

KAKATIYA UNIVERSITY
SCHOOL OF DISTANCE LEARNING AND CONTINUING EDUCATION
B. Ed. (DISTANCE MODE) 2013-2014
RULES, REGULATIONS and INSTRUCTIONS

I. INSTRUCTIONS :

- (i) Read the given instructions carefully before filling up the application form,
- (ii) Ensure that you fulfill all the ELIGIBILITY CONDITIONS.

II. Registration & Submission of Application Form:

The Application form should be submitted to The Director, SDLCE, Kakatiya University, Vidyanayapuri, Warangal - 506 009. on all working days between 10.30 a.m. and 5-00 p.m.

III. B. Ed (Distance Mode) Programme Study Centers :

It is a two year (summers) programme with regular contact classes during vacation being offered at the following study centers.

Warangal : 1. SDLCE, Kakatiya University, Warangal
2. Ekasila College of Education, Jangaon

Khammam : 3. Anniebessant College of Education, Khammam.

Karimnagar: 4. Trinity College of Education, Peddapally.

Adilabad : 5. Panchasheel College of Education, Nirmal.

IV The candidate seeking admission into B. Ed (Distance Mode) has to satisfy the following conditions:

- 1 a) Teachers with a Bachelor's Degree serving in Govt. / Aided / Recognized School and having at least two years experience in teaching are eligible for admission to the course.
b) **SDLCE, Kakatiya University, will admit only those candidates who are working in schools located in the Telangana Region.**
- 2. Candidates shall have to produce a certificate of service from the Head of the institution / Employer and self declaration of the service. The candidate should submit no objection certificate from the present employer.

Note : The Teaching experience of Two years should be completed as on 31-03-2014

V. a) Admission procedure:

- i) THE ADMISSIONS SHALL BE MADE ON THE BASIS OF THE SERVICE SENIORITY TO THE EXTENT OF SANCTIONED INTAKE OF 500 SEATS AND USUAL RESERVATION POLICY OF THE GOVT. OF A.P. WILL BE FOLLOWED.
- ii) The candidates to be admitted in each methodology (subject) are prescribed by the rules of Universities/Government from time to time. The admissions into the four methodologies shall be as follows:

VI. Methodology	Code No	Percent
a) Mathematics Methodology (MS)	: 01	30%
b) Physical Sciences Methodology (PS)	: 02	15%
c) Biological Sciences Methodology (BS)	: 03	25%
d) Social Studies Methodology (SS)	: 04	30%

VII. Eligibility Criteria for the choice of Methodology

METHODOLOGY

ELIGIBILITY

1. Mathematics Candidate with B.A./B.Sc. with Mathematics as one of the group subjects or B.C.A. candidates with Mathematics at Intermediate level as a group subject.
2. Physical Sciences Candidates with B.Sc. who have studied Physics and Chemistry or allied material sciences under Part - II group subjects or B.C.A. candidates with Physical Sciences (Physics and Chemistry) at Intermediate level as group subject.
3. Biological Sciences Candidates with B.Sc./ B.Sc. (Home Science) who have studied Botany and Zoology or allied Life Sciences under Part - II group subjects or B.C.A. candidates with Biological Sciences at Intermediate level as group subject.
4. Social Studies All candidates with B.A./B.Com./B.B.M. and B.C.A. candidates with Social Sciences at Intermediate level as group subject.

VII. RESERVATION :

1. Local and Non-Local Candidates
 - i) Admission to 85% of the available seats in every course shall be reserved in favour of the Local candidates in relation to the local area in respect of K.U. subject to community and other reservations in force.
 - ii) The remaining 15% of the seats which are open to both local and non-locals shall be filled up subject to similar reservation as applicable to 85% local candidates (See annexure I & II for details).
2. **S.C., S.T. and B.C. candidates :** Of the total number of seats available in each subject/course, following is the schedule of reservation of seats for these categories.

