



**MANONMANIAM SUNDARANAR UNIVERSITY**

**Directorate of Distance and Continuing Education**

Abishekapatti, Tirunelveli 627012, Tamil Nadu

Website [www.msuniv.ac.in](http://www.msuniv.ac.in)

NCTE-(F.SRO/NCTE/B.ED-DE/2008/8073)



**Prospectus with Application Form**  
**Bachelor of Education (B.Ed.) Programme**  
**(2018-2019)**

**LAST DATE FOR SUBMISSION OF APPLICATION IS 14.06.2018**

**Cost of Application Rs. 650**

**MANONMANIAM SUNDARANAR UNIVERSITY**  
**DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION**  
**(DD & CE)**

**1.1.** The DD & CE wing for education, an integral part of the Directorate of Distance and Continuing Education (DD & CE), Manonmaniam Sundaranar University, was created in August 2008. At present, DD&CE is offering the Bachelor of Education(B.Ed.) Programme with the approval of National Council for Teacher Education (NCTE), the Distance Education Council (DEC), New Delhi.

**1.2 ELIGIBILITY:** The candidates who fulfill the following criteria are alone eligible for B.Ed. admission.

1. Candidates with at least fifty percentage marks either in the Bachelor's degree and/or in the Master's degree in Sciences/Social Sciences/Humanity with 55% marks or any other qualification equivalent thereto.
2. Candidates who have completed NCTE recognized Teacher Education programme through face-to-face mode.
3. Trained in-service teachers of any Government recognized school in Tamil Nadu.
4. Relaxation of 5% for SC/ST/OBC candidates as per the UGC/University norms.

The Department comprises One Associate Professor and Six Assistant Professors. The

**1.3 DURATION OF THE PROGRAMME:** The duration of the Course is 2 years. A student has to complete the programme within 5 years. There is no provision for re-admission in this programme.

**1.4 MEDIUM AND MODE OF INSTRUCTION:** The medium and mode of instruction is English. However, the student teachers are allowed to prepare their assignments, practical records and the term and examinations either in English or Tamil.

The B.Ed wing of DD&CE has a collection of 3000 books dealing with subjects related to education. For the convenience of the student-teachers the contact classes are conducted at the study centres in Manonmaniam Sundaranar University main campus at Tirunelveli, Nagercoil, Madurai, Trichy, Salem and Chennai. The location of the centres shall be decided depending up on the strength of the students and other administrative reasons other than the main campus at Tirunelveli.

The B.Ed wing of the DD&CE ensures quality with its well prepared learning material through personal contact programme. It aims at developing the skills and competencies of the in-service teachers to make teaching and learning at the school level more effective.

**1.5 ENTRANCE TEST:** If the number of eligible applications exceeds 500, entrance examination shall be conducted.

**1.6 RESERVATION POLICY:** Reservation of seats will be made as per the rules and regulations of Government of Tamil Nadu.

**1.7 INSTRUCTIONS TO APPLY FOR B.Ed (DD&CE):**

Application form and Prospectus can be downloaded from the University **website: [www.msuniv.ac.in](http://www.msuniv.ac.in)** Applicants should submit the filled in application along with Demand Draft for (cost of the application) **Rs.650** drawn in favour of **“The Registrar, Manonmaniam Sundaranar University”, payable at Tirunelveli** to the following address.

The envelope should be superscripted as **“Application form for Admission to B.Ed.”**

**The Director  
Directorate of Distance and Continuing Education  
Manonmaniam Sundaranar University  
Abishekapatti, Tirunelveli 627 012**

**1.8 ADMISSION PROCEDURE:**

Applications received shall be processed by the University. If necessary, entrance test shall be conducted. Once the candidate gets selected, the Directorate of Distance and Continuing Education shall inform the same officially through letter. Once the admission letter is received by the candidate, the candidate has to appear for certificate verification at Manonmaniam Sundaranar University Main Campus, Tirunelveli. After certificate verification, the admission shall be confirmed. Any student has to pay the fees only after confirmation of the admission. Regarding admission, students are instructed not to contact any unauthorized person with regard to B.Ed (DD&CE) admission.

**1.8.1 CERTIFICATE VERIFICATION:**

The candidates who are called for counselling should bring the following original certificates along with self-attested photo copies of the same.

**1.8.2 EDUCATIONAL QUALIFICATIONS:**

1. 10th and 12th Mark Statement
2. Elementary Education Training Certificate

3. UG Mark Statement (consolidated/all three years) with Provisional or Degree Certificate
4. PG Mark Statement with Provisional or Degree Certificate.
5. Community Certificate in the case of SC, ST, BC, MBC/DNC category students
6. Differently-abled Person:

Medical Certificate has to be produced by differently abled candidates issued by not less than the rank of Assistant Civil Surgeon Category with specification of percentage of disability (% of disability should be at least 40%).

7. Call letter issued by the University
8. Teaching Experience Certificate issued by the Head Master and counter signed by the competent Government authority as follows.

Candidates working in Elementary/Middle School	– AEO
Candidates working in High School	– DEO
Candidates working in Higher Sec. School	– CEO
Candidates working in Matriculation School	– IMS
Candidates working in CBSE School	– Joint Secretary
Candidates working in Welfare/Other type of Schools	– Administrative/Inspecting Government Authorities

**1.9 PAYMENT OF FEES:** After confirmation of admission by the Directorate of Distance & Continuing Education, candidates should remit the tuition fee and other fees in the form of Demand Draft drawn in favour of **“The Registrar, Manonmaniam Sundaranar University, Tirunelveli” payable at Tirunelveli, Tamil Nadu** before the deadline stated in admission card.

While making payment for admission, Name of the candidate, application number or enrolment number should be entered in the Demand Draft /Bank challan.

