



**SRI PADMAVATI MAHILA VISVAVIDYALAYAM
(WOMEN'S UNIVERSITY) : TIRUPATI – 517 502
DIRECTORATE OF DISTANCE EDUCATION**

Phone No. 0877- 2284524, 2284604

Website: www.spmvv.ac.in

Email: dec.spmvv@gmail.com

**PROSPECTUS FOR ADDITIONAL METHODOLOGY PROGRAMME IN
B.Ed. (D.M.) COURSE ADMISSIONS 2015-16**

Applications are invited through proper channel from **women candidates** for admission into Additional Methodology Programme in B.Ed. course 2015-16 through Directorate of Distance Education of Sri Padmavati Mahila Visvavidyalayam.

Purpose: The main purpose of providing B.Ed.(DM) Additional Methodology Programme in B.Ed Programme is to give women candidates an opportunity for further professional development.

Eligibility: A candidate seeking admission into B.Ed. Additional Methodology Programme should have passed B.Ed. Degree from a recognized University. The methodology chosen should be the subjects of study at their graduation level.

Application Procedure: Application and prospectus can be obtained from the Director, Directorate of Distance Education, Sri Padmavati Mahila University, Tirupati by sending a self-addressed, stamped envelope (Rs. 45/- for Registered post) of size 28cms x 13cms **along with a Demand Draft for Rs. 350/- on any Nationalised Bank drawn in favour of the Registrar, Sri Padmavati Mahila Visvavidyalayam payable at Tirupati** with the name and address of the applicant written on the reverse side of the DD, or by submitting the DD in person. If the applicant is in-service candidate the application should be sent through proper channel. **Application can also be downloaded from the University website www.spmvv.ac.in**

Admission: The admissions will be done as per the rules of the University. Mere submission of application will not guarantee a seat.

Fees: The candidates who are selected for admission should submit to the Director, Directorate of Distance Education, S.P. Mahila Visvavidyalayam on or before the date of admission, a demand draft for **Rs. 6000/-** drawn in favour of the Registrar, Sri Padmavati Mahila Visvavidyalayam payable at Tirupati with the name and address of the candidate written on the reverse of the draft.

The following are the methodologies offered:

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|--------------------------------------------|------------------------------------------|
| 1. Methods of Teaching Mathematics | 2. Methods of Teaching Physical Sciences |
| 3. Methods of Teaching Biological Sciences | 4. Methods of Teaching Social Studies |
| 5. Methods of Teaching English | 6. Methods of Teaching Telugu |

Syllabus: The syllabus for Additional Methodology Programme is the same as followed for B.Ed.(DM) course of S.P. Mahila Visvavidyalayam.

Course Material: The course material will be supplied to the students at the time of admission/during the programme.

Contact Programme Classes: For each methodology subject there will be 20 days of Compulsory Contact Programme classes to fulfill the course requirement in 60 hours. As such there will be 3 contact hours each day during the contact programmes which will be conducted in the month of May.

Demonstration Classes: Besides the compulsory contact programme classes there will be Demonstration classes and Teaching Practice for each methodology subjects during which the faculty members will give 5 Demonstration lessons. After the completion of the Demonstration lessons every candidate has to give 5 teaching practice lessons under the supervision of the concerned methodology faculty member. Attendance for **Demonstration classes and Teaching Practice classes is compulsory.**

Block Teaching: Each student teacher has to practice 15 lessons during block teaching programme under the supervision of guide teacher in a Government recognized High School situated in their work places or nearer to their work places or nearer to their work places.

Medium of Instructional Examination: Medium of Instruction will be English/Telugu. The candidates have the option to write the examinations either in English or in Telugu medium.

Attendance:

- a) Theory: 90% attendance is compulsory for 20 days contact programme classes. No condonation on any grounds.
- b) Practicum: 100% attendance is compulsory for the Demonstration classes and Teaching Practice classes. No condonation on any grounds.

Examination: There will be University Examination both in Theory and Practice at the end of the programme.

Note: The candidates will be permitted to the University Theory Examinations only after the satisfactory completion of the theory and practicum.

- If any candidate for any reason could not fulfill the requirements of contact programme classes either fully or partially will be given one more chance of undergoing the same by attending the required number of days of contact programme classes on payment of the contact programme fee of Rs. 3,000 (Rupees Three Thousand only) during the immediate vacation or as and when it is arranged by Directorate of Distance Education as per its feasibility.

- Any Methodology subject will be offered only if a minimum of 3 candidates are admitted into the programme.
- After getting admission into the programme, the Course Fee once paid will not be refunded either in full or in part for any reason

Enclosures: Attested copies of the following should be enclosed along with the application:

1. B.Ed Degree Certificate/ B.Ed. Provisional Certificate
2. Graduation Degree Certificate
3. B.Ed Degree Marks Statement
4. Three Years B.A./B.Sc./B.Com Degree Marks Statements
5. Service certificate (if the candidate is in service)
6. No objection Certificate (if the candidate is in service)

Original certificates have to be produced at the time of admission for verification.

IMPORTANT INSTRUCTIONS

Before filling the applications, read instructions carefully and fill all the columns in the application.

