



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre - Mumbai

Om Leva Vikas Niketan, Nanepada Road, Mulund (E), Mumbai – 400081.

Phone : 022-25633159, 25635540 E-mail : rcmumbai@ignou.ac.in

DR. A. VARADARAJAN

Regional Director (I/C)

F. No. RCMUM/AD/BED/2015/4715

Dated: 10th December, 2014

Sub: Offer Letter for B.Ed 2015 Admission Counselling

Dear applicant,

Congratulations!

Based on the merit order position in the result declared for the B.Ed., Entrance Test held on 17.08.2014, you have been provisionally selected for the B.Ed admission to January 2015 session. Confirmation of admission is subject to verification of all original documents pertaining to your academic qualifications and in-service experience. According to your Rank/Marks position, category (SC/ST/PH/ OBC (NCL)/KM/WW/General), you have been called for the admission counselling. **The Annual income of the candidates under OBC (Non Creamy Layer) should not exceed 6.00 lakh per annum. The date and time of your turn for admission counselling at IGNOU Regional Centre, Mumbai, Om Leva Vikas Niketan, Nanepada Road, Mulund (E), Mumbai -400081 is mentioned in the address label pasted at the bottom of this letter.** You are advised to be present at Regional Centre, Mumbai at least an hour before the start of counselling as per the time slot specified in the address label and you will have to wait for your turn for counselling. If you are not present on the date & time of counselling, it will be presumed that **you are NOT interested** in accepting the offer/joining IGNOU B.Ed., and hence this offer will be **cancelled without further notice.**

You are also requested to bring the Programme Fee of Rs.20,000/- in the form of a Demand Draft drawn in favour of “IGNOU” payable at Mumbai from any one of the Nationalized Banks.

You must bring **ALL THE DOCUMENTS IN ORIGINAL** as well as the attested copies of documents as listed in **CHECK LIST** for verification. All the columns in the acceptance form (**Annexure-1**) should be filled-in with relevant details, besides filling **Annexure 2**. In case you fail to bring the documents as mentioned above, on the specified date/time as indicated in the address label and fail to provide required evidences for qualifications, experience and category, community / caste etc., your candidature will be summarily rejected. The University will not entertain any further query in this regard under any circumstances. Please read the information and guidelines thoroughly and check all the documents before coming to the Regional Centre. Details of documents to be submitted printed on the reverse side of the Check-list.

“This offer of admission is provisional and is based on the documents of qualification and experience submitted by you along with 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.”

The requirement of two years of teaching experience will be counted **as on 15.07.2014**. Besides, the experience certificate (**Annexure 2**) issued by the School, for the purpose of counselling, should clearly indicate that you are **working as teacher at present**. As per rules, **in service teachers** alone are eligible for admission to B.Ed. If you have worked in more than one school, you may submit more than one experience certificate to establish that you have total teaching experience of two years by **15.07.2014 and also you are at present working as teacher**.

Teachers **appointed on or after 26.07.2010**, either on temporary / permanent basis, should possess 50% marks in their Bachelor's / Master Degree. For SC/ST/OBC (NCL) and other category students, they should possess 45% in their UG / PG Degree. However, this condition is not applicable for the teachers appointed before **26.07.2010**. Please note that **those candidates who received the Master's Degree without the Bachelor Degree are NOT ELIGIBLE for Admission to IGNOU's B.Ed. Programme.**

Part-time teachers / Guest / Honorary Teachers and Teachers teaching Kinder Garten classes are not eligible for IGNOU's B.Ed., Programme. Permission for practical work (work centre) should be obtained only from Secondary / Higher /Senior Secondary and hence, the certificate obtained from **Middle/Primary / Nursery School is not permitted (Annexure 3).**

With the best wishes,

Yours faithfully,

(DR. A. VARADARAJAN)
REGIONAL DIRECTOR (I/C)

Enclosures:

