



INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
Regional Centre, ITI Building, Bulepur, Khanna,  
District: Ludhiana (Punjab) 141401  
Ph. - 01628-229993, 237361  
www.ignourckhanna.org.in

Dr. Santosh Kumari  
REGIONAL DIRECTOR

No.IG/RCKN/M.Ed.2015/...  
December 2014

**Subject: Offer of admission to M.Ed. January 2015 session**

Dear Candidate,

Congratulations !

1. You have been provisionally selected on the basis of your performance in the M.Ed. entrance test held on 17<sup>th</sup> August 2014 for admission to Master of Education (M.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 M.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.**

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 M.Ed. is **Rs. 40,000/-** (Rupees Forty 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](http://rckhanna.ignou.ac.in)

**CHECKLIST of Documents for Admission M.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. 40,000/- (Rupees Forty thousand only) drawn in favour of **IGNOU** and payable at **Khanna** (use: Annexure-1)
- 2) Attested copies of educational qualification certificates (to be enclosed at Annexure-2)
- 3) Teaching Experience Certificate, in original, for two years or more, as applicable (clearly mention the level of teaching). Please note **if the Applicant has worked in more than one Institution, separate Teaching Experience Certificates should be obtained from each Institution** (to be enclosed by the candidate at 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, (to be enclosed by the candidate at Annexure-4)
- 5) Appointment letter/(s) issued by the institution/(s) where you have worked (to be enclosed by the candidate at Annexure-5)
- 6) Proforma to provide information about Course option (use: Annexure-6)
- 7) Category Certificate issued by the Competent authority, wherever applicable (to be enclosed by the candidate at Annexure-7)
  - 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.
- 8) Entrance Test Hall Ticket in original (to be enclosed by the candidate at Annexure-8)
- 9) Two recent passport size photographs (**to be brought by the candidate on the given date**)
- 10) Institution Recognition/ Affiliation Certificate issued by Central/State Government for the institution where the applicant is employed (to be enclosed by the candidate at Annexure-9).
- 11) Original Anti-ragging affidavit in the prescribed format duly notarized and signed by applicant (to be enclosed by the candidate at Annexure-10).
- 12) 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 M.Ed. Programme is purely on the basis of your merit.
- Forms incomplete/without relevant supporting documents will be summarily rejected.



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**Annexure-1**

**ACCEPTANCE FORM FOR ADMISSION TO M.Ed. January 2015**

Madam,

I hereby accept the offer of admission to the Master 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. **40,000/-** in favour of **IGNOU** payable at **Khanna**)

a) Bank Name: \_\_\_\_\_ b) DD No: \_\_\_\_\_ c) DD Date: \_\_\_\_\_

Place:  
Date:

Yours faithfully,

(Full Signature of the candidate)

Address: \_\_\_\_\_

\_\_\_\_\_

Mobile No. \_\_\_\_\_

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

<b>Enrolment No.</b>								
<b>Name (in Block letters)</b>								
<b>Choose any one For I year courses</b>	<b>Course Title (Methods)</b>				<b>Course Code</b>			
	<b>Course Title</b>		<b>Course Code</b>		<b>1.</b> _____ <b>MESE-</b> _____			
	Measurement & Evaluation in Education		MESE-057					
	Educational & Vocational Guidance & Counselling		MESE-058					
Teacher Education in India: Growth & Development		MESE-059						
<b>Choose any one For II year courses</b>	<b>Course Title (Methods)</b>				<b>Course Code</b>			
	<b>Course Title</b>		<b>Course Code</b>		<b>1.</b> _____ <b>MESE-</b> _____			
	Curriculum Development & Transaction		MESE-060					
	Open & Distance Learning Systems		MESE-061					
	Vocational Education		MESE-062					
	Special Needs Education		MESE-064					
	Information Technology & Education		MESE-066					
	Elementary Education		MESE-067					

**(Full Signature of the Candidate)**