1. Use only prescribed application supplied by the DDE or download from the DDE website www.spmvv.ac.in. Downloaded application should be accompanied by a **D.D for Rs.350/-** towards the cost of application drawn in favour of The Registrar, S.P. Mahila Visvavidyalayam, Tirupati.
2. No refund of fee will be made once paid. There is no fee concession for any category of students. ***Fee once paid by the candidate will neither be refunded nor adjusted partly or fully.***
3. After admission, every student will be allotted an enrollment number which she should invariably mention along with period of study in all her future correspondence with DDE failing which DDE will not show any attention to such correspondence.
4. Change in address if any, should be immediately communicated to the DDE.
5. **All communications will be communicated only through SMS alert.** Therefore the candidates must provide their **Mobile Numbers correctly.** Change in mobile number need to be informed immediately in writing to DDE, SPMVV. Common issues like sending of the materials etc, will be mailed to the candidates by regular post to the address of the candidates as per the records of DDE, if needed. The students are advised to make necessary arrangements in their respective delivery post offices at their end to get the different communications from the DDE properly without delay. DDE will not bear responsibility for any postal delays.
6. Change of methodology or medium is permitted before the last date of admission on payment of **Rs.600/-** by way of D.D. drawn in favour of the Registrar, SPMVV, Tirupati along with request letter.
7. **90% of attendance in theory and 100% of attendance in practicum** is must for every candidate seeking B.Ed(DM) Additional Methodology Program.

- If the Candidate could not complete B.Ed(DM)Additional Methodology Program within the scheduled period of the course, she will be given chance of completing the same in three consecutive years, failing which her admission into the course get cancelled automatically.
- 8. The University reserves the right to start or not to start any course if sufficient number of applications are not received.
- 9. Candidates should abide by the conditions, rules and regulations stipulated by the DDE and the University applicable from time to time.
- 10. **Filled in applications shall be submitted to the Director, Directorate Distance Education, S.P. Mahila Visvavidyalayam, Tirupati -517502 by registered post/speed post or in person on or before 30-09-2015.**

For all further information and enquiries contact The Director, Directorate of Distance Education, S.P. Mahila Visvavidyalayam, Tirupati-2, Ph: 0877-2284524, 2284604.

Downloaded application should be sent along with a DD of Rs.350/-

Cost of the application and registration: Rs. 350/- DD drawn in favour of "The Registrar, SPMVV, Tirupati.

Last date for submission of application: 29-02-2016.

With fine of Rs.100/- upto 15-02-2016 and Rs.200/- upto 29-02-2016.

**SRI PADMAVATI MAHILA VISVAVIDYALAYAM
(WOMEN'S UNIVERSITY) : TIRUPATI - 517 502 (A.P.)
DIRECTORATE OF DISTANCE EDUCATION
APPLICATION FOR ADMISSION INTO ADDITIONAL METHODOLOGY PROGRAMME IN
B.Ed. COURSE (THROUGH DISTANCE MODE)
(FOR WOMEN CANDIDATES ONLY)**

Application No:

Phone: 0877 - 2284524, 2284604

Methodology Subject opted: Tick the Subject

English	Telugu	Mathematics	Physical Sciences	Biological Sciences	Social Studies
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(TO BE FILLED BY THE CANDIDATE)
READ CAREFULLY THE INSTRUCTIONS IN THE APPLICATION AND
PROSPECTUS BEFORE FILLING

Affix your recent passport size photo here

1. NAME IN FULL:

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2. NAME OF MOTHER/FATHER/HUSBAND

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3. ADDRESS FOR COMMUNICATION WITH TELEPHONE NUMBER

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TELEPHONE NUMBER: STD

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PHONE NO.

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CELL NO:

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4. DATE OF BIRTH: DATE MONTH YEAR AGE:

5. LOCAL AREA

ANDHRA	TELANGANA	RAYALASEEMA
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6. METHODOLOGY SUBJECTS STUDIED IN B.Ed. COURSE

1. 2.

7. LANGUAGES STUDIED IN GRADUATION UNDER PART - I

1. 2.

8. SUBJECTS STUDIED IN GRADUATION UNDER PART - II

1

2..... 3.....

9. ACADEMIC RECORD

EXAMINATION PASSED	INSTITUTION	PLACE	UNIVERSITY /BOARD	PERIOD OF STUDY	% OF CLASS	YEAR OF PASSING
B.Ed.						
DEGREE						

10. SOCIAL CATEGORY:

SC				ST	BC			
A	B	C	D		A	B	C	D

11. APPLICATION FEE: RS.350/- DD.NO. _____, DATED _____,
NAME OF THE BANK _____

DECLARATION OF THE CANDIDATE

I hereby declare that I have read and understood the conditions of eligibility for Additional Methodology Programme in B.Ed. course for which I seek admission. I fulfill the eligibility criteria and I have provided the necessary information in this regard. I will also abide by the other conditions laid down for admission and prosecuting the above Programme. Incase any information furnished by me is found in correct, false or misleading, my candidature for the above course shall be liable for cancellation by the University at any time and I shall not be entitled for any refund of fee or compensation of any nature thereof.

Place:

Date:

Signature of the applicant

**Service Certificate & No Objection Certificate
for Inservice Teachers**

This is to certify that Ms. _____, D/o. or W/o. _____ is a teacher having NCTE recognized certificate done through face-to-face mode and working in our school on regular basis as _____/as Vidya Volunteer/ on Part-time basis from Date _____ Month _____ Year _____ to Date _____ Month _____ Year _____ in our educational institution. It is to state that there is **no objection** for Ms. _____ to pursue B.Ed(DM) Program through Directorate of Distance Education, S.P.Mahila Visvavidyalayam, Tirupati

Signature of MEO/DEO/Competent Authority
with seal (For regular in-service teachers)

Signature of the Head of the Institution
With seal