1. **Checklist of Documents to be submitted (As per the checklist, you must also submit the duly attested photocopies of all the certificates & also original certificates for verification)**
2. B.Ed. Acceptance Form format (Annexure-1)
3. Format of Teaching Experience Certificate (Annexure-2)
4. Format of Certificate to provide facilities for practical work at School (Annexure – 3)
5. Format of OBC (Non Creamy Layer) Certificate for candidates called under OBC (NCL) category (Annexure – 4)
6. Format of Anti-ragging Affidavit (Annexure – 5)

IGNOU REGIONAL CENTRE, MUMBAI

Check List - B.Ed. Admission Counselling – 2015

Date: _____ (FN / AN) Roll No. _____ Marks: _____ Rank: _____
(given in Entrance Test)

Name: _____ Enrol. No. _____ Category: _____

*** All Original documents to be submitted at the time of counselling for verification**

Sl. No	Details of documents	Put tick(√) (to be filled by candidate)	Remarks (OFFICE USE ONLY)
1.	DD for Rs.20,000/-		
2.	Filled in ID Card		
3.	Counselling offer Letter issued by IGNOU, RC, Mumbai		
4.	Hall Ticket (Original)		
5.	Acceptance Letter (Annexure 1)		
6.	SC / ST/ PH / War Widow / (If called under category)		
7.	OBC (NCL) Category (Annual income of the applicants should not exceed Rs.6.00 lakhs) (If called under category)		
8.	10 th or 12 th Mark Sheet (attested copy)		
9.	UG Degree Mark Sheet (attested copy)		
10.	U.G. Degree Provisional Certificate (attested copy)		
11.	PG Degree Mark Sheet/Convocation (attested copy)		
12.	Experience–Cum-Employment Certificate (Original) (Annexure 2)		
	(i) Completion of 2 years experience by 15.07.2014		
	(ii) Presently working		
	(iii) 50% (Gen.) & 45% for other categories in UG / PG if appointed as teacher on or after 26.07.2010		
13.	School Recognition Certificate (attested copy)		
14.	Certificate for attending Practical Work (Original) (issued by Secondary /Hr. /Sr. Secondary School)(Annexure3)		
15.	Anti-ragging Affidavit (Original) (use format in P-142 of BED Student Handbook & Prospectus)		

FOR OFFICE USE ONLY

Signature of the Scrutiny Official of RC

Allotted PSC

Signature of RD/ARD

Data Entry Section:

DD details, PSC code and Course Codes entered

Signature of the AE(DP)

F & A Section: Removal of DD

Signature of the Official

(Please see reverse side for instructions)

DETAILS OF DOCUMENTS TO BE SUBMITTED IN COUNSELLING:

- ❖ **All original certificates of educational qualifications must be produced for verification at the time of admission counselling.**
 - ❖ Fees **Rs.20,000/-** (Rupees Twenty Thousand only) by Demand Draft drawn in favour of **IGNOU**, payable at **Mumbai** from one of the nationalized banks. (Write your name, enrolment number and address on the back of the Demand Draft). **Payment of fee in cash WILL NOT be accepted under any circumstances.** Demand Drafts issued by the Cooperative Banks **will not be accepted.**
 - ❖ Bring duly filled in & photograph affixed on Identity Card (use the Identity Card provided in the B.Ed Prospectus).
 - ❖ Offer letter for attending counselling sent by the Regional Centre
 - ❖ Original B.Ed., Entrance Examination Admit Card
 - ❖ Acceptance Form duly filled-in (**Annexure – 1**)
 - ❖ Attested copy of 10th / 12th Standard Certificate / Mark Sheet
 - ❖ Attested copies of Mark Sheets of Bachelor's Degree for all three years / for all semesters/year wise/consolidated mark statement
 - ❖ Attested copy of Bachelor's Degree **Convocation Certificate**
 - ❖ Attested copy of Post Graduate Degree, i.e. Master's Degree Certificate if you have passed Post Graduation
 - ❖ Teaching Experience-Cum Employment Certificate, in original, in the prescribed format for a minimum period of two years in a recognized school (**Annexure 2**). In case of any over writing in the certificate, then it should be countersigned by the issuing authority. If you have worked in more than one school use the photocopies of the format given in Annexure 2.
 - ❖ Attested copy of school recognition certificate issued by the Central/State Government of the school where applicant is employed
 - ❖ Permission from the School for undertaking B.Ed Practicals (**Annexure-3**). To be obtained only from the Secondary / Hr. Secondary / Sr. Secondary School. (Certificate issued by the Middle School / Nursery / Primary **will not be accepted**).
 - ❖ Community/Category Certificate **in original** (only for SC/ST/PH/OBC(NCL)/War Widows / Kashmiri Migrants): **To be produced only by the candidates called under reserved category.** This is a must for candidates called under reserved category as their admission will be decided based on the category, as declared by them in the entrance test form.
 - ❖ Specimen copy of OBC (NCL) Certificate enclosed as **Annexure –4**. The **annual income of the candidates under OBC (Non Creamy Layer) should not exceed 6.00 lakh per annum. The University will not be held responsible for admission, if any Reserved Category candidates has wrongly mentioned his/her category as General/OBC (CREAMY LAYER) or vice-versa in the entrance examination form. OBC certificate should not be older than Three Years.**
 - ❖ Original Anti-ragging Affidavit in the prescribed format (Annexure 5)
 - ❖ One recent passport size photographs for the purpose of pasting it on the Student Identity Card
 - ❖ If **name is changed** after High School then you may bring (i) Notorized Affidavit with changed name (ii) A copy of News Paper, where notification for change of name was published (iii) Copy of Gazettee Notification. In case of changed Surname after marriage, Marriage Certificate issued by Registrar (Marriages).
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Om Leva Vikas Niketan, Nanepada Road, Mulund (E), Mumbai – 400081.

