

## DOCUMENTS TO BE BROUGHT FOR COUNSELLING

1. Programme fee of **Rs.50,000/- (Fifty thousand only)** in the form of demand draft, issued from any of the scheduled bank in favor of **IGNOU** payable at **New Delhi**.
2. **Original B. Ed Entrance Test (Examination) Admit Card (Hall Ticket).**
3. High School / Secondary / Senior Secondary / Graduation or Post-Graduation Mark Sheet / Certificate in Original + One Attested photocopy of each. In respect of candidates who acquired the degree (Bachelor's/Master's) through Open & Distance Learning (ODL) mode or through Private University, it is essential to produce the proof of study centre / territorial jurisdiction during counseling as per the details given in Page no.10, Para no.2.2.7 of the Student Handbook and Prospectus of the B.Ed. programme.
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.
6. Original Certificate from the recognized Upper Primary/Secondary/Higher/Senior Secondary Schools to provide facilities for Practical Work including Internship, as per the format enclosed at **Annexure-1**.
7. Experience Certificate(s), if experience is claimed.
8. One passport size photograph.
9. Original Anti-ragging Affidavit in the prescribed format duly notarized and signed by Parents and Applicant separately, as given in the prospectus.
10. If you belong to any of the Reserved Categories (**SC/ST/PH/OBC-NC/KM/War Widow**), please bring relevant certificates / documents in support of the same.
11. Please fill **Annexure-2** regarding order of preference of study centre, choice of courses and medium of programme.
12. Those students, who claim admission under reservation in OBC (Non Creamy) category, will have to bring OBC-Non creamy Layer Certificate (**as per central list**) 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 at page no. 92 of the Student Handbook and Prospectus (copy enclosed at **Annexure-3**) of the B.Ed Programme uploaded on IGNOU website. **The annual income of the candidate under OBC (Non Creamy) should not exceed Rs. 8 lakh per annum.**
13. Certificate of Physically Handicapped for claiming PH Category seat, with a minimum of 40% disability. War-widow Certificate for claiming War Widow Seat. Kashmiri Migrant Certificate for claiming KM seat.
14. **By the Applicants whose name is changed after High School (all documents listed below):**  
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:
  - Attested copy of the Notification in a daily newspaper notifying the change of name.

- An attested copy of the Affidavit filed before the 1<sup>st</sup> Class Magistrate specifying the change in the name.
- An attested copy of the Marriage Card/Marriage Certificate in case of women candidates for change in **Surname**.
- Attested copy of the Gazette Notification reflecting the change of name/surname.

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

- **“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.”**
- **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.**
- Reporting personally for the Counseling is essential. •It is mandatory to bring all the specified documents (original as well as attested photocopies) during the Counseling. •Incomplete Application forms will be summarily rejected. •The University will not be responsible for any kind of postal delay. •***Allotment of Programme study centre (PSC) will be strictly based on merit and subject to availability of seats in a particular Programme Study Centre.*** •Change of Study Centre will not be permissible in any circumstances.

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 next date for counseling would be entertained.**

Kindly go through above guidelines and come prepared with all the documents to the Regional Centre on the specified date and time.

### **VENUE OF THE COUNSELING**

**Indira Gandhi National Open University  
Regional Centre, Delhi-1  
J-2/1, Block-B1  
Mohan Cooperative Industrial Estate  
Mathura Road  
New Delhi-110044**

**Certificate to provide facilities for Practical Work including Internship**

I hereby undertake that the School will provide facilities to Mr./Ms. -----  
----- needed for carrying out practical work including internship (4 weeks in first  
year and 16 weeks in second year) for the B.Ed Programme. This School is a recognized Upper  
Primary / Secondary / Higher / Senior Secondary School.

Signature of Principal/Headmaster/Headmistress

Place:.....

Full Name: .....

Date:.....

Name of the School.....

.....

Registration No. of the Institution.....

Full Address.....

.....

**IGNOU NODAL REGIONAL CENTRE, DELHI-1****Option Form for PSC**

Please give your option for Programme Study Centre for B.Ed in order of preference (**i.e. from 1 to 8**). You will be allotted PSC subject to your place in the merit list and availability of seats at PSC in your category.

<b>PSC-0735P</b> IGNOU Programme Study Centre Jamia Millia Islamia, Jamia Nagar New Delhi - 110025		<b>PSC-0739P</b> IGNOU Programme Study Centre COMM-IT Academy, Sheikh Sarai New Delhi - 110017	
<b>PSC-0773P</b> IGNOU Programme Study Centre P.M.C. College of Education Nangloi, New Delhi		<b>PSC-0781P</b> IGNOU Programme Study Centre R.C. Institute of Technology Najafgarh, New Delhi-110043	
<b>SC-07124</b> IGNOU Programme Study Centre V.D. Institute of Technology Krishna Vihar, New Delhi-110086		<b>PSC-07133P</b> IGNOU Programme Study Centre Balaji College of Education Ballabgarh, Faridabad, Haryana	
<b>PSC-07180P</b> IGNOU Programme Study Centre Ramanujan College of Education Palwal, Haryana		<b>PSC-07190</b> IGNOU Programme Study Centre Shri Lal Bahadur Rashtriya Sanskrit Vidyapeetha Qutab Inst. Area, New Delhi	

**Course Option**

	<b>First year</b>	<b>Second year</b>
<b>Courses</b>	Choose any two (from BES-141-145)	Choose any one (from BES-131-135)

**Medium of Programme: Hindi/English** (Please choose one) .....

**UNDERTAKING**

I hereby understand that this offer of admission is purely provisional, based on the merit list prepared by the University and documents submitted by me. At any stage, if it is found that my documents are false, my admission to B.Ed Programme for July 2019 shall stand cancelled forthwith. No fee refund will be admissible in the event of cancellation of admission.

I also understand that no relaxation will be given if I fail to provide any document given in the checklist or if any document is not as per University norms. Also, if I fail to produce the required documents mentioned in the offer of admission on the date of counseling, I will not be given any second chance for counseling and my seat will be allotted to the next candidate in the waiting List.

I understand that PSC allotted to me for B.Ed programme by the Regional Centre is final and binding and **no request for change of PSC will be entertained** by the Regional Centre.

**SIGNATURE OF THE CANDIDATE**

Name:

Enrollment No:

## FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE BELONGING TO OBC (NON CREAMY LAYER) CATEGORIES ALONG WITH 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-Est.(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

**NB —**

- (a) The above certificate should not be more than 3 years old from the date of issuance 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/Executive Magistrate/ 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 PRESENTED BY OBC CANDIDATES (NON CREAMY LAYER) IS FOUND TO BE FALSIFIED AT LATER STAGE, ADMISSION WILL BE CANCELLED WITH NO REFUND OF FEE AND DISCIPLINARY PROCEEDINGS WILL BE INITIATED BY THE UNIVERSITY.**