



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Regional Centre, Nagpur – 440 033

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Dr. P. SIVASWAROOP
Regional Director

Date: 22.11.2014

SPEED POST

Sub: Offer letter for Admission to B.Ed. Programme – 2015- First List

Dear Candidate,

*We wish to inform you that your name appears in the **First List** for admission to B.Ed. 2015. If you are interested for admission, please submit all the enclosures as mentioned below (including the fee). If your admission is not confirmed due to non-availability of seat under your category, then your DD will be returned back. The Admission Counselling Date and Time are mentioned on the Address Label pasted on this letter. Counselling schedule for B.Ed Admissions is also available at RC Nagpur Website.*

Please download & print a copy of following 8 documents from our website:

- a) Acceptance Form with list of B.Ed PSCs under Nagpur Regional Centre (b) Performa for teaching experience certificate, present employment certificate, permission from the School (The Work Center) for undertaking B.Ed. practical, declaration of mentors, checklist, course option performa, and Self Instructional Material issue slip (c) Ant-Ragging Affidavit formats
1. If you are offered seat under “Reserved Category”, it is mentioned on the address label pasted on this letter. It is your responsibility to enclose all certificates including “**Caste Validity Certificate**” and prove that you are eligible for admission under this category. If relevant certificates are not submitted, your admission is liable for rejection.
2. You must attend the counseling at the specified Time. You have to submit your application along with following documents:
 - I. Crossed Demand Draft from any Nationalized Bank for **Rs.20,000/-** (Rupees Twenty Thousand only) in favour of **IGNOU, payable at NAGPUR**. Write your Name, Enrolment Number and Programme on the reverse of the Demand Draft.
 - II. Acceptance form duly filled-in and signed.
 - III. True copies of the following documents **duly attested**.
 - a) Highschool/ Secondary/ Senior Secondary Mark sheet and Certificates
 - b) Degree and mark-sheets of Diploma (if applicable), Graduation and Post-Graduation. Please note that you have to produce photocopies of mark-sheet for each year of graduation.
 - c) OBC (Non-Creamy Layer)/ SC/ ST/ PH/ Kashmiri Migrant/ War Widow Category Certificate, with validity certificate wherever applicable. Income Certificate mentioning income, in case of OBC (Non-Creamy Layer), The annual income of the candidate under OBC (Non Creamy layer) should not exceed 6 lakhs per annum
 - d) All Letter(s) of Appointment, teaching experience certificate, present employment certificate (s) from Recognized School/s. The Certificates should prove your minimum eligibility of at least two years of teaching experience on closing date of filling of form for Entrance Examination i.e., 17.08.2014.
 - IV. Permission of the Principal/ Head Master of a High/ Higher Secondary School to do School-Based Activities in the format given in the Student Handbook and Prospectus.
 - V. Consent of Mentors for School-Based Activities (Copy enclosed).
 - VI. Checklist of documents signed by candidate
 - VII. Course Option Performa and Self Instructional Materials Issue slip duly filled-in
 - VIII. Original B.Ed. Entrance Examination Admit Card duly verified by invigilator, Exam centre
 - IX. Identity Card duly filled in. (Blank identity Card is available in the last page of Student Hand Book and Prospectus, purchased by you earlier, you have to paste a recent passport sized photograph on identity card performa).
 - X. The following documents are required to be submitted by applicants whose name is changed after Highschool (all documents listed below):
 - i. Notarized Affidavit with Changed Name
 - ii. Newspaper copy where notification for change in name was published
 - iii. Copy of Gazette Notification
 - iv. In case of changed name of Surname after marriage, copy of Marriage Certificate by Registrar (Marriages)
 - XI. Original Anti-Ragging Affidavit in the prescribed format duly Notarized and signed by parents and applicant.

XII. School Recognition Certificate issued by Central/State Government for the School where applicant is employed.

3. Please note the following: -

“This offer of admission is provisional and is based on the documents of qualification and experience 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. Programme Study Centre will be allocated to you on the basis of your *Merit* in the entrance test and availability of seats at the Programme Study Centre. **No request for change in programme study centre will be entertained. Accordingly you may choose the PSC you wish to opt in the First Instant. The Seat will be allotted by *Merit*, if Seats are available.**
- II. The Fee Receipt Cum Confirmation Letter will be sent to you after the admission is finalized.
- III. No interim queries will be entertained, please.
- IV. In case, you are unable to take admission, for any reason whatsoever, please inform immediately so that the candidate ranking next in order of *Merit* can be granted admission. If you are not available at the scheduled date and time, you will be having no right for admission at later stage.
- V. Medium & Course once opted will not be changed, at the later date.
- VI. Please check all the documents to be attached with checklist of documents and arrange the documents as per order given in checklist.
- VII. **Please Note : Guest/Part-time/Honorary teachers are not eligible for admission in IGNOU'S B.Ed.**
- VIII. **Please note that you have to produce all your Original Mark sheets, Degree Certificates, appointment letters & experience certificate in support of educational qualifications/ experience claimed before admission committee during counselling on scheduled date for Verification.**

With best wishes,

Yours sincerely,

(P. SIVASWAROOP)

Address of the IGNOU Regional Centre, Nagpur:

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Web Site : rcnagpur.ignou.ac.in

Important Note:

- 1. If you are unable to submit all the required documents (as specified in offer letter) at the time of B.Ed counselling, you will not be admitted to IGNOU B.Ed. and the seat will be offered to next candidate.***
- 2. The candidates called under specific category (SC, ST, OBC-NCL, PH, WW, KM only will be considered if they produce required certificate for said category. The candidates should attend the admission counselling on specified date and time only when he/ she belong to the category under which he/she being called. If by any typographical error in category a candidate receive offer letter, he/ she will not be considered under said category.***
- 3. The Third counselling will be held only if seats are vacated under said category.***