ACCEPTANCE FORM - B.Ed – 2015 (to be submitted at Regional Centre)

Sir,

I accept the offer of admission to the Bachelor of Education Programme 2015 of the University as per the conditions prescribed in the offer letter No. F.No.RCMUM/AD/BED/2015 dated: 10.12.2014. I enclose the necessary documents asked for in the offer letter and the Demand Draft (DD) towards the programme fee as per the details given below:

Name of the Student: _____ (in Capital letters)

 Enrolment Number: _____ (to be allotted by RC, Mumbai, during admission)
 (After Admission)

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Details of the Programme Fee:

Sl.No	DD.No	DD Date	DD Amount	Bank Name & Branch
1				
2				

Course Option:

Choose any two – tick mark (√) from Group B: Content based Methodology Courses ;	GROUP – B		
	Teaching of Science	ES-341	
	Teaching of Mathematics	ES-342	
	Teaching of Social Studies	ES-343	
	Teaching of English	ES-344	
	Teaching of Hindi	ES-345	
Teaching of Tamil	BESE-046		
Choose any one - tick mark (√) from Group C: Special Course	GROUP – C		
	Educational Technology	ES-361	
	Computer in Education	ES-362	
	Guidance and Counselling	ES-363	
Distance Education	ES-364		

I understand that the PSC will be allotted depending upon my Merit-cum-Position Order, subject to availability of seat in a given PSC. Further, I also understand that once a PSC is allotted, I am not permitted to change the PSC. However the University has the right to shift the students to nearby PSC if the minimum number of students in the opted PSC is very less.

Place:

Date:

Signature of the Candidate

Postal Address: _____

Phone No. with STD Code: _____ Mobile No. _____

Email: _____

FOR OFFICE USE ONLY

PSC - ALLOTTED:

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(Signature of the RD/ARD)

Name of the Centre: _____

I hereby accept & understand that the allotment of above PSC to me is only provisional.

 (Signature of the student with date)

EXPERIENCE – CUM – EMPLOYMENT CERTIFICATE

- To be issued by the present employer: Principal / Headmaster / Headmistress only. There should not be any over writing in this certificate and if there is any over writing then it should be countersigned by the issuing authority
- If the Applicant has worked in more than one School and has less than two years of experience by 15.07.2014 in the present school; make photocopy of this format and produce separate Teaching Experience Certificate from each School.

I. This is to certify that Mr./Ms. _____ has been teaching in this school FROM _____(DD) _____ (MM) _____(YR) To _____(DD) _____ (MM) _____ (YR).

