Rankings | 2024 #526

QS National Ranking - 12

தகவலேடு மற்றும் விண்ணப்பப்படிவம்

PROSPECTUS WITH APPLICATION FORM

Academic Year 2023-2024 / Calendar Year 2024

B.Ed., PROGRAMME (ODL - MODE)

TWO YEARS DURATION

National Council for Teacher Education (NCTE)

&

University Grants Commission – Distance Education Bureau (UGC-DEB) Recognised

COST OF PROSPECTUS WITH APPLICATION FORM

In Person : Rs. 560/- by cash (Including GST)

Through official website : www.unom.ac.in / www.ideunom.ac.in

[The Cost of Online Application Form Rs. 590/- (Including GST)

If downloaded through website]



UNIVERSITY OF MADRAS

[State University]

INSTITUTE OF DISTANCE EDUCATION

CHEPAUK, CHENNAI - 600 005. TAMIL NADU, INDIA

NAAC 'A' Grade Score 3.32, NIRF Ranking 50, 2023]

QS World University Rankings | 2024 #526

QS National Ranking - 12

Professor S. GOWRI,

B.E. (TCE,MKU), M.Tech. (IITM), Ph.D.(IITM), P.D.F.(NTU, Singapore)

Vice-Chancellor

Professor S. ELUMALAI,

M.Sc., M.Phil., Ph.D., PDF (USA, AUSTRALIA), F.R.S.B., F.A.S.Ch

Registrar

Professor S. ARAVINDHAN,

M.Sc., M.Phil., B.Ed., Ph.D.,

Director

Professor ELANGO VAN VELLAICHAMY,

M.Sc., M.Phil., Ph.D.,

Controller of Examinations-in-charge



UNIVERSITY OF MADRAS

[State University]

INSTITUTE OF DISTANCE EDUCATION

CHEPAUK, CHENNAI - 600 005. TAMIL NADU, INDIA

NAAC 'A' Grade Score 3.32, NIRF Ranking 50, 2023]

QS World University Rankings | 2024 #526

QS National Ranking - 12

Professor S. Gowri, M.Tech(IITM), Ph.D(IITM), PDF (NTU, Singapore), MSME(USA)
Vice-Chancellor



Dear Learners,

Greetings!

I am glad to welcome you to the 2nd oldest and most distinguished Public University of the Country. This 166 year-old University is one of the largest Universities in the Country with an enrolment of over 2.6 lakh students. The University of Madras has always strived to maintain its pre-eminence in higher education by embracing current developments in teaching, learning and research. You will be pleased to know that QS World Ranking Organization, England, has ranked our University as 526th University in the World Ranking. It has also honoured this University with a 12th Rank at the National level.

The Institute of Distance Education (IDE) of the University of Madras started its journey in 1981, with a vision to impart higher education at an affordable cost, to those students who are unable to continue their higher education through regular mode in colleges and University departments for various reasons. The objective of IDE programme is to take education to the doorstep of aspiring masses with the mantra, "anyone, anywhere and anytime".

The Courses offered through IDE, University of Madras are approved by the University Grants Commission (UGC), the apex body to regulate Higher Education in this country. Our courses and curricula are designed as per the UGC (Open and Distance Learning) Regulations, 2017 and we have also introduced the **Choice Based Credit System (CBCS)**, which has been previously implemented in the regular stream of the affiliated colleges, more than a decade ago. In addition, we have adopted a common syllabus for both regular and distance education, so as to make sure that the standard of distance education will be on par with the regular stream. This will also facilitate the movement of learners from distance to regular mode and vice-versa. The Self-Learning Materials are prepared as per the UGC guidelines and in the future, e-materials including video lectures, will be provided to make learning easier and enjoyable. Online courses, with the application of digital technology on SWAYAM platform, will be linked to IDE in the future. The Personal Contact Programmes (PCP) are handled by experienced faculty from the University departments and Affiliated Colleges.

All our student-centered initiatives will prepare you to face the challenges of the future, both in the job market as well as in the pursuit of further studies at Higher Education Institutions in India and abroad. We welcome your feedback and suggestions for further improvement of our IDE programmes.

கேடில் விழுச்செல்வம் கல்வி யொருவற்கு
மாடல்ல மற்றை யவை. - திருவள்ளுவர்

True to this Thirukkural, the University of Madras is happy to endow you with the wealth of education that can never be destroyed.

My best wishes for an amazing academic experience at the University of Madras. I welcome you all, once again, to learn and grow with us.

Sd/-

Prof. S.Gowri

UNIVERSITY OF MADRAS

Established in 1857, University of Madras is one of the first three universities in India and it has completed 166 years as a prime university and precursor of Indian higher education. The serene ambiance of the University of Madras which is sanctified with the wind and waves of the largest seashore in India along with the marvellous and tranquil red sandstone buildings appear majestic as a testament of higher education and as a guiding light of knowledge for the generations of the nation for several decades. Being applauded as the Oxford and Cambridge in India, the University of Madras has held dedicated to its leadership in higher education by striving ad infinitum to achieve excellence. It is the Mother of almost all universities of South India.

University of Madras, as a sesquicentennial institute of higher learning is attempting to blend tradition and history with modernity and use of advances in technology. Its recognition by UGC as a “University with Potential for Excellence”, Five Star status and its first entry with 547th Qs World University Ranking, UK in 2022 and now with an elevated 526th rank in 2023, and 48th Global Ranking for the citations per faculty is both recognition of its achievements and simultaneously a challenge for future pursuit of excellence and leadership in higher education.

INSTITUTE OF DISTANCE EDUCATION (IDE)- A SILHOUETTE

The University of Madras developed an outstanding Institute of Distance Education in the year 1981 to assist learners from various walks of life to accomplish their educational, career and personal goals. It is a leading and one of the most reputed and trusted institutions in the field of Distance Education in South India. The IDE, known earlier as ICE, has offered programmes in the distance mode and in the Open University System. The organization has been a boon and bonus to those who were unable to complete their edification by entering regular colleges of higher education, housewives, working professionals and government servants in the conventional mode.

