

Dr. Santosh Kumari
REGIONAL DIRECTOR

No.IG/RCKN/B.Ed.2015/

December 2014

Subject: Offer of admission to B.Ed. January 2015 session

Dear Candidate,

Congratulations !

1. You have been provisionally selected on the basis of your performance in the B.Ed. entrance test held on 17th August, 2014 for admission to Bachelor of Education (**B.Ed.**) Programme of the University commencing from January 2015.

“This offer of admission is provisional and is based on the documents of qualifications and experience submitted by you alongwith the Application form. If at a later stage, it is found that the document(s) submitted by you is/are false, your admission shall stand cancelled forthwith and no fee refund will be admissible in the event of such cancellation of admission.”

2. You are advised to come in person at **your own cost** without fail to **IGNOU Regional Centre, I.T.I.Building, Bulepur, Khanna, Distt. Ludhiana-141401** on the date and time slot mentioned below. You must bring all the documents as per the checklist enclosed, for verification and finalizing of your admission. In case you fail to submit the supporting documents as mentioned in the checklist, on the day of your counselling, your candidature will be summarily rejected.
3. **Please note that request for change of date and time of counselling will not be entertained under any circumstances. The University is not responsible for any postal delay.** If you are not present on the date and time given, it will be presumed that you are not interested in accepting the offer/joining IGNOU B.Ed. and hence, this offer sent to you will be cancelled without further notice and the candidate next in the merit list order will be considered for admission. **No further correspondence in this regard will be entertained under any circumstances.**
4. To facilitate the allocation of the Programme Study Centre (PSC), you have to indicate the order of preference in the acceptance form. The allotment of PSC is done as per merit order in accordance with the reservation policy of the University. You may be aware that as per NCTE norms, a maximum number of only **100 students** will be admitted to any particular PSC. A list of PSCs of B. Ed. in Punjab is enclosed for your ready reference.
5. Please note that the candidates have been called for counselling as per merit only. **Therefore, you have to wait till your turn comes for counselling within the time slot indicated below and no request for change in time or schedule of order will be entertained under any circumstances.**

With best wishes,

Please come in person (at your own cost) at the address given at S.No.2

on at with

- all the relevant documents as per the Checklist,
- prescribed fee* and
- this offer letter for gaining entry into counselling hall

Yours sincerely,

-Sd-

Regional Director

* The fee of B. Ed. is **Rs. 20,000/-** (Rupees Twenty thousand only). The Demand Draft of the prescribed fee must be in favour of **IGNOU** and payable at **KHANNA** only.

Note: The candidates may confirm their date and time of counselling from our website: rckhanna.ignou.ac.in

CHECKLIST of Documents for Admission B.Ed. 2015

The documents should be presented in the same order as given below:

- 1) Acceptance Form duly filled-in by the candidate alongwith Demand draft of Rs. 20,000/- (Rupees Twenty thousand only) drawn in favour of **IGNOU** and payable at **Khanna** (use: Annexure-1)
- 2) Attested copies of educational qualification certificates (high school/secondary, senior secondary, graduation/post-graduation **marksheets and certificates**) (to be enclosed at Annexure-2)
- 3) Teaching Experience Certificate, in original (clearly mentioning the level of teaching), for two years or more, as applicable. Please note **if the Applicant has worked in more than one School, separate Teaching Experience Certificates should be obtained from each School** (use: Annexure-3)
- 4) Present employment certificate [(**in-service teacher**),(**clearly mention the level of teaching**)], in original, specifying the date, month and year from which working, (use: Annexure-4)
- 5) Appointment letter/(s) issued by the school/(s) where you have worked (to be enclosed by the candidate at Annexure-5)
- 6) Proforma to provide information about Course option and Medium (use: Annexure-6)
- 7) Permission from the school (**minimum 10th level**) for undertaking B.Ed. Teaching Practice (use: Annexure-7)
- 8) Category Certificate issued by the Competent authority, wherever applicable (to be enclosed by the candidate at Annexure-8).
 - a. The candidates belonging to OBC (Non creamy layer) must attach OBC Non-creamy certificate along with income certificate (certificate should not be older than 3 years).
 - b. The candidates falling under PH category must attach the certificate from the recognized medical authority in support of their claim.
- 9) Entrance Test Hall Ticket in original (to be enclosed by the candidate at Annexure-9)
- 10) Two recent passport size photographs (**to be brought by the candidate on the given date**)
- 11) School Recognition/ Affiliation Certificate issued by Central/State Government for the School where the applicant is employed (to be enclosed by the candidate at Annexure-10).
- 12) Original Anti-ragging affidavit in the prescribed format duly notarized and signed by parents and applicant (to be enclosed by the candidate at Annexure-11).
- 13) The applicants who have changed their name after high school must submit following documents:
 - a. Notorized affidavit with changed name
 - b. Newspaper copy where notification for change of name was published
 - c. Copy of gazette notification
 - d. In case of changed surname after marriage, Marriage Certificate by Registrar (Marriages)

Important instructions:

- **All relevant original documents for educational qualification and experience should be brought by you and shown at the time of counseling for verification, when demanded.**
- Your admission in B.Ed. Programme is purely on the basis of your merit.
- Allotment of Study/Programme Study Centre is purely based on the merit of the Entrance Examination.
- Under no circumstances the Study Centre/Programme Study Centre will be changed.
- The Student has to attend workshop (1 year and 2 Year) at the allotted centre only. Change of centre for workshop will not be considered under any circumstances.
- Forms incomplete/without relevant supporting documents will be summarily rejected.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre, ITI Building, Bulepur, Khanna,

District: Ludhiana (Punjab) 141401

Ph. - 01628-229993, 237361

Annexure-1

ACCEPTANCE FORM FOR ADMISSION TO B.Ed. January 2015

Madam,

I hereby accept the offer of admission to the Bachelor of Education Programme 2015 of the University as per the conditions prescribed in the offer letter.

