



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

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Dr. P. SIVASWAROOP
Regional Director

Date: 03.01.2013

SPEED POST

Sub: Offer letter for Admission to B.Ed. Programme – 2013

Dear Candidate,

*We wish to inform you that your name appears in the **Waiting List** for admission to B.Ed. 2013. You will be offered seat, if there are any vacancies in the Merit List. If you are interested to be considered under this, please submit all the enclosures, as mentioned below (including the fees). If your admission is not confirmed, then your D.D will be returned back. **The Admission Counselling Date and Time are mentioned on the Address Label pasted on this letter.***

1. Enclosed herewith are:

a) Acceptance Form (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-learning material issue slip.

2. If you are offered seat under “Reserved Category” *Wait* list, 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.

3. You must attend the counseling at the specified Time. You have to submit your application along with following documents:

I. Demand Draft from any Nationalized Bank for **Rs.17,400/-** (Rupees Seventeen Thousand and Four Hundred only) in favour of **Indira Gandhi National Open University, 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. Photocopies of the following documents **duly attested by a Gazetted Officer**.

- Secondary and Senior Secondary Certificates indicating the date of birth along with the mark sheets.
- Degree and mark-sheets of Diploma, Graduation and Post-Graduation, if applicable. Please note that you have to produce photocopies of mark-sheet for each year of graduation.
- Proof of change in name if applicable.
- 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).
- All Letter(s) of Appointment and Experience 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.
- 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.
- Course Option and Consent of Mentors for School-Based Activities (Copy enclosed).
- Original Hall Ticket.
- Identity Card duly filled in. (Blank identity Card is available in the last page of Student Hand Book and Prospectus, purchased by you earlier).

4. Please note the following: -

- *“This offer of admission is provisional and is based on the documents of qualification and experience furnished by you along with the application form. If at a later stage, it is found that the information submitted by you is 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 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 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.**

With best wishes,

Yours sincerely,

(P. SIVASWAROOP)

Address of the IGNOU Regional Centre, Nagpur

Regional Director,
IGNOU Regional Centre,
'GYAN VATIKA'
14, Hindustan Colony,
Amravati Road,
NAGPUR – 440 033
Email: rcnagpur@ignou.ac.in
Web Site : rcnagpur.ignou.ac.in

**IGNOU – B.Ed. 2013 NAGPUR
ACCEPTANCE FORM**

Sir,

I accept the offer of admission to the Bachelor of Education programme 2013 of the university as per the conditions prescribed in the offer **letter dated** _____. I enclose necessary documents asked for in the offer letter and the Demand Draft (DD) towards the programme fee as per the details given below:

Name of the Student: _____

B.Ed. Entrance Exam Enrolment Number:

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Details of the Programme Fee:

a) **Bank Name:** _____ b) **DD No.:** _____ c) **DD Date:** _____

b) **Amount:** Rs. 17,400/- (Rupees Seventeen Thousand Four Hundred Only)

- **Order of Preference in choosing Programme Study Centre (PSC)*:**

I understand that the PSC will be allotted depending upon my Merit -Cum-Position Order, subject to availability of seat in a given PSC. Further, I also understand that once a PSC is allotted, I am not permitted to change the PSC. The University reserves the right to change the allocated PSC if the circumstances so warrant and the decision of the University is binding on me. Hence, I agree to the decision of the University in allotting me a PSC.

Order of Preference	PSC Code*	Order of Preference	PSC Code*
1 st Preference		6 th Preference	
2 nd Preference		7 th Preference	
3 rd Preference		8 th Preference	
4 th Preference		9 th Preference	
5 th Preference			

*Please refer the enclosed list of PSCs.

If there is any possibility of any vacancy arising in future after all the counseling sessions, the University may allot me in the order of my preference as stated above.

Thanking you,

Place:

Date:

Yours faithfully,

(Signature of Candidate)

Address label:

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Address:

Phone No with STD Code: _____

Cell No. _____

Email: _____

Note: 1. If you prefer only one place and don't want to accept any other centre, you may give only 1st preference for that centre and leave other preference 'Blank' In such case, if you do not get that centre in *Merit* order, then you will not be offered admission and your DD will be returned back to you.