The institute has completed nearly 41 years of service in the field of Distance Education. The prominent features of IDE's programme offerings are printed learning materials, personal contact programmes (PCP)-Online & Offline and wide network of learner support centres. Over the last few years, IDE has prepared material in the self-learning format (SLM) for the CBCS semester and has received appreciation from several sources. A team of qualified and experienced teachers from the headquarters and also from various colleges holds PCP classes. On account of the eminence of the programmes offered there is more than one lakh students are on-roll at present with the Annual intake of students about 35,000. Admissions are open throughout the year in the Academic Year Stream (July to June) as well as Calendar Year Stream (January to December).

DEPARTMENT OF EDUCATION

The Department of Education in IDE was established in 1981. In tune with the view of University Education Commission(1948-'49) that education is a profession for which intensive preparation is necessary as it is with any other profession, the IDE started offering the B.Ed. Programme (ODL Mode) through the department of education. Since then the teachers are being trained to become more professional and skilled 'to shape the destiny of India in their classrooms'. The department put forward the prospect to the elementary, secondary and higher secondary teachers to boost their scholastic capabilities and proficiency through B.Ed. Programme (ODL Mode). The Department of Education of IDE has a panel of highly-qualified and accomplished teacher educators who are all set to provide academic counselling, supervision, and all-round support for the teaching-learning and training venture of the trainees.

IMPORTANT TELEPHONE NUMBERS, IDE

A. OFFICERS

Sl. No.	Officer's Designation	Phone Numbers
1.	Director	25613701
2.	Controller of Examination	25368496
3.	Additional Controller of Examinations, IDE	25613704
4.	Deputy Registrar (Finance & Administrative)	25613702
5.	Deputy Registrar (Admission)	25613703
6.	Assistant Registrar (Finance)	25613706
7.	Assistant Registrar (Purchase, IDE)	25613705
8.	Assistant Registrar (UG Admission)	25613707
9.	Assistant Registrar (PG Admission)	25613708
10.	Assistant Registrar (Lesson Storage, IDE)	25613709
11.	Assistant Registrar (UG Examinations, IDE)	25613736 / 37
12.	Assistant Registrar (PG Examinations, IDE)	25613714
13.	Assistant Registrar (Certificate, IDE)	25613778

B. ADMISSION SECTIONS

Sl. No.	Name of the Sections	Phone Numbers	e-mail ID
1.	Director's Office	25613715 / 16	ide.director@gmail.com
2.	Call Centre / General Enquiry Section	25613999 / 25613722 / 3725 / 3727 25613728 / 25613727 / 28 / 30 / 31	
3.	UG – I ADMISSION B.A. B.Lit. in Tamil, B.F.A. Music. B.Ed.,	25613752	unom.ide.ug1@gmail.com
4.	UG – II ADMISSION B.Sc. B.Nat. B.M.M., B.C.A., B.B.A., CERTIFICATE, DIPLOMA, PG DIPLOMA COURSES & OUS	25613751	unom.ide.ug2@gmail.com
5.	UG – III ADMISSION B.COM	25613750	unom.ide.ug3@gmail.com
6.	STUDY CENTRE AND SPOT ADMISSION CENTRE SECTION	25613757	unom.ide.spotstudy@gmail.com
7.	PG - I ADMISSION M.A M.COM, M.F.A. (Music)	25613748	unom.ide.pg1@gmail.com

8.	PG – II ADMISSION M.Sc. M.C.A., B.L.I.S., M.L.I.S.	25613761	unom.ide.pg2@gmail.com
9.	PG –III ADMISSION - M.B.A	25613770	unom.ide.pg3@gmail.com
10.	ELIGIBILITY SECTION	25613768	unom.ide.eligibility@gmail.com
11.	BOARD OF STUDIES SECTION		unom.ide.bos@gmail.com
12.	PCP SECTION	25613760	unom.ide.pcp1@gmail.com
13.	COMPUTER DATA CENTRE All types of Data Correction & Assignments	25613820	unom.ide.dc@gmail.com
14.	SINGLE WINDOW ADMISSION	25613830	unom.ide.singlewindow@gmail.com
15.	LESSON STORAGE SECTION	25613738/77	unom.ide.Iss@gmail.com
16.	LESSON WRITING SECTION	25613720	unom.ide.lws@gmail.com
17.	GENERAL SECTION	25613733	cdegsection@gmail.com
18.	ONLINE ADMISSION SECTION	25613742	ideonlineadm@gmail.com
19.	FINANCE RECEIPT	25613741	finreceipts.ide@gmail.com
20.	FINANCE CHARGES	25613745	financechargeside@gmail.com
21.	MAIL SECTION	25613720	
22.	DESPATCH SECTION	25613721	

C. EXAMINATION SECTIONS

Sl. No.	Name of the Sections	Phone Numbers	e-mail ID
1.	CERTIFICATE SECTION	25613797 / 79	certiideunomug@gmail.com certiideunompg@gmail.com
2.	E1-B.COM. B.B.M., B.B.A.	25613734 / 11	elugideunom2016@gmail.com
3.	E2 - B.L.I.S.,M.L.I.S., Certificate, Diploma, PG Diploma Courses, B.Sc. B.Music, B.C.A., OUS	25613723	e2ugideunom2016@gmail.com
4.	E3 -B.A. B.Lit.,	25613726	
5.	E4 - M.A. M.COM. M. Music	25613710	pgideunom2016@gmail.com
6.	E5 - M.Sc. M.C.A. M.Sc., (IT)	25613735	meaideunom2016@gmail.com
7.	E6 - MBA	25613712	mbaideunom2016@gmail.com

IMPORTANT INSTRUCTIONS TO STUDENTS

- **Trained Teacher:** As per NCTE, (Recognised Norms & Procedure) Regulations, 2014. Frequently Asked Questions on ODL Programmes (available at www.ncte-india.org/ncte_new/pdf/faq_odl.pdf), ‘The trained teacher means a person who has completed NCTE recognised teacher education programme through face to face mode’.
- **In-service Teacher:** As per NCTE, (Recognised Norms & Procedure) Regulations, 2014. Frequently Asked Questions on ODL Programmes (available at www.ncte-india.org/ncte_new/pdf/faq_odl.pdf), 23 ‘An in-service teacher means who is employed as a teacher in elementary school or elementary stage of education’.
- Diploma in Elementary Education (DEIEd) Programme, Diploma in Education (DPE) through Open and Distance Learning (ODL) or any other teacher education programme completed through ODL **will not be considered** as a teacher education programme for admission to B.Ed. (ODL). **NCTE has mandated completion of a teacher education programme through face-to-face mode only for admission to B.Ed. (ODL).**
- Along with other requisite certificates, a candidate should also submit Marksheet and Certificate of completion of a teacher education programme through face-to-face mode duly recognized by NCTE.
- At the time of counselling, the candidate needs to submit a certificate to provide facilities for Practical Work including the Internship as per the format given at Page No. —
- E-Study Materials are available in the Institute of Distance Education website in the URL: <http://ideunom.ac.in/Book/menu.asp> by using their Enrolment number as a credential.
- Electronic version of the prospectus is available for download at: <http://www.ideunom.ac.in>