I have enclosed all the necessary documents required for admission to this programme alongwith Demand draft.

1. Name of the Candidate (in **BLOCK** letters): _____

2. Enrolment Number:

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3. Details of the Programme Fee (DD of Rs. **20,000/-** in favour of **IGNOU** payable at **Khanna**)

a) Bank Name: _____ b) DD No: _____ c) DD Date: _____

4. Please indicate your order of preference in choosing Programme Study Centre (PSC*) by referring to the list of PSCs given below.

Order of preference	College Name	Location	Code
1 st preference			
2 nd preference			
3 rd preference			
4 th preference			
5 th preference			

UNDERTAKING

I understand that I have indicated all the preferences for PSC and it will be allotted to me depending upon (a) my merit-cum-position order and (b) subject to availability of seats in a given PSC. Further, I also understand that **once a PSC is allotted, I shall not be permitted to change the PSC.** I agree to the decision of the University in allotting me a PSC and I shall abide by the rules and regulations of the University, as applicable/amended from time to time, in pursuing this programme.

Place:

Yours faithfully,

Date:

(Full Signature of the candidate)

Address: _____

Mobile No. _____

***List of Programme Study Centres (Code) for B.Ed.**

- 1) D.M. College of Education, Moga (**2231 P**)
- 2) St. Soldiers' College of Education, Jalandhar (**2237 P**)
- 3) Sai College of Education, Jadla, Distt: Nawanshahr (**2258 P**)
- 4) Guru Gobind Singh College of Education, Talwandi Sabo, Bathinda (**2259 P**)
- 5) B.C.M. College of Education, Sector 32A, Urban Estate, Chandigarh Road, Ludhiana (**2260 P**)

Annexure-3

IGNOU B.Ed. 2015

TEACHING EXPERIENCE CERIFICATE

To be provided by the respective Principal/ Headmaster/ Headmistress

(if the Applicant has worked in more than one School, separate Teaching Experience Certificates should be obtained from each School)

This is to certify that Mr./Mrs./Ms. _____ has worked in this School from _____ (DD/MM/YY) to _____ (DD/MM/YY) as a PG/Graduate/ Primary/Assistant Teacher* teaching at Sr. Secondary/ Primary level* and he/she* is a **full time teacher** of this school. He/She* has _____ years of teaching experience. This school is Govt./Govt. aided/unaided* and is duly recognized by the Central/State Government or a Union Territory.

Place: _____

Signature of the Principal/ Headmaster/ Headmistress

Date: _____

Name: _____

Designation: _____

School Seal with full address:

(The candidate should ensure that the Certificate is complete in every respect)

*Strike out whichever option is inapplicable

Annexure-4

IGNOU B.Ed. 2015

PRESENT EMPLOYMENT CERTIFICATE

To be provided by the respective Principal/Headmaster/Headmistress

This is to certify that Mr./Mrs./Ms. _____ is presently working in this School from _____ (DD/MM/YY) to _____ (DD/MM/YY) as a PG/Graduate/ Primary/Assistant Teacher* teaching at Sr. Secondary/Primary level* and he/she* is a full time teacher of this school. He/She* has _____ years of teaching experience. This school is Govt./Govt. aided/unaided* and is duly recognized by the Central/State Government or a Union Territory.

Place: _____

Signature of the Principal/ Headmaster/ Headmistress

Date: _____

Name: _____

Designation: _____

School Seal with full address:

(The candidate should ensure that the Certificate is complete in every respect)

*Strike out whichever option is inapplicable

Annexure-6

**IGNOU B.Ed. 2015
COURSE OPTION PROFORMA**

Enrolment No.										
Name (in Block letters)										
Choose any two Group B: Content based Methodology Courses:	Course Title (Methods)				Course Code					
	Course Title		Course Code		1. Teaching of				ES _____	
	Teaching of Science	ES-341								
	Teaching of Mathematics	ES-342		2. Teaching of				ES _____		
	Teaching of Social Studies	ES-343								
	Teaching of English	ES-344								
Teaching of Hindi	ES-345									
Choose any one Group C: Special Courses:	Course Title (Methods)				Course Code					
	Course Title		Course Code		1. Teaching of _____				ES _____	
	Educational Technology	ES-361								
	Computer in Education	ES-362								
	Guidance and Counselling	ES-363								
	Distance Education	ES-364								
Medium of the Programme	English: A1				Code _____					
	Hindi: B2									

(Full Signature of the Student)

Note: You have to identify **two Senior Teachers with B. Ed./M. Ed. Qualifications** at your **Work Centre** (High/Higher/Secondary/Senior Secondary level) who are involved in teaching the above opted Content based Methodology Courses. They would be helping you as **MENTORS** in your School Based Activities and Teaching Practice.

IGNOU B.Ed. 2015

Permission from the School (the work centre) for undertaking B. Ed. Practicals

I hereby undertake that the school will provide facilities to Mr./Mrs./Ms. _____ Enrolment No. _____ needed for carrying out practical work for the B. Ed. Programme offered by IGNOU. This school is a **High /Higher Secondary/ Senior Secondary School***.

Signature of the Principal/ Headmaster/ Headmistress

Place: _____

Name: _____

Date: _____

Designation: _____

Address: _____

*Strike out whichever option is inapplicable

(School Seal)