Scheduled Tribe*	----	7.5 percent
Scheduled Caste*	----	15 percent
Backward Class*		

Group A	----	7 percent
Group B	----	10 percent
Group C	----	1 percent
Group D	----	7 percent
Group E	----	4 percent (subject to court directions)

- * For proforma of Community, Nativity and Date of Birth Certificate for S.C., S.T., and B.C. candidates as per G.O. Ms. No. 58, Social Welfare (J) Dept, dated : 12-5-1997, See Annexure-II

Note :

- a. While filling up the seats reserved for Backward class-A the qualified Backward Class-A candidates should be considered in the order of merit after filling up the un-reserved seats. If qualified Backward Class-A candidates are not available, the turn will go to Backward Class-B, Backward Class-C and other Backward Class-D in the order of merit in each group". If no suitable candidate is available in any of the four groups, the seats shall be filled up from general pool on the basis of merit.
- b. If sufficient number of candidates are not available to fill up the seats reserved for S.C's they shall be filled up by suitable candidates from S.T.s and vice versa. If the required number of candidates are not available for filling the quota of seats reserved for S.Cs & S.Ts they may be filled up by candidates from the general pool on the basis of merit.

VIII. Wherever applicable, a minimum of 33 1/3% of the available seats will be allotted to women candidates from each category i.e., open competition, ST., S.C., BCs Groups A,B,C,D,E/taking each college as a unit. **This rule is not applicable (i) If women candidates selected on merit in each category form 33 1/3% or more of the seats therein:** In the absence of suitable women candidates in the respective categories, these seats shall be filled in with men candidates of the same category.

IX. Seats shall also be reserved in each methodology for the physically challenged candidates. There shall be 3% (three percent) horizontal reservation in each category (OC, BC, SC, ST) for visually handicapped / hearing impaired / Orthopaedically Handicapped / (each 1%) (one percent).

The candidates claiming reservation benefit under this category shall produce Original documents in support of their claim to the Director, SDLCE, Kakatiya University and the Director will send it for scrutiny and confirmation to the Chief Medical Board, Conducted by K.U.

X. DATES OF ADMISSION COUNSELLING :

Physical Science (all categories)	:	24-02-2014
Mathematics (all categories)	:	25-02-2014
Biological Science (all categories)	:	26-02-2014
A) Social Studies (all categories)	:	27-02-2014

XI. CERTIFICATES TO BE SUBMITTED AT THE TIME OF ADMISSION :

Candidates called for admission must present in person and submit all the ORIGINAL certificates listed below, along with two sets of xerox copies.

1. Degree Certificate (or Provisional Certificate if Degree Certificates is not yet issued as per rules of qualifying examination)
2. Memorandum of Marks (Part-1 and Part-11) of the qualifying degree examination.
3. Two years experience certificate (as per Para-IV-(3) and No-objection Certificate from the employer.
4. Proof of Local / Non-Local candidates, according to rules in force. Those who have studied Intermediate and Degree courses as regular students need to submit only the bonafide certificates from colleges they have studied Intermediate and Degree courses. In case, there is a break in the four consecutive years preceding the qualifying examination, the candidates must submit bonafide certificate of 9th and 10th class (in addition to the above certificates on the lines of the specimen given in Annexure - II) Non-local candidates should submit i) a residence certificate for 10 years either of the parents from M.R.O. or ii) employee certificate from the employer in term of clause II b,c,d, or e of Annexure -1
5. Community, Nativity and Date of Birth Certificate for S.C/S.T./B.C., candidates as per G.O.M.S. No. 58 Social Welfare (J) Department dated 12-5-1997
6. Prescribed Fee.
7. Transfer Certificate from the institution last studied and Migration Certificate in case of the candidates studied in other than Kakatiya University jurisdiction.

XII. FEE DETAILS :

B.Ed. (Distance Mode) course fee is Rs. 20,000/- for all category of Candidates.

ANNEXURE - 1

RULES OF ADMISSION IN ACCORDANCE WITH THE ANDHRA PRADESH EDUCATIONAL INSTITUTIONS (REGULATION OF ADMISSION) ORDER 1974.

I. Admission to 85% of the available seats in every course of study provided by the Kakatiya University, shall be reserved in favour of LOCAL CANDIDATES in relation to the LOCAL AREA in respect of the Kakatiya University subject to community and other reservations in force.

A. LOCAL AREA :

The part of the State comprising the districts of Adilabad, Hyderabad (including twin cities), Karimnagar, Khammam, Mahabobnagar, Medak, Nalgonda, Nizamabad, Ranga Reddy and Warangal shall be regarded as the local area for the purpose of admission to the Kakatiya University and to any other educational institution (other than State-wide Educational Institution which is subject to the control of the State Government and is situated in the part).

