

Reg. Post

Sub: Offer of Provisional Admission to B. Ed. Programme- January 2016 Session – Reg.

Dear Candidate,

As per the Entrance Test results declared, you have qualified the Entrance Test for Admission to B.Ed Programme January 2016 Session. To confirm your admission, **You** are hereby required to be present at this Regional Centre **in person** on **22nd & 23rd May 2016 at 10:00 A.M. & 02.00 P.M. positively** along with the documents mentioned below in addition to other essential certificates as per the Student Hand Book & Prospectus.

Bring this Offer letter in Original with Entrance Test Result : Original or Downloaded from website

1. A Demand Draft (DD) for Rs. 20,000/- (Rupees Twenty Thousand Only) towards Programme Fee in favour of **IGNOU** Payable at **RAGHUNATHGANJ / JANGIPUR** from any Nationalized Bank. Please write your name, address and mobile no on the backside of the DD.

2. **Photocopies of the following documents duly attested by a Gazetted Officer or Yourself along with their originals*** :

- i. High School/Secondary/Senior Secondary Mark Sheet and Certificate for Name, Parentage & Percentage (In case the name is changed after marriage or any other reasons an Affidavit to that effect in original).
- ii. Graduation & Post Graduation Certificate and All Years Mark Sheet (Graduation must be of not less than 3 years duration),
- iii. Regarding NCTE Qualification in teacher education programme acquired through face to face mode, the candidates should produce the authentication by the Certificate Issuing Authority stating that **“the Qualification & certificate awarded to the candidate is NCTE recognized and Approved Teacher Education Programme through face to face mode” (Specimen copy Enclosed)**. In case of non-existence of the Certificate Issuing Authority, a certificate may be obtained from NCTE recognizing that course as a teacher education programme through face to face mode.
- iv. Experience Certificate(s), if experience is claimed.
- v. Original BED Entrance Examination Admit Card.
- vi. Original Anti-ragging Affidavits in the prescribed formats duly **Notarized** and signed by Parents and Applicant separately, as given in the Prospectus.
- vii. **Category Certificate from Competent Authority of the Govt.** (SC/ST/OBC (Non Creamy Layer)/PWD/WW/KM) for claiming Seat under respective Category in accordance with the University (IGNOU) Provisions notified.
- viii. Original Certificate from the recognized Secondary/Senior Secondary Schools to provide facilities for Practical Work including Internship, as per the format enclosed.
- ix. OBC-Non Creamy Certificate for claiming OBC (Non-Creamy) Seat **Should not be older than 3 years**.
- x. Income Certificate from **Competent Authority of the Govt. or Tehsildar / SDO** (in case of OBC-Non-Creamy layer)
- xi. The Candidate must meet all the eligibility criteria as per Student Hand Book & Prospectus (B.Ed January 2016 programme).
- xii. Recognition / Affiliation Certificate issued by CBSE/ICSE/WBBSE/WBCHES to the School indicating the **Registration Number** of your School. If you have worked in more than one School, you must submit attested copies of all the Recognition/Affiliation Certificates of all schools you have worked.

PLEASE NOTE: All the Original Documents as stated above must be brought for verification. In the absence of Original documents and respective Attested copies candidature shall not be considered.

Admission shall not be granted if you do not meet the eligibility criteria. No further relaxation of time can be granted, except on medical or other reasons to the satisfaction of the Regional Director.

“This offer of admission is provisional and is based on the Declaration submitted alongwith the admission form for Entrance Test by you for meeting eligibility criteria. If at any stage, it is found that the document(s) submitted by you is/are false or do not conform to the Eligibility criteria your admission shall not be granted or if granted no fee refund will be admissible in the event of such cancellation of admission.”

Note :

- i) In case of any certificate in language other than English or Hindi translated version duly attested by Serving Gazetted Officer not below the rank of Tehsildar should be furnished.
- ii) Waiting list candidate may bring Demand Draft in anticipation of admission against vacancy if any. In case they prefer not to bring Demand Draft they should arrange to deposit the fees in IGNOU Regional Centre through Demand Draft on the same day of their counseling. No additional time relaxation shall be given.
- iii) ***Mere sending of this communication doesn't indicate your eligibility and grant of admission.***

sd/-
Assistant Registrar

Encl:

1. Annexure - 1, 2, 3, 4, 5, 6, 7, 8 & 9 (8 pages).

PLEASE NOTE

A NEW ENROLLMENT NUMBER SHALL BE ALLOTTED ON YOUR ADMISSION. Please DO NOT write the ENTRANCE TEST Admit/Hall Ticket Number anywhere in the Annexure and on the back side of DD and on the IDENTITY CARD. Please leave ENROLLMENT NUMBER BLANK

ACCEPTANCE FORM**B. Ed Admission – January 2016**

Sir,

I accept the offer of admission to the **Bachelor of Education Programme January 2016** Session of the University as per the conditions prescribed in the prospectus and offer letter No. **IG/RRC/B.Ed.-Jan'16/15/_____** **dated: 3rd MAY, 2016** and I enclose necessary documents as per the prospectus and offer letter alongwith the Demand Draft towards the programme fee (details given below);

Name : _____**Enrolment Number:** _____

(Do not write any digit, it will be given by Regional Centre only)

Details of the Programme Fee:**a) Bank Name** _____ **b) DD No.** _____ **c) DD Date** _____**d) Amount : 20.000/- (Rupees Twenty Thousand Only)**

Thanking you.