All the particulars needed for your enrolment are given in this Prospectus. You may well go through the same carefully before filling up the application form. You are advised to preserve this Prospectus with you throughout period of your study as it contains the essential particulars concerning your programme. If you need any clarification about the B.Ed. (ODL Mode) Programme, you may contact us.

IMPORTANT DATES

B.Ed. (ODL) Programme AY – 2023-2024

Downloading of B.Ed. Application & Prospectus from Institute of Distance Education, University of Madras Website (www.unom.ide.ac.in)	From 05/07/2023
Last Date Submission of Filled in Application	-

PROSPECTUS - ACADEMIC YEAR 2023-2024 / CALENDAR YEAR 2024

CONTENTS

Sl. No.	PARTICULARS	PAGE No.
1.	REGULATIONS AND GUIDELINES FOR THE B.Ed. (ODL) MODE PROGRAMME	
	1.1. About The Programme	
	1.2. Target Groups of the B.Ed. Programme	
	1.3. Unique Features of the Programme	
	1.4. Duration of the Programme	
	1.5. Intake	
	1.6. Medium of Instruction	
	1.7. Major Subjects Offered Under B.Ed. Programme	
	1.8. Eligibility Conditions For Admission	
	1.9. Equivalent Subjects and Eligibility for Admission	
	1.10. Application And Admission	
2.	PROGRAMME STRUCTURE AND DETAILS	
	2.1. Course Division Credits allotted for the B.Ed., (ODL) Programme	
	2.2. Curriculum Transaction	
3.	EVALUATION SYSTEM	
	3.1. SCHEME OF EXAMINATIONS – THEORY & PRACTICUM	
	3.2. Practical Assessment	
	3.3. Eligibility for Registration to the Examination	
	3.4. Theory Examination	
	3.5. Procedure for Awarding Internal Marks	
	3.6. Marks allotted for Internal assessment and End Semester Examinations	
	3.7. Passing Minimum for Theory and Practicum	
	3.8. Requirements for Proceeding To The subsequent Semesters	
	3.9. Revaluation	
	3.10. Ranking	
	3.11. Classification of Successful Candidates	
	3.12. Grading System	
	3.13. Maximum period for completion of the Programme to Qualify for a Degree	
4.	PROGRAMME FEE STRUCTURE	
	4.1. B .Ed. (ODL) - Break-up of Fee	
	4.2. Fee prescribed for issuance of other Certificates	
	4.3. Mode of Payment of Fee	
5.	MISCELLANEOUS	
	5.1. General Information	
	5.2. Discontinuance of Study	
	5.3. Change of Subject (Pedagogy)	
	5.4. Change of Address	
	5.5. Identity Card	
	5.6. Simultaneous Admission to Certificate & Diploma Courses	
	5.7. Examinations	
	5.8. Fee for Issuance of various Certificates	
	Form 1 - Experience Certificate (Applicable for In-service teachers)	
	Form 2 – Acceptance Form	
	Form 3 – Practice Teaching Permission Letter	

1. REGULATIONS AND GUIDELINES OF BACHELOR OF EDUCATION (B.Ed.) (ODL) PROGRAMME

1.1 ABOUT THE PROGRAMME

The supreme aim of the programme is a shift “*Towards Preparing Professional and Humane Teacher*” as envisaged by National Curriculum Framework for Teacher Education (NCFTE). Bachelor of Education (B.Ed.)-ODL mode programme is chiefly aimed at contributing an opportunity to in-service teachers to succeed more to progress academically and to attain advanced professional knowledge, competencies and skills for efficient and productive teaching at the Secondary Stage of School Education. The Programme also prepares the trainees to reflect critically on multi-faceted aspects of education and incorporate in an integral way both the theory and practices of teacher education in order to promote dynamic and creative engagement of teachers for knowledge creation and circulation.

Besides, the teacher-trainees will learn about effectual classroom teaching methods, supervision of teaching-learning processes, assessment and evaluation practices, school and community management, the honing of higher order mental abilities like critical thinking, problem solving, convergent and divergent thinking and their applications in teaching using innovative strategies and devices.

1.2. TARGET GROUPS OF THE B.Ed PROGRAMME

- The trained in-service teachers who wish to upgrade them academically
- The candidates who have completed any basic teacher education programme in regular mode and wish to learn a higher education programme

1.3. UNIQUE FEATURES OF THE PROGRAMME

- The guidelines of NCTE and UGC-DEB is steadily followed for the framing of the programme
- The curriculum, assessment and supervision of the programme is on par with that of the regular mode
- A sound academic supporting system with well-designed Self-learning materials suitable for the target group

1.4. DURATION OF THE PROGRAMME

The minimum duration of the B.Ed. Programme will be 2 years. The programme has been divided into two semesters per year. Academic year stream (i.e) July to December and January to June. Calendar year stream (i.e) January to June and July to December.

1.5. INTAKE

As per the Recognition order of NCTE (SRC), the total strength of seats for admission in B.Ed. (ODL mode) is 500.

1.6. MEDIUM OF INSTRUCTION

The medium of Instruction is English and the student-teachers are allowed to prepare their Assignments, Practical Records and take the term-end examinations only in English.

1.7. MAJOR SUBJECTS OFFERED UNDER B.ED. PROGRAMME

The following Major Subjects are offered under B.Ed. (ODL) Degree Programme.

SI. No	Major Subjects	Subject Code
01	Tamil	TM01
02	English	EN02
03	Mathematics	MA03
04	Physical Science	PS04
05	Biological Science	BS05
06	Computer Science	CS06
07	History	HS07
08	Geography	GE08
09	Economics	EC09
10	Commerce	CO10

7.1. Subject Codes **TM01 TO GE08**: As these subjects are taught in the High School level, the requisite qualifications for admission to these subjects is UG Degree in the relevant subject.