B. LOCAL CANDIDATE :

1. A candidate for admission to any course of study shall be regarded as a Local Candidate in relation to local area:

- i) If he has studied in an educational institution or educational institutions in such local area for a period of not less than four consecutive academic years ending with the academic year in which he appeared or as the case may be, first appeared in the relevant qualifying examination or.
- ii) Where, during the whole or any part of the four consecutive academic years ending with the academic year in which he appeared or, as the case may be, first appeared for the relevant qualifying examination, he has not studied in any educational institution if he has resided in that local area for a period of not less than four years immediately preceding the date of commencement of the relevant qualifying examination in which he appeared or, as the case may be, first appeared.

2. A candidate for admission to any course of study who is not regarded as a local candidate under sub-paragraph (1) in relation to any local area shall:

- a) If he has studied in an educational institution in the State for a period of not less than seven consecutive academic years ending with the academic year in which he appear or, as the case may be first appeared for the relevant qualifying examination be regarded as a local candidate in relation to
 - i) Such local area where he has studied for the maximum period out of the said period of seven years, or
 - ii) Where the periods of study in two or more local areas are equal, such local area where he has studied last in such equal periods; or

- b) If, during the whole or any part of the seven consecutive academic years ending with the academic year in which he appeared, or as the case may be, first appeared for the relevant qualifying examination, he has not studied in the educational institution in any local area, but has resided in the State during the whole of the said period of seven years be regarded as a local candidate in relation to.
 - i) Such local area where he has resided for the maximum period out of the said period of seven years: or,
 - ii) Where the periods of his residence in two or more local areas are equal, such local area where he has resided last in such equal periods.
- II. The remaining 15% of the available seats, which are open to local and non-local, shall be filled up subject to similar reservation as applicable to 85% local candidates as below:
- a) All candidates who have studied in a recognised educational institution or institutions in the State for a period of not less than four consecutive academic years ending with the academic year in which they appeared or as the case may be, first appeared in the relevant qualifying examination, or where during the whole or any part of such four consecutive academic years, if they have not studied in any educational institutions, if they have resided in the State for a period of not less than four years immediately preceding the date of commencement of the relevant qualifying examination.
 - b) Candidates who have resided in the State for a total of ten years excluding periods of study outside the State, or either of whose parents have resided in the State for a total period of ten years excluding the periods of employment outside the state.
 - c) Candidates who are children of parents who are in employment of this State or Central Government, Public Sector Corporations; Local Bodies, Universities and other similar quasi-public institutions within the state.
 - d) Candidates who are spouses of those in the employment of this State or Central Government, Public Sector Corporations; Local Bodies, Universities and Educational Institutions recognized by the Government, a University or other competent authority and other similar quasi-public Institutions within the State.
 - e) Candidates who are employees in a State, Central Govt. undertakings, Public Sector Corporations, Local Bodies, Universities and other similar quasi-public institutions within the state.

ANNEXURE-II
ADMISSION FOR COURSE

I. It is hereby certified

a) That..... S/o, D/o....., a candidate for admission to the..... course, appeared for the first time at the examination (being the minimum qualifying examination for admission to the course mentioned above) in (months) (years).

b) That he/she has not studied in any educational institution during the whole/a part of the 4/7 consecutive academic years ending with the academic year in which he/she first appeared for the aforesaid examination.

c) That during the 4/7 years immediately preceding the commencement of the aforesaid examination, he/she has resided in the following place/places falling within the local areas in respect of the University, namely. Village Mandal District period

1....

2....

3....

4....

5....

6....

7.....

2. The above candidate is therefore a local candidate in relation to the local area specified in paragraph **3(1)(3)(2)3/3 of the Andhra Pradesh, Educational Institutions (Regulations of Admissions) Order 1974.

Office Seal

Officer of Revenue Dept. not below the rank of Mandal Revenue Officer.

ANNEXURE- III

Serial No.

SC. District Code:

ST. Emblem Mandal Code:

B.C. Village Code:

Certificate No. :

COMMUNITY, NATIVITY AND DATE OF BIRTH CERTIFICATE

- 1) This is to certify that Sri/Smt/Kum Son/daughter or Sri..... of village/ Town Mandal..... District..... of the State of Andhra Pradesh belong to Community which is recognised as S.C./S.T./B.C. under:

The Constitution (Scheduled Castes) Order, 1950

The Constitution (Scheduled Tribes) Order, 1950

G.O.Ms.No. 1793, Education, dated 25-9-1970 as amended from time to time (BCs) S.C.s, S.Ts list (Modification) Order, 1956, S.Cs and S.Ts. (Amendment) act, 1976.

