

Speed Post

IG/RCC/Admission/BED/2018/

Date:

Sub: Counselling for Admission in B.Ed Programme – January, 2018 Session- reg.

Dear Candidate,

We are pleased to inform you that your name has been provisionally short listed as per the merit list of the candidates prepared by the University for Admission in B.Ed. Programme for January, 2018 Session. In this regard this is to inform you that as per new guidelines of NCTE for BED Programme IGNOU Regional Centre Chandigarh has been made the Nodal Regional Centre where Counselling will be held as per the revised Cluster-wise Merit list for Chandigarh, Shimla and Jammu regions for Admission in B.Ed Programme – January, 2018 Session. The total number of seats is 25 only. **There will be only one Study Centre for BED programme for all these regions where all the activities such as Counselling (Theory), Workshop and Assignments related activities will be held i.e. PSC – 06016P, Dev Samaj College of Education for Women, Sector 36-B, Chandigarh.** The schedule of the Counselling is given below:

Date	Time	Place	Remarks
09/03/2018	10:00 AM	इग्नू, क्षेत्रीय केन्द्र, एस. सी. ओ. 208, सैक्टर-14, पंचकुला-134109 (हरियाणा) IGNOU, Regional Centre, SCO-208, Sector-14, Panchkula - 134109 (Haryana)	<i>"This offer of admission is provisional and is based on the documents in respect of qualification and other eligible criteria 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."</i>

***Wait Listed-** The candidate(s) of waiting list will prepare the Demand Draft of the requisite fee (Except SC/ST Candidates being exempted under SCSP/TSP Scheme) on their own risk. If the seats remain vacant after counseling, only then the next opportunity will be given to the wait listed candidate(s). No extra time will be given for submission of Demand Draft of the requisite fee to candidates of Waiting List.

Therefore, you are advised to report in person and attend the counselling as per schedule along with the **Demand Draft of Rs.50,000/-** (Except SC/ST Candidates being exempted under SCSP/TSP Scheme) and **true copies of attested/self attested relevant documents** (that will be retained with your application Form) along with the **Original documents** for verification. **A register of attendance of all applicants coming for the counselling will be maintained** where their signatures and time of arrival for the counselling will be recorded prior to their counselling.

(If you do not present yourself at the Regional Centre on the date and time allotted to you as above, the offer will automatically stand cancelled and admission offer will be given to the other candidates in the waiting list.)

The details of all the documents to be produced at the time of Counselling are given below:

1. Documents that are required to be submitted by the Applicants (Photocopies duly attested, to be verified against original):

(i). To be submitted by All Applicants:

- 1). High School/Secondary and Intermediate/Senior Secondary Mark Sheet and Certificates.
- 2). Graduation and Post graduation (If applicable), per year/semester wise Mark Sheet and Degree Certificates.
- 3). **Study Centre allotment letter** from the concerned University, in case of Degree(s) acquired through Distance Mode of Learning from Central/State/Deemed to be University.
- 4). Mark Sheet and Certificate of NCTE Recognized Teacher Education Programme completed through Face to Face mode.
- 5). **Regarding NCTE Qualification in teacher education programme acquired through face to face mode, the candidates should produce the authentication by the Certificate Issuing Authorities stating that “the certificate awarded to the candidate is the NCTE recognized and approved teacher education programme through face to face mode”. In case of non-existence of the Certificate Issuing Authorities at present, a certificate may be obtained from NCTE recognizing that course as a teacher education programme through face to face mode. (A Certificate issued by the Institution, where the candidate has pursued his/her teacher education programme through face to face mode, stating that the Institution is recognized for offering the teacher education programme through face to face mode by NCTE, along with a copy of the recognition letter issued by NCTE to that institution. In case the recognition letter is not available, then a certificate issued by the Institution should contain the details of the letter number and date of issue of recognition/approval for offering the teacher education programme through face to face mode by the NCTE).**
Without NCTE Recognition Certificates, the candidature for admission to B.Ed. will not be considered.
- 6). Letter of appointment from current school stating date of appointment and the post held (Primary Teacher, Assistant Teacher, TGT/PGT; as the case may be) and Salary/Grade given on school letter head bearing School Recognition No. in **Original + self-attested Photocopy.**
- 7). Original Experience-cum-Employment Certificate of the current as well as previous schools (On proper letterhead of each school) to be submitted in Original, if experience is claimed. Each certificate should have proper address of the school and should be signed and stamped by the Headmaster/Principal of the school, if teaching experience is claimed (Copy enclosed).
- 8). School recognition certificate duly attested by the Headmaster/Principal of the school.
- 9). Original Certificate from the recognized Secondary/Senior Secondary Schools to provide facilities for Practical Work including Internship, **as per the format attached to it.**
- 10). Original BED Entrance Examination Admit Card (**Hall Ticket**).