7.2 Subject Codes **EC09 and CO10**: The requisite qualifications to admission to these subjects are PG Degree in the relevant subject with not less than 50% of marks, subject to the condition that the major subject in the UG and PG Degree shall be one and the same.

1.8. ELIGIBILITY CRITERIA FOR ADMISSION TO THE B.Ed. (ODL) PROGRAMME

(As per NCTE Regulations 2014)

The following categories are eligible:

Category I. Trained in-service Teachers presently working with D. T. Ed./ D. El. Ed., B.P. Ed./ D.P. Ed. Or other equivalent teacher education programs in schools in Tamil Nadu recognized by State / Central Government are eligible.

Category II. Candidates who have completed any NCTE-recognized teacher education programs (Diploma or Degree) such as D. El. Ed., B. El. Ed., D.P.S.E., D.E.C.E., B.P. Ed., D.P. Ed., M.P. Ed., Dip. In Visual Arts, a Diploma in Performing Arts OR Any other NCTE-recognized teacher training course through face-to-face mode is eligible.

Category III. Trained in-service Teachers who have successfully undergone the degree with 10+2+3 or 11+1+3 pattern of examination in the following disciplines from a recognized University: Tamil, B.Litt., English, Mathematics, Applied Mathematics, Physics, Geo-Physics, Bio-Physics, Applied Physics, Electronics, Chemistry, Bio-Chemistry, Applied Chemistry, Botany, Environmental Science, Bio-Technology, Plant Biology, Zoology, Micro-Biology, History, Geography, Applied Geography, Computer Science, Computer Application and Information Technology.

Other conditions:

- In the case of Economics and Commerce the teachers who fulfil the above norms should also have studied the same subjects both at U.G. and P.G. Levels.
- The candidates should have undergone an 11+1+3 or 10+2*+3 pattern of study.
- The candidates who have qualified in PG Degree (5 Years Integrated Course) under 10+2+5 pattern of study **are eligible**.
- Candidates having a direct UG degree (without +2 qualifications) / Direct Post-Graduate degree (without +2 and UG degrees) are **not eligible**.
- Candidates who have passed under Double Degree / Additional Degree Programme with less than three years duration are **not eligible** for admission.
- Those who are working in Colleges / ITIs / Polytechnics are **not eligible**.
- Candidates, who have passed the UG or PG degree under the Open University System without qualifying in 11 years of SSLC examination and one year of Pre-University Course (P.U.C) examination or 10+2 pattern of School Education examination are not eligible for admission, even if the subsequently qualify in 11 years SSLC and one year PUC or 10+2 pattern of School Education Examination.

*** Denotes: Higher Secondary / Senior Secondary / Bachelor Preparatory Programme / Foundation Course / Diploma in Teacher Education**

1.9. Equivalent Subjects and Eligibility for Admission

OPTIONAL SUBJECT	CODE	ELIGIBILITY
Tamil	TM01	UG Tamil or Lit. in Tamil
English	EN02	UG English
Mathematics	MA03	UG Mathematics or Applied Mathematics
Physical Sciences	PS04	UG Physics/Biophysics/Applied Physics/ Geophysics / Electronics/Chemistry/Biochemistry
Biological Sciences	BS05	UG Botany/Plant Biology and Plant Biotechnology/ Zoology/Animal Sciences and Animal Biotechnology/ Microbiology/Biotechnology/Environmental Sciences
Computer Science	CS06	UG Computer Science or Information Technology or Computer Applications
History	HS07	UG History
Geography	GE08	UG Geography
Economics	EC09	PG Economics with not less than 50%
Commerce	CO10	PG Commerce with not less than 50%

- Candidates who have done their UG degree in the school subjects are eligible for admission to B.Ed. (Subject Code 01 to 08) and for Subject Code 09 to 10 (Economics and Commerce), the candidates should have done their PG in the subject. However, those who have done the UG in the subjects for which equivalence is not covered under this G.O. shall have to obtain an equivalence certificate for the respective subjects from the Government of Tamil Nadu to consider their admission to B.Ed. degree programme.
- Candidates, who have done their UG level without language Tamil or other Indian Languages under Part-I and are awarded degree with English and Main subjects concerned will be considered for admission to B.Ed. subject to the condition that they have to qualify in Tamil Language Test conducted by the TNPSC for the purpose of employment.
- All the B.E./ B.Tech. / M.E. / M.Tech graduates irrespective of their Branch in Engineering are eligible to study either Mathematics or Physical Science as Pedagogy of a School Subject. The B.E./ B.Tech./ M.E./ M.Tech., graduates in Computer Science related branches and Bio-Technology related branches are also eligible to study Computer Science and Biological Science as Pedagogy of a School Subject respectively.
- The candidates who are qualified in UG degree under Open University System after passing 10th Std. and +2 examinations shall alone be considered for admission to B.Ed. degree programme.

1.10. APPLICATION AND ADMISSION

APPLICATION DETAILS

- The prospectus and application can be obtained **directly in person** from the IDE office on payment of Rs. 560/- including GST.
- The application form can also be downloaded from the IDE official website **www.ide.unom.ac.in**. The application cost Rs. 590/- including GST should be paid through online payment along with the application.

SUBMISSION OF APPLICATION FORM

The filled in application form along with the enclosures and the Online-Payment receipt of Rs.— as mentioned above should be sent to:

**THE DIRECTOR
INSTITUTE OF DISTANCE EDUCATION
UNIVERSITY OF MADRAS
CHEPAUK, CHENNAI - 600005**

So as to reach the Institute on or before August 31st 2023. The envelope should be super scribed as “**Application for Admission to B.Ed.**”

ENCLOSURES

The candidate is requested to submit the following photo copies of documents self-attested.