2. The candidate should ensure that the form is complete in every respect.

IGNOU – B.Ed. 2013 NAGPUR
LIST OF B.Ed. PROGRAMME STUDY CENTRES (PSCs)
UNDER NAGPUR REGIONAL CENTRE

Sl. No.	IGNOU-PSC (B.Ed. COLLEGES)	PSC LOCATION	PSC CODE
1.	PROGRAMME IN-CHARGE BAR S.K.W. UNIV. COL. OF EDN,LAW COLLEGE PREMISES AMRAVATI ROAD,MAHARASHTRA - 440010	NAGPUR	1622P
2.	PROGRAMME IN-CHARGE IGNOU PROG STUDY CENTRE CHIRAYU K C BAJAJ COLLEGE OF EDU, PLOT NO 142 NEAR CMPDI, JARIPATKA, NAGPUR-440014	NAGPUR	36010P
3.	PROGRAMME IN-CHARGE IGNOU PROG STUDY CENTRE GANDHI GRAM WOMENS BED COLLEGE, P - 35 BARBADI ROAD MIDC, WARDHA-442001	WARDHA	36011P
4.	PROGRAMME INCHARGE, SHRI SHARDA BHAVAN EDUCATION SOCIETY, C/O. 2ND FLOOR, NARAYANRAO CHAVAN LAW COLLEGE, VIP ROAD, BABA NAGAR, NANDED - 431602	NANDED	36013P
5.	PROGRAMME IN-CHARGE IGNOU PROG. STUDY CENTRE DR. RAM RODGE COLLEGE OF EDUCATION (B.Ed), VIDYA VIHAR SANKUL, RAVALGAON ROAD, SELU DIST: PARBHANI - 431503	PARBHANI	36030P
6.	PROGRAMME IN-CHARGE IGNOU PROG. STUDY CENTRE, GUNWANTRAO DESHMUKH COLLEGE OF EDUCATION, PUSAD, GUNVANT NAGAR, P.O. SOOT GIRANI, PUSAD - 445215 DT - YAVATMAL (M.S.)	YAVATMAL	36031P
7.	PROGRAMME IN-CHARGE IGNOU PROG. STUDY CENTRE, SAVITRIBAI PHULE COLLEGE OF EDUCATION, AKOT. DIST - AKOLA - 444101	AKOLA	36032P
8.	PROGRAMME IN-CHARGE IGNOU PROG. STUDY CENTRE, LATE DR. SHANKARRAO SARAV, DED. BED & MED COLLEGE, KALAMNURI – 431702, HINGOLI	HINGOLI	36033P
9.	PROGRAMME IN-CHARGE IGNOU PROG. STUDY CENTRE, JIJAMATA COLLEGE OF EDUCATION FOR WOMAN SINDHKHEDRAJA - 443204 BULDHANA	BULDHANA	36034P

**IGNOU – B.Ed. 2013 NAGPUR
TEACHING EXPERIENCE CERTIFICATE**

(To be provided by the respective Principal/ Headmaster/ Headmistress)

(if the Applicant has worked in more than one School, separate Teaching Experience Certificate should be obtained from each School)

This is to certify that Mr./ Ms. _____ has worked in this school from _____ (DD/MM/YY) to _____ (DD/MM/YY) as a PG/ Graduate/ Primary/ Assistant Teacher* Teaching at Sr. Secondary/ Secondary/ Primary level* and he/ she *is a full time teacher of this school. He/ she* has _____ years of teaching experience. This school is Govt./ Govt. aided/ unaided* and is duly recognized by the Central / State government or a Union Territory*.

Place: _____

Signature of Principal/Headmaster/Headmistress

Date: _____

Name: _____

Designation: _____

School Seal with full address:

(The candidate should ensure that the Certificate is complete in every respect)

*Strike out whichever option is inapplicable

**IGNOU – B.Ed. 2013 NAGPUR
PRESENT EMPLOYMENT CERTIFICATE**

(To be provided by the present employer: Principal/ Headmaster/ Headmistress)

This is to certify that Mr./ Ms. _____ is presently working in this school from _____ (DD/MM/YY) as a PG/ Primary Teacher* teaching at Sr. Secondary/ Secondary/ Primary level* and he/ She* is a full time teacher of this school. He/ She* has _____ years of teaching experience. This school is Govt./ Govt. aided/ unaided* and is duly recognized by the Central/ State government or a Union Territory*.

Note:- Copies of Previous Experience (If Any) duly attested may also be furnished along with other documents.

Place: _____

Signature of Principal/Headmaster/Headmistress

Date: _____

Name: _____

Designation: _____

School Seal with full address:

(The candidate should ensure that the Certificate is complete in every respect)

*Strike out whichever option is inapplicable

IGNOU – B.Ed. 2013 NAGPUR
Permission from the School (The Work Center) for undertaking B.Ed. practicals

I hereby undertake that this school will provide facilities to Mr./ Ms. _____ Enr. No. _____ needed for carrying out practical work for the B.Ed. programme offered by IGNOU. This school is a Secondary/ Higher/ Senior Secondary School*.