Place: _____

Date: _____

Yours Faithfully

Signature of the Candidate

Address: _____

Phone No with STD code _____

Mobile Number _____

E-mail _____

TEACHING EXPERIENCE CERTIFICATE

To be provide by the respective Principal / Headmaster / Headmistress

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

This is to certify that Mr./Mrs./Miss. _____ has worked in this school from _____ (DD/MM/YY) to _____ (DD/MM/YY) as a *PG/Graduate/ Primary/Assistant Teacher ** and is currently Teaching in *Sr. Secondary/Secondary/Primary level**.

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**. The Recognition certificate Registration No. of this School is _____

Place : _____
Date : _____

Signature of the Principal/Headmaster/Headmistress

Name: _____

Designation: _____

School seal with full address & School Registration No.

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

Strike out whichever option is inapplicable

PRESENT EMPLOYMENT CERTIFICATE

(To be provided by the present employer; Principal / Headmaster / Headmistress)

This is to certify that Mr./Mrs./Miss. _____ has worked in this school from _____ (DD/MM/YY) to _____ (DD/MM/YY) as a *PG/Graduate/ Primary/Assistant Teacher * Teaching at Sr. Secondary/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

IGNOU – B.Ed. January 2016 Regional Centre Raghunathganj

Course Option Form

FIRST YEAR

Content Based Methodology Courses (8 Credits) (any two courses) - ANY TWO

Course No.	Course Title	Credits	TICK MARK AGAINST COURSE OPTED (ANY TWO)
6A	Pedagogy of Science	4	
6B	Pedagogy of Social Science	4	
6C	Pedagogy of Mathematics	4	
6D	Pedagogy of English	4	
6E	Pedagogy of Hindi	4	

SECOND YEAR

Optional Courses. (Choose any one course)

Course No.	Course Title	Credits	TICK MARK AGAINST COURSE OPTED (ANY ONE)
12A	Open and Distance Education	4	
12B	Guidance and Counseling	4	
12C	Adolescence and Family Education	4	
12D	Vocational Education	4	
12E	Information and Communication Technology	4	

COURSE OPTION FORM

(Details of the Courses opted by the Student)

1 st / 2 nd Year	Compulsory Courses									Optional Courses		Total no. of Course s	Total no. of Credits
	Course Number												
Course s in the 1 st Year	1	2	3	4	5	WBA-1	EPC-1	EPC-2	INT-1			11	36
	✓	✓	✓	✓	✓	✓	✓	✓	✓	Choose any two from 6 A to 6 E			
Course s in the 2 nd Year	8	9	10	11		WBA-2	EPC-3	EPC-4	INT-2			9	36
	✓	✓	✓	✓		✓	✓	✓	✓	Choose any one from 12 A to 12 E			
Total no. of Courses and Credits												20	72

Name of the Candidate: _____

Enrolment Number: _____
(Do not write any digit, it will be given by Regional Centre only)_____
Signature of the Candidate

Permission from the School (the work center) for undertaking B.Ed Practical in Duplicate

I hereby undertake that this school will provide facilities to Mr./Mrs./Miss. _____

(Enrl. No.: _____ needed for carrying out practical work for the B.Ed programme offered by IGNOU. This school is Secondary/Higher/Senior Secondary School).

Place : _____
Date : _____

Signature of the Principal/Headmaster/Headmistress

Name : _____

Designation : _____

Address : _____

*Strike out whichever is not relevant
(School Seal)

DECLARATION OF MENTORS

I hereby declare that I have specialization in the Teaching of the subject mentioned below in my B.Ed qualification. I agree to be a Mentor for the Methods subject referred against my name. I am willing to guide Mr./Mrs./Miss. _____
_____. Enrolment No. _____

As a mentor within the provisions of IGNOU B.Ed programme.

Mentor – 1 Subject _____ Signature : _____

Name : _____

Designation : _____

School Address : _____

Mentor – 2 Subject _____ Signature : _____

Name : _____

Designation : _____

School Address : _____

(Please refer Annexure – 4 for course title and course codes)

**Essential Certificate to be furnished by the candidate for securing Admission to B.Ed 2016
Programme of IGNOU subject to meeting other requirements.
The certificate is to be issued not below the rank of DI or Equivalent Officer of Education
Department or NCTE or SCERT of the concerned State/ Central Govt.**

It is hereby certified that Sh/Ms. _____ S/D/o
_____ r/o _____
_____ employed in _____

School has undergone 2 years NCTE recognized and approved Teachers Education Programme face to face
mode and the qualification certificate regarding same is duly attested by the undersigned to this effect.

Signature with Date & Seal of the issuing authority

Name of the Officer:

**AFFIDAVIT BY THE STUDENT
(TO BE SUBMITTED ALONGWITH APPLICATION FORM)**

1. 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 behaviour 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

AFFIDAVIT BY PARENT/GUARDIAN
(TO BE SUBMITTED ALONG WITH APPLICATION FORM)

1. I, Mr./Mrs./Ms. _____ (full name of parent/guardian/father/mother/guardian of, _____ (full name of student with admission/registration/enrolment number), 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.
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 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
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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 : _____

Address : _____

Telephone/Mobile No. : _____

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