1. 10th Mark Statement
2. 12th Mark Statement
3. NCTE Recognized Programme Certificate – DPSE/D.T.Ed/D.El.Ed/D.E.C.E/D. Visual Arts/ D.Performing Arts Certificate or Any Other NCTE Recognized Programme

OR

Experience Certificate (Applicable for In-service teachers) - **Form 1**

4. UG Provisional Certificate / Degree Certificate
5. PG Provisional Certificate / Degree Certificate (If Applicable)
6. Transfer Certificate
7. Recent passport size photographs (2 Copies)
8. Copy of the Aadhar Card (Compulsory)

Note: Originals for items 1 to 6 should be shown for verification.

IMPORTANT DATES

B.Ed. (ODL) Programme AY – 2023-2024

Downloading of B.Ed. Application & Prospectus from Institute of Distance Education, University of Madras Website (www.unom.ide.ac.in)	From 05/07/2023
Last Date Submission of Filled in Application	-

ADMISSION

- Admission to the B.Ed. (ODL Mode) Programme will be conducted ONLY through the headquarters i.e. Institute of Distance Education, University of Madras.
- Provisional admission will be given to the candidates who fulfil all the eligibility criteria prescribed therein after reviewing the submitted application. Provisional Admission Intimation with Enrolment Number will be sent by the university.
- The provisionally admitted candidates have to present the Original documents and Fee payment receipt (Total fee for the year)
- The admission will be done until the allotted intake (500 seats) get filled.

The candidate is requested to submit the following Original documents at the time verification.

1. 10th Mark Statement
2. 12th Mark Statement
3. NCTE Recognized Programme Certificate – DPSE/D.T.Ed/D.El.Ed/D.E.C.E/D. Visual Arts/ D.Performing Arts Certificate or Any Other NCTE Recognized Programme

OR

Experience Certificate (Applicable for In-service teachers) - **Form 1**

4. UG Provisional Certificate / Degree Certificate
5. PG Provisional Certificate / Degree Certificate
6. Form 2 – Practice Teaching Permission Letter
7. Form 3 – Acceptance Form

3. EVALUATION SYSTEM

3.1. SCHEME OF EXAMINATIONS – THEORY & PRACTICUM

FIRST YEAR - I SEMESTER

COURSE COMPONENT	COURSE CODE	COURSE TITLE	Duration Hors	Ext. Marks	Int. Marks (T & A)	Total Marks	Credits
THEORY	BED101	Childhood and Growing Up	3	70	30	100	4
	BED102	Contemporary India and Education	3	70	30	100	4
	BED103	Language across the Curriculum	1½	35	15	50	2
	BED104	Understanding Disciplines and Subjects	1½	35	15	50	2
PRACTICUM	BED131	EPC-1:Reading and Reflecting on Texts		-	50	50	2
	BED141	Internship-I				100	4
		Total			450		18

FIRST YEAR - II SEMESTER

COURSE COMPONENT	COURSE CODE	COURSE TITLE	Duration Hors	Ext. Marks	Int. Marks (T & A)	Total Marks	Credits
THEORY	BED211	Pedagogy of a School Subject (Part I - Methodology)	1 ½	70	30	100	4
	BED201	Learning and Teaching	3	35	15	50	2
	BED202	Knowledge and Curriculum -Part 1	1 ½	35	15	50	2
PRACTICUM	BED203	Assessment for Learning	3	70	30	100	4
	BED232	EPC-2:Drama and Art in Education			50	50	2
	BED251	Workshop-I				100	4
		Total			450		18

SECOND YEAR - III SEMESTER

COURSE COMPONENT	COURSE CODE	COURSE TITLE	Duration Hors	Ext. Marks	Int. Marks (T & A)	Total Marks	Credits
THEORY	BED311	Pedagogy of a School Subject (Part II - Content Mastery)	1 ½	35	15	50	2
PRACTICUM	BED342	Internship –II				300	12
	BED352	Workshop-II				100	4
		Total				450	18

SECOND YEAR - IV SEMESTER

COURSE COMPONENT	COURSE CODE	COURSE TITLE	Duration Hors	Ext. Marks	Int. Marks (T & A)	Total Marks	Credits
THEORY	BED401	Gender School and Society	1 ½	35	15	50	2
	BED402	Knowledge and Curriculum-Part II	1 ½	35	15	50	2
	BED403	Creating an Inclusive School	1 ½	35	15	50	2
	BED421	Optional Course: (Choose any one from the list)	3	70	30	100	4
PRACTICUM	BED433	EPC-3:Critical understanding of ICT		-	50	50	2
	BED434	EPC-4: Understanding the Self		-	50	50	2
	BED461	Teaching CompetencyEvaluation				100	4
	Total						
No. of credits per Semester- 18							
Total No. of Credits for the Programme – 4 X 18= 72							

- Note:** T & A refers to 'Tasks and Assignments' for the theory courses and are evaluated by continuous Internal Assessment. Teacher trainees have to carry out Tasks and Assignments in each course given in the syllabus. The courses on 'Enhancing Professional Capacities' (EPC 1, EPC 2, EPC 3, EPC 4) are evaluated by continuous Internal Assessment.

PEDAGOGY OF A SCHOOL SUBJECT :

Out of the following list of school subjects, **any one course** is to be selected by the candidates according to their basic subject.

1	Pedagogy of Tamil (Part I & II)
2	Pedagogy of English (Part I & II)
3	Pedagogy of Mathematics (Part I & II)
4	Pedagogy of Physical Science (Part I & II)
5	Pedagogy of Biological Science (Part I & II)
6	Pedagogy of Computer Science (Part I & II)
7	Pedagogy of History (Part I & II)
8	Pedagogy of Geography (Part I & II)
9	Pedagogy of Commerce (Part I & II)
10	Pedagogy of Economics (Part I & II)

- **OPTIONAL COURSES (4 Credits)** Out of the following list, one course has to be selected by the student-teachers

1.	Yoga, Health and Physical Education
2.	Environmental Education
3.	Values and Peace Education

3.2 PRACTICAL ASSESSMENT

- Practical assessment will be conducted at the end of each semester after completing the specified practicum components (**EPCs, Internships I and II (School-Based, Instruction-Based, Student-based, Community-Based and Self-Based Activities, Assignments, Records, Reports), Workshop-Based Activities, Teaching Competency Evaluation**) that are allocated for each semester.
- A Practical assessment will be conducted at the end of each semester along with the theory examination at the examination centres or as instructed by the university.
- **The Teaching Competency Evaluation** will be conducted at the semester IV (Second Year) to evaluate the teaching ability acquired by the teacher-trainees as a result of the Intensive Training Practice (ITP) i.e. Internship I & II. The Teaching Competency Evaluation will be conducted at two levels:
 - a) Level 1 (Part I - Pedagogy of the School Subject)
 - b) Level 2 (Part II - Content Mastery)
- **PRACTICUM COMPONENT I: COURSES ON ENHANCING PROFESSIONAL CAPACITIES (EPC) - (8 Credits) - All the courses to be studied**