II. His / Her appointment in this school is on full time temporary / permanent basis and teaching the students of class from _____ to _____ in the subjects _____ etc.

III. Mr. / Mrs. _____ is teaching in this School at present. (Strike out if not applicable)

IV. This School is a Govt./ Govt. aided / unaided and is duly recognized by the Central / State government / union territory by virtue of obtaining Registration No. _____ dated _____ from Directorate of Education _____(Name of the State) for a period _____.

I hereby undertake that all the information mentioned above is true and the University is empowered to take legal action against me for any wrong information.

Place: _____
Date: _____

Signature of Principal/Headmaster/Headmistress

Full Name: _____

Name of the School: _____

Registration No. of the Institution _____

Full Address: _____

(Seal / stamp of the School)

Telephone No. _____

Email ID of the School _____

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

* Strike out whichever is not applicable

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CERTIFICATE TO PROVIDE FACILITIES FOR PRACTICAL WORK
(to be submitted at Regional Centre)

I hereby undertake that the school will provide facilities to Mr./Ms. _____
needed for carrying practical work for the B.Ed., programme. The School is Secondary/Higher/Senior Secondary
School.

Place: _____

Signature of Principal/Headmaster/Headmistress

Date: _____

Full Name: _____

Name of the School: _____

Registration No. of the Institution _____

Full Address: _____

(Seal / stamp of the School)

Telephone No. _____

Email ID of the School _____

This Certificate is to be submitted by the learner to the Regional Centre, Mumbai during admission counselling.

(To be submitted at Regional Centre)
FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE BELONGING TO OBC
(NON CREAMY LAYER) CATEGORIES ALONGWITH
APPLICATION FORM

This is to certify that _____, son/daughter of _____, of village _____ District/Division _____ in the State _____ belongs to the _____ community which is recognized as a Backward Class in under following resolutions of Government of India, Ministry of Welfare-

*(i) Resolution No.12011/68/93-BCC (C), dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 186, dated the 13th September, 1993,

*(ii) Resolution No.12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994.

*(iii) Resolution No.12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No.88, dated the 25th May, 1995.

*(iv) Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.

*(v) Resolution No. 12011/96/94-BCC dated 9/03/96.

*(vi) Resolution No. 12011/13/97-BCC dated 03/12/97.

*(vii) Resolution No. 12011/99/94-BCC dated 11/12/97.

*(viii) Resolution No. 12011/68/98-BCC dated 27/12/99.

*(ix) Resolution No. 12011/88/98-BCC dated 06/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.

*(x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.

*(xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.

*(xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.

*(xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.

*(xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.

*(xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

*Shri _____ and/or his/her family ordinarily reside(s) in the _____ District/ Division of the _____ State. This is also to certify that he/she does not belong to the persons/sections(Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, O.M. No.36012/22/93-Estt.(SCT), dated 8-9-1993 which is modified vide OM No. 36033/3/3004 Estt. (Res) dated 09/03/2004.

District Magistrate

Deputy Commissioner, etc.

Dated:

SEAL _____

*Strike out whichever is not applicable

N.B.—

- a) **The above certificate should not be more than 3 years old from the date of issuance of certificate till the time of submission of application form.**
- b) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.
- c) The authorities competent to issue caste certificates are indicated below:-
 - (i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/ExecutiveMagistrate/Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar; and
 - (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides

NOTE: IF THE CERTIFICATE FURNISHED BY OBC CANDIDATES(NON-CREAMY LAYER) FOUND TO BE FAKE AT LATER STAGE, DISCIPLINARY ACTION ALONGWITH CANCELLED OF ADMISSION WITH NO REFUND SHALL BE UNDERTAKEN BY THE UNIVERSITY.

(To be submitted at Regional Centre)

AFFIDAVIT BY THE STUDENT

I, _____ (full name of the student with admission / registration / enrolment number) S/o. D/o Mr. / Mrs. / Ms. _____ having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understand the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that

(a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations

(b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6. I hereby declare that I have not been expelled or debarred from admission, in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) this the _____ (day) of _____ (month), _____ (year)

Signature of Deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