- 11). Original Anti-ragging Affidavits in the prescribed formats duly Notorized and signed by Parents and Applicant separately, as given in the Prospectus.
- 12). A Demand Draft of Rs. 50,000/-in favour of Indira Gandhi National Open University (IGNOU) and payable at **Chandigarh**, towards the **programme fee** along with the acceptance form (enclosed). Please write your name, Enrolment No., address and contact no. on the backside of the DD.

The SC/ST candidates are exempted from the Programme Fee as per norms under SCSP/TSP Scheme. However, it may kindly be noted that **SC/ST students who are availing any kind of fellowship or fee reimbursement or exemption from any other agencies are not eligible for the fee reimbursement or exemption** under SCSP/TSP Scheme.

Therefore, to claim the reimbursement or exemption under SCSP/TSP Scheme, the SC/ST Candidates have to **submit an undertaking** (Sample format attached) in this regard on a **Rs.10 Non-judicial Stamp Paper duly Notorized** at the time of counselling.

- 13). Two Passport size Photographs.

(ii). **By Applicants claiming reserved seat:**

- 14). Category (SC/ST) Certificate for claiming SC/ST Seat.
- 15). **OBC-Non creamy Layer Certificate along with Income Certificate** for claiming OBC (Non-creamy Layer) Seat. The Certificate, **not older than 3 years**, should be in the format as given in the Student Handbook and Prospectus of the B.Ed Programme. The **Income Certificate** should **not be older than 06 months**.
- 16). Certificate of Physically Handicapped for claiming PH Category seat, with a minimum of 40% disability.
- 17). War-widow Certificate for claiming War Widow Seat.
- 18). Kashmiri Migrant Certificate for claiming KM Seat.

(iii). **By the Applicants whose name is changed after High School (all documents listed below):**

- 19). In case any change in the name (other than the one mentioned in his/her High School Certificate), then it is mandatory for the prospective learners to furnish legal evidence of having changed his/her name/surname while submitting the admission form, as given below:
 - a) An attested copy of the Affidavit filed before 1st Class Magistrate specifying the change in the name.
 - b) An attested copy of the Notification in a daily newspaper notifying the change of name.
 - c) Attested copy of the Gazette Notification reflecting the change of name/surname.
 - d) An attested copy of Marriage Certificate issued by Registrar (Marriages) or Marriage Card in case of women candidates for change in Surname.

In case, the documents submitted by the candidate are found to be false, the admission will be cancelled. Tie cases of same marks will be resolved as per the norms of the University.

2. Certificate to provide facilities for Practical Work including Internship

(To be submitted by All Applicants)

The candidates are required to provide the certificate in original at the Counselling from a recognized Secondary/Senior Secondary Schools to provide the facilities for Practical Work including Internship, as per the **format attached** with this letter.

IMPORTANT POINTS TO BE NOTED

- 1). *This offer of admission is provisional and is based on the merit list prepared by the University and documents in respect of qualification and other eligible criteria submitted by you. At any stage, if it is found that documents/information furnished by you are false, your admission shall stand cancelled forthwith. **No fee refund will be admissible in the event of cancellation of admission.***
- 2). No relaxation will be given if you fail to provide any document given in the checklist or if any document is not as per University norms.
- 3). Degree acquired from an OFF-CAMPUS/OFF-SHORE CAMPUS of Central/State/Deemed to be Universities offered through Distance Mode of learning will be accepted for higher studies in IGNOU, provided these have been obtained as per territorial jurisdiction of these Central/State/Deemed to be Universities prescribed by the University Grant Commission (UGC) from time to time.
- 4). University will not be responsible for any kind of postal delay.
- 5). Change of Programme Study Centre (PSC) will not be permissible under any circumstances.
- 6). Reporting personally for the counseling is mandatory. If a candidate does not appear in the Counselling or fail to submit the any of the necessary documents (**Original as well as self-attested photocopies**) and Demand Draft of the requisite fee at the time of Counselling his seat will be allotted to next present candidate from waiting list.