SI. No	TITLE OF THE PAPERS	MARKS
1	Reading and Reflecting on Texts	50
2	Drama and Art in Education	50
3	Critical Understanding of ICT	50
4	Understanding the Self	50
	Total Marks	200

- **PRACTICUM COMPONENT II: THE GENERAL PRACTICUM COMPONENTS** for the Programme is tabularized as follows:

Sl. No.	PRACTICAL	PRACTICUM COMPONENTS	MARKS
1	Internship I	Involvement in Ongoing School Activities and Processes 1. School Profile Record 2. Addressing The School Assembly 3. School Timetable Preparation	100
2	Internship II	a) Classroom Teaching at various levels • Lesson plan • Demonstration record • Observation Record	150
		b) Instruction-Based • Micro-teaching Record (1 & 2) • Test and Measurement Record • Teaching Learning Materials (TLM) Record	80
		c) Student- Based • Case Study Record/Student Portfolio • Action Research	20
		d) School-Based I Conducting PTA Meeting/Quizzes/Debates I Records of Participation/Organization in School activities	50
3	Workshop-Based Activities	1. Group Activities 2. Self-Based Activities (Reflective Journal, Yoga, Health And Physical Education Record) 3. Community-Based Activities (Skill Development Record/ SUPW (Socially Useful Productive Work/ Community Camp) 4. Attendance And Active Participation InWorkshop-Based Activities	200
4	Teaching Competency Evaluation		100
Total Marks			700
Note: Practicum Component I and II: Total Marks – 200 + 700 = 900			

3.3. ELIGIBILITY FOR REGISTRATION TO THE EXAMINATION

Evaluation will be conducted for both theory and practicum at the end of each semester by the university at the allotted examination centres. Practicum evaluation involves the verification of the records/reports submitted by the teacher-trainee and a viva-voce for the same by the examiner recruited by the university. The programme is designed as a uniform combination of both theory and practicum components which are distributed across the semesters. Hence the evaluation system is framed accordingly.

3.4 THEORY EXAMINATION

For theory courses, evaluation comprises of two aspects.

- Continuous Internal assessment in the form of Tasks & Assignments which are distributed for each theory course carrying a weightage of 30 marks for each full course and 15 marks for each half course.
- A semester-end examination (external) for each theory course carries a weightage of 70 marks for each full course and 30 marks for each half course.
- External examinations will be conducted at the end of each semester by the University for the Theory Courses distributed for each semester.

3.5 PROCEDURE FOR AWARDED INTERNAL MARKS

- Internal assessment will be carried in the form of preparation and submission of Tasks and Assignments (T&A) prescribed for each theory papers.
- Assignments are to be submitted compulsorily before the commencement of each Semester Exam

3.6 MARKS ALLOTTED FOR INTERNAL ASSESSMENT AND END SEMESTER EXAMINATIONS

Category	Full course	Half Course
Internal Assessment	30	15
End Semester (University/External) Exam	70	35
Total	100	50

3.7 QUESTION PAPER PATTERN

- Each theory course question paper will be designed **for 3 hours** for full course and **1 ½ hours** for half a course. The questions and allotment of marks are as described below:
- Question Paper Pattern for Full Course (3 Hours)

- **Question Paper Pattern for Full Course (3 Hours)**

PART	TYPE OF QUESTIONS	MARKS	TOTAL MARKS
A	Very Short Answer Questions (10 out of 12)	10 x 2	20
B	Short Answer Questions (6 out of 8)	6 x 5	30
C	Essay Questions (2 out of 3)	2 x 10	20
TOTAL MARKS			70

- **Question Paper Pattern for Half Course (1 ½ Hours)**

PART	TYPE OF QUESTIONS	MARKS	TOTAL MARKS
A	Very Short Answer Questions (5 out of 7)	5 x 2	10
B	Short Answer Questions (3 out of 5)	3 x 5	15
C	Essay Questions (1 out of 2)	1 x 10	10
TOTAL MARKS			35

3.8 PASSING MINIMUM FOR THEORY AND PRACTICUM

Each candidate who appears for the written examination shall be declared to have passed the Written Examination only if he/she secures not less than 50% in each theory course. There is no minimum mark for Internal Assessment (Core papers, Pedagogy paper and optional paper). A candidate who fails in any course in the Written Examination shall be permitted to appear again only for those courses in which he/she failed. All other candidates shall be deemed to have failed in the Written Examination. The student has to secure 50% in each practicum examinations. The candidates who successfully complete the B.Ed. programme by passing the examinations of all the four semesters prescribed as per the scheme of examinations and have earned 72 credits shall be declared to have qualified for the degree.

3.9 REQUIREMENTS FOR PROCEEDING TO THE SUBSEQUENT SEMESTERS

Student teachers shall be eligible to go to the subsequent semester

3.10 REVALUATION

All current batch students who have appeared for the End-semester examinations are eligible for revaluation of their answer scripts. Passed out students are not eligible for revaluation.

3.11 RANKING

Students who pass all the examinations prescribed for the programme in the FIRST APPEARANCE ALONE are eligible for Ranking and Distinction.

3.12 CLASSIFICATION OF SUCCESSFUL CANDIDATES

- Successful candidates who pass the theory examinations with 50% in each theory paper will be declared to have passed in the theory examinations.
- Successful candidates who pass the practicum with a minimum of 50% will be declared to have passed in the practicum examinations.
- Those candidates who do not pass the theory and practicum with minimum will be declared to be failures.
- Failures will be given chances for reappearances of examinations to the period of 4 years maximum from the date of enrolment in the B.Ed. Programme.

3.13 GRADING SYSTEM

Minimum credits to be earned for the two-year (Semester pattern) B.Ed. (ODL) Programme is 72.

The grade system is used for the classification of candidates. The following table shows the marks, grade points, letter grades and description to indicate the performance of the students.

