

List of documents to be brought for MED Counselling

1. Original Entrance Test Admit Card.
2. Result Card downloaded from IGNOU Website.
3. Original and attested Mark sheet and Degree certificate of B.Ed.
4. Original Two Years teaching / professional experience after completion of B.Ed programme in a Government / Government recognized school/ NCTE recognized teacher education/ research institution in education **in enclosed format (Annexure II, pg 108 of the student handbook and prospectus)**. If you have experience of more than one school then bring all the certificates separately on the respective school letter head.
5. Appointment Letter and Joining Report of post in current School. If employed in Govt. School, enclosed first joining report and transfer order (if applicable).
6. School recognition certificate duly attested by the Principal / Headmaster of the School.
7. Demand Draft of **Rs. 40,000/- (Rupees forty thousand only)** in favour of **IGNOU** payable at **New Delhi** towards the programme fee.
8. If you belong to any of the Reserved Categories (**SC/ST/PH/OBC/KM/War Widow**), please bring relevant documents in support of the same. **Kindly bring the Original and Attested copy of the same.**
9. Those students who claim admission under reservation in OBC (Non Creamy) category, will have to bring the Category Certificate (Original and Attested copy) in the prescribed format (**pg 110 of the student handbook and prospectus**, copy enclosed) issued by the competent authority. **The annual income of the candidates under OBC (Non Creamy) should not exceed Rs. 6 lakh per annum.**
10. **In case your name/surname has been changed, kindly submit an attested copy of the marriage certificate or an affidavit (Original) in support of this.**
11. Duly filled in Option form for allotment of SC/PSC and Undertaking (enclosed with this letter)

IMPORTANT POINTS TO BE NOTED

- **“This offer of admission is purely provisional, based on the merit list prepared by the University and documents submitted by you. At any stage, if it is found that your documents are false, your admission shall stand cancelled forthwith. No fee refund will be admissible in the event of 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 Counselling is essential. •It is mandatory to bring all the specified documents (original as well as attested photocopies) during the Counselling. •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 circumstance.