Please note that every certificate/document sought above is required to be produced for verification during counseling, without which your counseling would not be conducted. Further no request for change of date of counseling would be entertained.

Therefore, attend the Counselling as per schedule along with the necessary documents and Demand Draft otherwise your candidature shall stand cancelled with immediate effect.

With best wishes

Dr. Anil Kr. Dimri
Regional director
IGNOU RC Chandigarh.

2. Certificate to provide facilities for Practical Work including Internship:

The candidates are required to provide the certificate in original at the time of Counselling from a recognized Secondary/Senior Secondary Schools to provide the facilities for Practical Work including Internship, as per the format given below.

Certificate to provide facilities for Practical Work including Internship

I hereby undertake that the School will provide facilities to Mr/Ms..... needed for carrying practical work including internship for the B.Ed Programme. This School is Secondary/Higher/Senior Secondary School.

Signature of Principal/Headmaster/Headmistress
(Name & Stamp)

Place:..... Full Name:.....
Date:..... Name of the School.....
.....
Registration No. of the Institution.....
Full Address.....
.....
.....
Pin Code:

2. Undertaking for availing the exemption of Programme Fee under SCSP/TSP Scheme:

The SC/ST candidates are required to submit an Undertaking for availing the exemption of Programme Fee under SCSP/TSP Scheme in original on a Rs.10 Non-judicial Stamp Paper duly Notorized at the time of Counselling, as per the format given below.

Undertaking for availing the exemption of Programme Fee under SCSP/TSP Scheme

I hereby undertake that I Mr./Ms.
Son/Daughter/Wife of Sh. is not availing any kind of fellowship or fee reimbursement or exemption from any other agencies under SCSP/TSP Scheme. If later at any stage the information furnished by me is found to be false than disciplinary action may be taken against me as per norms of the University.

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Signature of the Candidate
(With date)

Date:

Name:

Place:

Address:

.....

Rank:

.....

Marks obtained:.....

.....

Category:

Pin Code:

Telephone/Moblie No.....

Email ID:

To

The Regional Director,
IGNOU, Regional Centre, Chandigarh.

Sub: Acceptation of PROVISIONAL call for counseling for admission in BED Programme for January, 2018 Session- req.

I hereby accept the provisional call for counseling for admission in BED Programme for January, 2018 Session. I have read all the required rules/norms of BED Programme given in the prospectus and I hereby submit all the attested/self-attested true copies of all the requisite documents in support of my candidature for admission in BED Programme for January, 2018 Session.

Name of Candidate	<input type="text"/>	Medium A1 Eng	<input type="checkbox"/>
		B2 Hindi	<input type="checkbox"/>
Entrance Enrol. No.	<input type="text"/>		
Amount of Fee	<input type="text" value="Rs.50,000/-"/>	Name of Bank	<input type="text"/>
Draft No.	<input type="text"/>	Date	<input type="text"/>

Optional Courses:

Courses in the 1 st year	<input type="text"/>	<input type="text"/>
	Chose any two	
Course in the 2 nd Year	<input type="text"/>	<input type="text"/>
	Chose any one	

All the information/documents furnished by me is/are true to the best of my knowledge and belief. If any of the above information/document is found to be false in future, my admission in BED Programme may be cancelled and University may take disciplinary action against me as per rules. I will abide by all the rules and norms of the University for BED Programme.

Name of the Candidate (with date)

Date:.....
Place:.....

Name
Add
.....
.....
Pin Code:
Telephone/Mobile No.
Email ID:

Proforma of undertaking by the Candidate

(Before Submission Please (✓) the documents enclosed)

I En.No. hereby submit the following documents.