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
90-100	9.0 – 10	O	Outstanding
80 – 89	8.0 - 8.9	D+	Excellent
75 – 79	7.5 - 7.9	D	Distinction
70 – 74	7.0 - 7.9	A+	Very Good
60 – 69	6.0 - 6.9	A	Good
50 – 59	5.0 - 5.9	B	Average
00 - 49	4.0 - 4.9	U	Re-appear
ABSENT	0.0	AAA	ABSENT

GRADE POINT AVERAGE [GPA] for a Semester = $\frac{\sum_i C_i G_i}{\sum_i C_i}$

$$\text{GPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the courses}}{\text{Sum of the credits of the courses (passed) in a semester/year}}$$

CUMULATIVE GRADE POINT AVERAGE [CGPA] for entire programme = $\frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$

$$\text{CGPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the courses}}{\text{Sum of the credits of the courses in a semester}}$$

Where,

C_i = Credits earned for course i in any semester/year

G_i = Grade Point obtained for course i in any semester

n refers to the semester / year in which such courses were credited

• **Letter Grade and Class**

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5-10.0 9.00-9.49	O+ O	First Class - Exemplary *
8.50-8.99 8.00-8.49	D++ D+	First Class with Distinction *
7.50-7.99 7.00-7.49 6.50-6.99 6.00-6.49	D A++ A+ A	First Class
5.50-5.99 5.00-5.49	B+ B	Second Class
4.50-4.99 4.00-4.49 0.0-3.99	C+ C U	Re-appear

3.14 MAXIMUM PERIOD FOR COMPLETION OF THE PROGRAMME TO QUALIFY FOR A DEGREE

- The teacher-trainee who is not able to complete the program for whatever reasons within the normal period (N) or the Minimum duration prescribed for the programme may be allowed two years period of time beyond the normal period to clear the backlog for qualifying for the degree. (Time Span = $N + 2$ years for the completion of programme.) i.e. 4 years
- In exceptional cases like major accidents or child birth an extension of one year shall be considered beyond maximum span of time (Time Span = $N + 2 + 1$ years for the completion of programme).
- During the extended period, the student shall be considered as a Private Candidate and is not eligible for Ranking and Distinction

4. PROGRAMME FEE STRUCTURE

4.1. B.ED., (ODL) PROGRAMME: BREAK-UP FEE

Sl. No.	Nature of Fees	FIRST YEAR		SECOND YEAR
		Madras University	Other University	
		Amount Rs.		
01	Registration Fee*	1000	1000	
02	Admission Fee	250	250	
03	Matriculation Fee	-	100	
04	Recognition Fee (Other University Graduates within India)	-	300	
05	Development Fee	200	200	200
06	Postage Fee	2500	2500	2500
07	Special Fee	1500	1500	1500
08	Tuition Fee	9000	9000	9000
09	Practical Fee	5000	5000	5000
10	Study Learning Materials(SLM) Fee	9000	9000	9000
11	Madras University Alumni Fee	200	200	
12	Identity Card Fee	200	200	
13	Course Completion Certificate	500	500	
	Total	29850	30250	27200

* Candidates shall pay the Registration fee and to submit along with Admission Application Form.

- Examination fee is to be paid separately along with the fee for Statement of marks.
- The fee for Provisional and Degree certificate are to be paid along with the Second year Exam fee.
- The fee can be paid by using debit card, credit card and Net banking

Note: Fees once remitted is not refundable under any circumstances.

4.2 FEES PRESCRIBED FOR ISSUANCE OF OTHER CERTIFICATES

Sl.No.	Type of Fee	Amount
1	Duplicate Course Completion Certificate	1000
2	Duplicate ID Card	250
3	Bonafide Certificate	500

4.3. MODE OF PAYMENT OF FEE

- a. Student teachers can make their payments using generated fee challan with the bank designated by the Institute of Distance Education, University of Madras. The challan has three identical parts, Viz. Bank Copy, IDE Copy and Student Copy. The BANK will retain bank copy and return the IDE copy and student copy to the student. The IDE copy of the BANK Challan should be submitted to the University where they seek admissions and collect study materials, ID cards etc. Student copy should be preserved carefully by the student as a proof of payment. In places where there is no facility for the payment of fees through the designated banks, students may make the payment by means of Demand Draft obtained from any of the Nationalized/Scheduled Bank drawn in favour of "The Director, IDE, University of Madras" payable at Chennai.
- b. Students should remit their Tuition Fee through Online Payment Gateway System provided in the Website: www.ideunom.ac.in Students are advised to make use of this facility.
- c. The Tuition Fee and other fees for the First Year should be paid only after receiving the intimation letter of provisional admission along with generated tuition fee challan. For payment of subsequent tuition fees and other fees for second year, no separate intimation will be sent to the candidates admitted. Hence, candidates are advised to retain the Prospectus till the completion of the course for guidance and make remittances within the specified due dates on their own. The admission of the fee defaulters will automatically stands cancelled. They may, however, be readmitted to the same course on payment of Rs. 500/- subject to approval by the authorities. Candidates are NOT permitted to remit the fees in installments.
- d. The student teachers are strictly instructed to use generated fee challans to pay the Tuition Fee and Examination Fee and sent them in separate. They are requested not to pay examination and tuition fees together. The Institute is not responsible for any delay in sending the learning materials or statement of marks, etc. even though the examination and tuition fees are paid together by the students. No extension of time will be given, under any circumstances, for payment of fee.
- e. Student teachers are advised to submit the fee payment generated challan endorsed by the designated Banks for onward transmission to the Director and required to collect the learning materials from the Learner Support Centre. Fees once remitted will not be refunded or adjusted in any manner under any circumstances.
- f. **Study materials will be supplied at the Single Window Admission centre at IDE also. Those who are not able to receive the same at the Learning Support centres may approach the Director, IDE.**

Important Notice

All the fee Receipts paid for a period of two years including Admission Fee, Tuition Fee, Examination Fee etc., should be preserved carefully

5. MISCELLANEOUS

5.1 GENERAL INFORMATION

- All the programmes are offered by the Institute to the residents of India as per the discretion of the authorities, University of Madras. Admission cannot be claimed as a matter of right and the Institute reserves the right of admission.
- A Course Completion Certificate in lieu of Transfer Certificate will be issued by the IDE, University of Madras either on completion or on discontinuance of the Programme. (Subject to verification of payment of prescribed fee and other dues to the University)
- Student teachers are requested to furnish their Mobile Number in the Admission Application Form / Online Admission Application Registration Form / Online Registration Examination Application Form for any further queries / clarification. The furnished number will be treated as REGISTERED MOBILE NUMBER (RMN) and this is a value added / optional service offered to the Students of IDE.
- Please visit the official website periodically for any updates given in the prospectus. It is the responsibility of the Student teachers to visit the Website on a regular basis.