Year	Registration /Eligibility Certificate Fee	Tuition Fee	Special Fee	Laboratory / Practical Fee	Postage and Stationary	Total	Exam Fee	Grand Total
B.Ed. I – Year	500	10,000	8,000	4,000	1,500	24,000	3,375	27,375
B.Ed. II - Year	-	10,000	8,000	4,500	1,500	24,000	4,575	28,575

**\*Fees once paid cannot be refunded under any circumstances.**

## BREAK UP OF EXAM FEES

I Year		II Year	
1. Theory papers	6 x 350 = 2100	1. Theory papers	6 x 350 = 2100
2. Practical	2 x 600 = 1200	2. Practical	3 x 600 = 1800
3. Cost of exam application	= 50	3. Cost of exam application	= 50
4. Statement of Marks	= 25	4. Statement of Statement of marks	= 25
		5. Provisional Certificate	= 100
		6. Convocation Fee	= 500
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Total	= 3,375	Total	= 4,575
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All other fees are as per DD&CE norms (Refer to: [www.msuniv.ac.in](http://www.msuniv.ac.in))

**1.10 IDENTITY CARD:** Identity Card shall be issued by the DD&CE to those who are admitted to B.Ed(DD&CE) programme. Candidates have to show the identity card on demand during the Contact Class Programmes. The identity shall be useful for getting Hall Ticket during examinations and to receive Mark Statements and other Certificates. Hence, students are advised to keep it with them till the completion of the course.

**1.11 ENROLMENT NUMBER:** Enrolment numbers shall be allotted to all the candidates admitted in DD & CE after the expiry of last date of admission. Till such time in all correspondence the application number and course name should be mentioned. Enrolment Number will be used for examination also. Enrolment Number will not be changed during the course of study. Students are advised to write the enrolment number in all correspondence with the University and in the Bank Chalan. Any enquiry without mentioning the enrolment number cannot be entertained.

**1.12 COUNSELING SESSIONS:** Academic Contact Seminar Programme will be held at various centres during weekends preferably and during vacation. Attendance in the counselling sessions is compulsory. The counselling schedule will be notified in the University website. Students are requested to go through the University website quite often to get them updated.

**1.13 ASSIGNMENTS AND PRACTICAL:** Assignments play an integral part of the instructional system. The candidates have to submit theory and practical oriented assignments for each theory paper.

Contact Numbers: Phone Numbers: 0462 - 2321614, 2563153, 2563151, 2563165

For all administrative enquiries: **THE DIRECTOR**  
**MANONMANIAM SUNDARANAR UNIVERSITY**  
**TIRUNELVELI 627 012, TAMIL NADU**

For academic related enquiries: 0462 - 2563461



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## Application Form for B.Ed. Admission - 2018-2019

(Application must be filled in by the candidate's own handwriting)



<p>Affix a passport size photograph duly signed by the candidate at the top and attested by a Gazette Officer at the bottom</p>	Enrolment No. (For Office Use only)				
	Name of the subject in Degree				
	Address for communication				
	Name : Address: Pin code : Phone No: (with code) e-mail:				
<b>1. Name of the Applicant (IN BLOCK LETTERS)</b>					
<b>2. Name of the Parent/ Guardian/ Husband</b>					
<b>3. Date of Birth &amp; Age</b>			<b>4. Male / Female</b>		
<b>4. Community</b>		OC / BC / BC (M) / MBC / SC / SC(A) / ST			
<b>5. (a) Nationality</b>		(b) Mother Tongue			
<b>6. Whether differently abled</b>		Yes / No	If yes, Orthopedically / Visually		
<b>7. Qualification (starting from SSLC)</b>					
Exam Passed	Reg. No	Month & Year of Passing	Subject	Percentage of Marks	Name of the University / Board
10 <sup>th</sup>					
12 <sup>th</sup>					

D.T.Ed. /Others					
UG (3 years)					
PG (2 years)					

**8. Demand Draft for Rs. 650 - Name of the Bank                      DD No.                      Date:**

**9. Teaching Experience** (Please give details chronologically including present employment)

Name of the School with Address	Nature of Post (Temporary / Permanent) with years	Type of School (Government / Govt. Aided / Self- Finance)	Post held (PG / TGT / Primary Teacher / Asst. Teacher)	No. of Years

**10. PRESENT TEACHING EXPERIENCE CERTIFICATE**

This is to certify that Mr./Ms.\_\_\_\_\_ has been working in \_\_\_\_\_ since \_\_\_\_\_ as a Post Graduate/Graduate/Primary/Assistant Teacher and he / she is a full time teacher of this school. He / She has \_\_\_\_\_ years of teaching experience. This school is Govt. /Govt. aided / Self-Finance and is duly recognized by the central or state government.

**Signature of the Principal/  
Headmaster/Headmistress  
(Seal)**

**Counter signed by  
(seal with designation)**



**DECLARATION BY THE APPLICANT**

I hereby declare that all the information provided in the application for admission to B.Ed (DD&CE) are correct to the best of my knowledge. In the event of any information being found incorrect, I aware that, my admission /application shall be cancelled by the University at any time without refund any fees paid in this regard.

**Place:**

**Signature of the Applicant**

**Date:**

**For Office Use Only**

The applicant is admitted provisionally to the First Year of the B.Ed. Degree Programme under Distance Mode in the Academic Year 2018 - 2020 in English medium. The candidate has paid Tuition Fee Rs. \_\_\_\_\_ Demand Draft/Challan No. \_\_\_\_\_ dated \_\_\_\_\_ Name of the Bank \_\_\_\_\_ Place of Bank \_\_\_\_\_.

Asst.

Supdt.

AR / D R

Director