

इग्नू क्षेत्रीय केन्द्र, एस. सी. ओ. 208, सैक्टर-14, पंचकुला-134109 (हरियाणा)

IGNOU, Regional Centre, SCO-208, Sector-14, Panchkula -134109 (Haryana)

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### Speed Post

IG/RCC/Admission/BED/2020/

Date:

### **Sub: Counselling for Admission in B.Ed Programme – January, 2020 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, 2020 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, Srinagar, Shimla and Jammu regions for Admission in B.Ed Programme – January, 2020 Session. The total number of seats is 55 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
15/01/2020	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)	<b><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></b>

**\*Wait Listed-** The candidate(s) of waiting list will prepare the Demand Draft of the requisite fee on their own risk. If the seats remain vacant after counselling, 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.55,000/-** 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/Senior Secondary Mark Sheet and Certificates.
- 2). Graduation or Post graduation Mark Sheets and 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 (Format enclosed).
- 8). School recognition certificate duly attested by the Headmaster/Principal of the school.
- 9). Original Certificate from the recognized Upper Primary/Secondary/Higher/Senior Secondary Schools to provide facilities for Practical Work including Internship, **as per the format attached to it along with CPA Proforma.**
- 10). Original BED Entrance Examination Admit Card. (Hall Ticket)
- 11). Original Anti-ragging Affidavits in the prescribed formats duly Notorised and signed by Parents and Applicant separately, as given in the Prospectus.
- 12). A Demand Draft of **Rs. 55,000/-** 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 Demand Draft.
- 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 [OBC (NC)] Certificate along with Income Certificate** for claiming OBC (Non-creamy Layer) Seat. The OBC (NC) 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.
- 19). The benefit of reservation under **EWS** can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in Annexure-I shall only be accepted as proof of candidates' claim as belonging to EWS:
  - (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
  - (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
  - (iii) Revenue Officer not below the rank of Tehsildar and
  - (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

("The admission is provisional and is subject to the Income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the admission will be cancelled forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate.")
- (iii). **By the Applicants whose name is changed after High School (all documents listed below):**
  - 20). 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 1<sup>st</sup> 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.

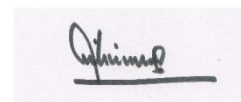
### **IMPORTANT POINTS TO BE NOTED**

- 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-CAPMUS/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**

«ROLLNO»-BED

«CNAME»

«FNAME»

«ADDRESS»

«CITY»

«DISTRICT» -«PINCODE»

## **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 (4 weeks in first year and 16 weeks in Second year) 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: .....



# इंदिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय

## INDIRA GANDHI NATIONAL OPEN UNIVERSITY



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To

The Regional Director,  
IGNOU, Regional Centre, Chandigarh.

**Sub: Acceptation of PROVISIONAL call for counseling for admission in BED Programme for January, 2020 Session- req.**

I hereby accept the provisional call for counseling for admission in BED Programme for January, 2020 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, 2019 Session.

Name of Candidate	<input type="text"/>	Medium A1 Eng	<input type="text"/>
		B2 Hindi	<input type="text"/>
Entrance Enrol. No.	<input type="text"/>		
Amount of Fee	Rs.55,000/-	Name of Bank	<input type="text"/>
Draft No.	<input type="text"/>	Date	<input type="text"/>

Optional Courses:

Courses in the 1 <sup>st</sup> year	<input type="text"/>
	Chose any two
Course in the 2 <sup>nd</sup> Year	<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). CPA Proforma
- 7). Experience Certificate(s), if experience is claimed.
- 8). Original BED Entrance Examination Admit Card (**Hall Ticket**).
- 9). Original Anti-ragging Affidavits in the prescribed formats duly Notorised and signed by Parents and Applicant separately, as given in the Prospectus.
- 10). A Demand Draft No. .... of.....Bank, Dated..... of Rs. 55,000/-in favour of Indira Gandhi National Open University (IGNOU) and payable at **Chandigarh**, towards the **programme**.
- 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) - 1<sup>st</sup> Year


2. Optional Course (any one) - 2<sup>nd</sup> 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 : .....

Government of.....

(Name &amp; Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No.....

Date:

**VALID FOR THE YEAR.....**

This is to certify that Shri/Smt./Kumari..... son/daughter/wife of..... permanent resident of....., Village/Street..... Post. Office..... District..... in the State/Union Territory..... Pin Code..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her Ifamily\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year.....His /her family does not own or possess any of the following assets\*\*\*:

- I. 5 acres of agricultural land and above;
  - II. Residential flat of 1000 sq. ft. and above;
  - III. Residential plot of 100 sq. yards and above in notified municipalities;
  - IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.
2. Shri/Smt./Kumari..... belongs to the caste..... which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office.....

Name.....

Designation.....

Recent Passport size  
attested photograph of the  
applicant.

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\*Netel: Income covered all sources i.e. salary, agriculture, business, profession, etc.

Note 2:The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.