5.2. DISCONTINUANCE OF STUDY

Student teachers who want to discontinue the programme after the completion of first year should inform the Director, IDE before 31st July/31st December of every year for Academic/Calendar year stream respectively. Otherwise, entire program fee will be collected for the subsequent years. Only after receiving the entire fees his/her Course Completion Certificate will be issued. Legal dispute, if any, relating to Admission / Examinations of IDE. will be subject to Chennai Jurisdiction only.

5.3. CHANGE OF SUBJECT FOR THE B. Ed (ODL)

Candidates are advised to make a firm choice of the basic subject (Pedagogy) they wish to pursue before sending application for admission. Normally, change of basic subject will not be allowed, but in special cases it may be permitted within one month from the date of admission on a payment of the prescribed fee of Rs. 1000/- subject to eligibility and approval by the authorities.

5.4. CHANGE OF ADDRESS

Candidates can view their personal data through University Website (www.ideunom.ac.in) by using Mobile No, Date of Birth, Email Id as password and also can update their Email Id, Mobile No. and Change of Address.

5.5. IDENTITY CARD

Identity Card will be issued only after the receipt of First Year tuition fee. In the event of a student discontinuing a course, the card shall become invalid for the year / years yet to be completed. Candidates are instructed to preserve their identity cards, until the Completion of Course. If the original card is lost, a duplicate card will be issued on payment of Rs. 250/- through the designated Bank Challan for this purpose, the payment endorsed Bank Challan is to be sent together with a passport size photograph

5.6. SIMULTANEOUSLY ADMISSION TO CERTIFICATE & DIPLOMA COURSES

Along with the B.Ed. (ODL) Programme the candidate can join any one of the Certificate or Diploma Courses simultaneously; he/she should download the prospectus from the university website and to submit the application.

SI. No.	COURSE	ELIGIBILITY CONDITION
1	CERTIFICATE COURSE	Candidates undergoing any UG Degree Course (10+2+3 Pattern) of the University of Madras or any other University recognized by UGC/AIU accepted as equivalent thereto by this University are eligible for admission to the Certificate Courses
2	DIPLOMA COURSE	Candidates undergoing any Post-Graduate Degree Course (10+2+3+2 Pattern) of the University of Madras or any other University recognised by UGC/AIU accepted as equivalent thereto by this University are eligible for admission to the Diploma Courses

**A student can additionally enroll for one Certificate/Diploma Course only at the same time.*

5.7 EXAMINATIONS

- Students are advised to visit the IDE website www.ideunom.ac.in constantly regarding the information relating to the examinations and Examination application and have to apply only through online.
- The First / Third semester examination for the students admitted under “Academic Year Stream” will be conducted during November / December every year and the Second / Fourth semester will be conducted during May / June every year.
- For the students of “Calendar Year Stream” the First / Third semester examination will be conducted during May / June every year and the Second / Fourth semester will be conducted during November / December every year.
- After registering examination application form through online, take a print-out and submit the copy along with fee remittance challan to the IDE through post or single window counter, IDE.
- The Student who has not paid the Tuition fees for all the years within the stipulated time will not be permitted to write the Examinations under any circumstances.
- The examinations are conducted at various centres within Tamilnadu territorial jurisdiction. Candidates may choose carefully any one of the Examinations Centre to appear for the Examinations. Change of centre is not permitted.
- The University has the right to restrict the number of Examination Centres depending upon the students’ strength. In such cases, students after choosing a particular centre may be asked to take the examinations in another Examinations Centre, which will be indicated in the hall ticket.

- No separate intimation will be sent individually to any candidate with regard to time-table, centre notification and issue of hall ticket. The time table, centre notification and the hall tickets will be uploaded in the website www.ideunom.ac.in and the students are advised to download the same.
- The ID card issued by the Director of Institute of Distance Education should be produced at the Examination Centre when demanded. No other ID card will be accepted at the examination centre.
- Candidates should submit their Internal Assignment for each semester before commencing the University End Semester Examinations. Failing to submit Internal Assignment within the stipulated period, the result will not be published.
- Candidates appearing for the first time either for first year or second year Examination should compulsorily register and pay the fees for all the papers prescribed. Candidates will be permitted for paper wise registration, for subsequent appearances together with payment of required fee for the examination.
- Candidates who are unable to appear for the Examination in any of the papers, may re-appear for such papers in the subsequent examinations as and when they are held. However, the examination fee once paid will not be refunded in any manner or adjusted for the subsequent examinations under any circumstances.
- If he/ she has been granted exemption from appearing for any papers he /she should give full particulars of exemption and also enclose a photo copy of the exemption order issued by the Director, IDE, in this regard while registering for examination along with the downloaded Application forms.
- If the admission is cancelled by the Director, I.D.E. they need not apply for the examination under any circumstances. Such candidates will be allowed to appear for the examination only on production of Re-admission intimation obtained from the Director, I.D.E. if they fail to do so, examination taken by them will be cancelled.
- Any query regarding his/ her appearance for the examination has to be made within 15 days from the date of publication of results. No queries will be entertained from the candidate after this period under any circumstances.

5.8 FEE FOR ISSUANCE OF VARIOUS CERTIFICATES

Sl. No.	Type of Fees	Fees Rs.
1.	Fee for change of name of candidate in the records of the University	1000
2.	Fee for change in the Date of Birth and Name Correction	1000
3.	Migration Certificate for B.Ed. Programme	525
4.	Statement of Marks for B.Ed. Programme	75
5.	Revaluation fees for B.Ed. Programme	1000
6.	Consolidated Statement of Marks for all Degrees	1500
7.	Last date of Examination Certificate fee	200
8.	Issue of Pass certificate Fee (For IV semester Students only)	1500