Place: _____

Date: _____

Signature of Principal/ Headmaster/ Headmistress

Name : _____

Designation: _____

Address: _____

School Seal with full address:

(The candidate should ensure that the Certificate is complete in every respect)

*Strike out whichever option is inapplicable

IGNOU – B.Ed. 2013 NAGPUR
DECLARATION OF MENTORS

I hereby declare that I have specialized in the Teaching of the subject mentioned below for my B.Ed. qualification. I agree to be a Mentor for the Methods subject referred against my name. I am willing to guide Mr./ Ms. _____ Enrolment No. _____ as a mentor within the provisions of IGNOU B.Ed. programme.

Mentor-1 Subject _____

Signature _____

Name : _____

Designation: _____

School Address: _____

Mentor-2 Subject _____

Signature _____

Name : _____

Designation _____

School Address : _____

NOTE: You have to identify two Senior Teachers with B.Ed / M.Ed. Qualification at your Work Centre (High/ Higher/ Secondary/ Sr. Secondary level) who has studied the subjects as an elective in their B.Ed./ M.Ed. Level and who are involved in teaching the above opted Content based Methodology Courses. They would be helping you as MENTORS in your School Based Activities and Teaching Practice.

IGNOU – B.Ed. 2013 NAGPUR CHECKLIST OF DOCUMENTS

Name: _____

B.Ed. Entrance Exam Enrolment No.:

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The documents should be presented in the same order as given below:

S. No.	Details	Annexure No.	Please (√) Mark
1	Checklist of Documents	Annexure-1	
2	Course option Performa along with Self Learning Material issue slip	Annexure-2	
3	Demand Draft for Rs. 17,400/- (Rupees Seventeen Thousand Four Hundred Only), drawn in favour of IGNOU, payable at Nagpur	Annexure-3	
4	Acceptance form duly filled in by the candidate	Annexure-4	
5	B.Ed. admission offer letter	Annexure-5	
6	Original Entrance Application form (will be given at counseling Hall)	Annexure-6	
7	Attested copy of mark sheet/ certificates*	Annexure-7	
8	Teaching Experience Certificate, in-original, for the duration of entire experience claimed	Annexure-8	
9	Present Employment Certificate, in-original, specifying the date, month and year from which working	Annexure-9	
10	Permission from the school for undertaking B.Ed. Practical	Annexure-10	
11	Declaration of Mentors	Annexure-11	
12	Category Certificate issued by the competent authority wherever applicable.	Annexure-12	
13	Caste Validity Certificate	Annexure-13	
14	OBC-Non Creamy Layer Certificate Wherever applicable, such candidates have to produce the income Certificate in the prescribed performa	Annexure-14	
15	Entrance Hall Ticket in Original	Annexure-15	
16	Recent Passport size photograph duly pasted on the identity card	Annexure-16	
17	Any other document	Annexure-17	
18	Deficiencies if any, (i) (ii) (iii)		

(Signature of the Candidate)

For Office Use Only	
Graduate % (upto two decimal points)	
If having Master degree completed	
No. of completed years of experience on 15.07.2012	-2=
Date of Birth	
Remarks (Deficiency, if any)	

(Signature of the Verifying Official)

***Please bring your Original Degree Certificates for Verification.**

**IGNOU – B.Ed. 2013 NAGPUR
COURSE OPTION PERFORMA**

Centre allotted (For office use only)

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Enrolment No. (B.Ed. Entrance Test)			
Name			
Medium of B.Ed. Programme (Please (√) Mark)		Hindi	English
New Enrollment No. (for office use only)			
Choose any two Group B: Content based Methodology Courses:		Course title (Methods)	Course Code
Course Title	Course C de	1. Teaching of _____	ES - _____
Teaching of Science	ES-341		
Teaching of Mathematics	ES-342	2. Teaching of _____	ES - _____
Teaching of Social Studies	ES-343		
Teaching of English	ES-344		
Teaching of Hindi	ES-345		
Choose any One Group C: Special Courses :		Course title (Specialization)	Course Code
Course Title	Course Code	1. _____	ES - _____
Educational Technology	ES-361		
Computer in Education	ES-362		
Guidance and Counselling	ES-363		
Distance Education	ES-364		

(Signature of the Student)

**IGNOU – B.Ed. 2013 NAGPUR
SELF LEARNING MAERIAL ISSUE SLIP**

Enrolment No. (B.Ed. Entrance Test)			
Name			
Medium of B.Ed. Programme (Please (√) Mark)		Hindi	English
New Enrollment No. (for office use only)			
Electives	1.	ES-	
	2.	ES-	
	3.	ES-	

(Signature of the Student)

(Signature of the Verifying Official)