- 2) It is certified that Sri/Smt/Kum is a native of village/ Town..... Mandal District of Andhra Pradesh.
- 3) It is certified that the place of birth of Sri/Smt/Kum..... is village/Town Mandal..... District of Andhra Pradesh.
- 4) It is certified that the date of birth of Sri/Smt/Kum is Day Month..... Year..... (in words) as per the declaration given by his/her father/mother and as entered in the school records where he/she studied.

Signature:

Date:

Name in Capital Letters:

(Seal) Designation:

Explanatory Note: While mentioning the community the Competent Authority must mention the sub-caste (in case of Scheduled Castes) and sub-tribe or sub-group (in case of Scheduled Tribes) as listed out in the S.Cs., and ST., (Amendment) Act, 1976.

(Revised proforma as per G.O. Ms.No. 58 Social Welfare (J) Department dt. 12-05-1997).

SERVICE CERTIFICATE
(Teachers working in Govt. /Aided Schools / Recognized Schools only)
(To be attested by the concerned authority)

This is to certify that the following are the particulars of the employee candidate. This institution has no objection for the candidate undergoing the B.Ed. course in SDLCE, K.U.

Name of the Candidate:

Institutions in which the applicant is presently working and the institutions where the candidate has previously worked, if any

Name of the Institution Where employed	Designation	Length of Service						Total
		From			To			
		D	M	Y	D	M	Y	

Total length of service as on 31-03-2014.

Certified that the candidate is working in the above School / College / Institution.

Signature of the Head of the Institution
(Headmaster / Headmistress)

FORWARDING AUTHORITY
(DEO/CEO/MEO /SEC/Others)

Signature of the Concerned
authority with Office Seal

Note : The Certificate should be signed by :

- District Educational Officer in case of Govt. / Aided /Recognized Schools.
- CEO concerned in case of ZP Schools.
- Special Officers in case of Mandal School
- For teachers working in Andhra Pradesh Social / Tribal Welfare Residential Schools, the Secretary, Andhra Pradesh Social / Tribal Welfare Residential School Society.
- For Teachers working in CBSE affiliated Schools from CBSE Inspecting Authority, South Zone, Madras or Central Zone, New Delhi.
- For Teachers working in Central Schools, the Joint Commissioner of Central Schools, Picket, Secunderabad.
- Regional Director, Navodaya Schools in the case of Teachers working in Navodaya Schools.

***Certificate made by any other Officer except those mentioned above will not be accepted.
Application without the above certification will be summarily rejected.***

Prof. D. RAJENDRA PRASAD

DIRECTOR

Faculty Members

Prof. M. Erragattu Swamy	Professor of Economics / Joint Director
Prof. Ch. Dinesh Kumar	Professor of Political Science / Joint Director
Prof. K. Padmalatha	Professor of Economics / Joint Director
Prof. T. Srinivasa Rao	Professor of Commerce / Joint Director
Prof. G. Sudhakar	Professor of Public Administration / Joint Director
Prof. T. Balbeer Singh	Professor of Economics / Joint Director
Prof. P. Manohar Rao	Professor of PMIR / Joint Director
Dr. M. Venkat Reddy	Assistant Professor of Political Science
Dr. V. Ramchandram	Assistant Professor of Political Science
Dr. K.D.V. Kumar	Assistant Professor of Public Administration
Dr. S. Malleshwar	Assistant Professor of Public Administration
Dr. N. Srinivas	Assistant Professor of Education
Dr. P. Koteswar	Assistant Professor of Sociology
Dr. V. Jagan	Assistant Professor of English
Dr. K. Bhaskar	Coordinator (Languages)
Dr. S. Bikshapathi	Coordinator (Public Administration)
Dr. K. Rajender	Coordinator, MBA
Sri B. Bikku	Contractual Lecturer/Academic Consultant (Computer Sci.)
Sri P. Ravi Prasad	Contractual Lecturer/Academic Consultant (Computer Sci.)
Sri M. Bhaskar	Contractual Lecturer/Academic Consultant (Computer Sci.)

Administrative Staff

Sri N. Babu Rao	Assistant Registrar
Sri P. Ashok Babu	Superintendent
Sri Ch. Rajender	Senior Assistant
Sri M. Prakasham	Senior Assistant
Sri P. Bhaskar	Junior Assistant
Smt. B. Krishnaveni	Junior Assistant
Smt. N. Narmada	Book Keeper

HOLIDAYS

EVERY MONTH 2nd SATURDAY & EVERY SUNDAY ARE HOLIDAYS TO SDLCE