- 1). High School/Secondary/Senior Secondary Mark Sheet and Certificates.
- 2). Graduation or Post graduation Mark Sheet and Certificates.
- 3). Mark Sheet and Certificate of NCTE Recognized Teacher Education Programme completed through Face to Face mode.
- 4). **Authentication by the Certificate Issuing Authorities stating that “the certificate awarded to the candidate is the NCTE recognized and approved teacher education programme through face to face mode”. In case of non-existence of the Certificate Issuing Authorities at present, a certificate may be obtained from NCTE recognizing that course as a teacher education programme through face to face mode.**
- 5). Original Certificate from the recognized Secondary/Senior Secondary Schools to provide facilities for Practical Work including Internship.
- 6). Experience Certificate(s), if experience is claimed.
- 7). Original BED Entrance Examination Admit Card.
- 8). Original Anti-ragging Affidavits in the prescribed formats duly Notorized and signed by Parents and Applicant separately, as given in the Prospectus.
- 9). A Demand Draft No. of.....Bank, Dated..... of Rs. 50,000/-in favour of Indira Gandhi National Open University (IGNOU) and payable at **Chandigarh**, towards the **programme**. Except SC/ST Candidates as being exempted from Programme Fee under SCSP/TSP Scheme.
- 10). Undertaking by the SC/ST candidates for availing the exemption of Programme Fee under SCSP/TSP Scheme in original on a Rs.10 Non-judicial Stamp Paper duly Notorized, as per the sample format attached.
- 11). Two Passport size Photograph.
- 12). Category Certificate for SC/ST/OBC(NC)/PH/War Widow (For reservation claim).
- 13). Document/Certificate for name change.
- 14). Study Centre allotment letter from concerned University, in case Degree acquired through Distance Mode.
- 15.) **Latest Income certificate** for OBC (Non-creamy) candidates (**Within 06 months**).
- 16). All other requisite documents enlisted in the Call Letter for Counselling.

All the information/documents furnished by me is/are true to the best of my knowledge and belief. If any of the above information/document is found to be false in future, my admission in BED Programme may be cancelled and University may take disciplinary action against me as per rules. I will abide by all the rules and norms of the University for BED Programme.

Date:

Signature of the Candidate (With date)

Place:

Name:

Address:

Rank:

.....

Marks obtained:.....

.....

Category:

Pin Code:

Telephone/Moblie No.....

Email ID:

PROFORMA CPA

Serial No. _____

Enrolment No. :
Study Centre Code : PSC-06016P
Name of the Candidate :
Residential Address :
Address of Work Centre :
Name of the Headmaster/ Principal :

At the Work Centre Centre i.e. Secondary/
Sr. Secondary School (with letter of Approval)

*(School Chosen where B. Ed practical will be conducted)
It should be at least a High School, if it is the same school
Where you are already teaching please mention

Teaching Subject to be opted

Optional Subject (Code)

(Mention the Code No. (s) as given in the
(Please see Prospectus Page-17)

1. Content-based methodology
course (any two) - 1st Year

2. Optional Course (any one) - 2nd Year

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Name & Address of two Sr. Subject Teachers :
Involved In teaching the above opted teaching
subjects at High/ Higher / Sr. Secondary School
level

a) Course Code_____.
Name of Mentor

b) Course Code_____.
Name of Mentor.....

Certificate:

A. Certificate by Mentor for (a) above; I _____ undertake to guide
Ms. / Mr. _____ for course.

Signature

B. Certificate by Mentor for (a) above; I _____ undertake to guide
Ms. / Mr. _____ for course.

Signature

Countersigned by:
Principal/Head of the Institute

Name & Stamp

Experience-cum-Employment Certificate

(To be submitted at the time of counseling)

(This certificate duly filled - in and signed, is to be provided to the Regional Centre, Chandigarh, after receiving the letter of offer for admission to B.Ed. after entrance test.)

This is certify that Mr./Ms. _____
has been teaching in this school from _____ (DD) _____ (MM) _____ (YR) to
_____ (DD) _____ (MM) _____ (YR) as Post
Graduate/Graduate/Primary/Assistant Teacher.

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.

This School is 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.

**Signature of Principal/Headmaster/
Headmistress of the School
(With Stamp)**

Name :

Name of the School :

Address of the School :

.....

.....

.....

Telephone No :

Email ID :