



# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

GANDHI BHAWAN, B.H.U. CAMPUS, VARANASI  
Ph. 0542-2368022, 2368622 Fax No. 0542-2369629



E-mail : rcvaranasi@ignou.ac.in, Website : www.ignou.ac.in, RC Website: rcvaranasi.ignou.ac.in

IG/RCV/B.Ed./2015/Offer Letter

Date : /11/2014

## **SUB : OFFER OF ADMISSION FOR B.Ed. PROGRAMME COMMENCING FROM JANUARY 2015 SESSION**

Dear Student,

We are glad to inform you that you have qualified the entrance examination held on **17th August 2014 (Sunday)** for Admission in the **Bachelor of Education (B.Ed.) Programme** of the University commencing from **January 2015**.

In order to confirm your admission, you are advised to bring following documents in order of sequence at the time of counselling which will be held at IGNOU Regional Centre, Varanasi :

### **A DOCUMENTS REQUIRED**

1. Programme Fee of **Rs. 20,000/-** through Demand Draft from any one of the Scheduled/Nationalized Bank in the name of **IGNOU** payable at **Varanasi**. Please write your **Name, address & mobile number at the back of the Demand Draft** to ensure proper credit to your fee account.
2. Filled-in offer of Admission format. **(Encl.-1)**
3. Filled-in proforma to provide information regarding Practice Teaching. **(Encl.-2)**
4. Passport size two photographs.
5. Letter of Appointment(s) issued by competent authority and Experience Certificate(s).
6. Certificate showing that candidate is presently teaching (अध्यापक का सेवारत होने का प्रमाण-पत्र) **(Encl.-3)**.
7. Original Hall Ticket (Hall ticket for appearing in entrance examination on 17th August 2014).
8. Duly attested copies of Certificates & Marks Sheet of High School, Intermediate, Graduation and Post-Graduation.
9. Duly attested copy of Category Certificate in prescribed proforma for SC/ST/OBC **(If applicable)**.
10. Duly attested copy of Proof of Physically handicapped certificate issued from competent authority **(if applicable)**.
11. Duly attested copy of Proof of Certificate as claimed for War-Widow/Kashmiri Migrant issued from competent authority **(if applicable)**.
12. Affidavit by the student on stamp paper of Rs. 10/- specimen copy of affidavit **(Encl.-4)**
13. Affidavit by the guardian on stamp paper of Rs. 10/- specimen copy of affidavit **(Encl.-5)**
14. Filled in Identity Card.

### **B OTHER INSTRUCTIONS**

Your admission in B.Ed. Programme is purely on the basis of your merit of IGNOU's entrance examination.

Allotment of Study/Programme Study Centre is purely based on the merit of the Entrance Examination. **(For details of centers and their location please see Encl.-1)**

Under no circumstances the Study Centre/Programme Study Centre will be changed.

The Student has to attend workshop (1<sup>st</sup> year and 2<sup>nd</sup> Year) at the allotted centre only. Change of centre for workshop will not be considered under any circumstances.

You are advised to submit the above mentioned documents in person on \_\_\_\_\_ (date of counselling) at \_\_\_\_\_ at the IGNOU Regional Centre Varanasi, Gandhi Bhawan, B.H.U. Campus, Varanasi-221005 positively. Forms received after the due date of counselling or incomplete form/without relevant supporting documents will be summarily rejected. The University is not responsible for any delay including Postal delay.

**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.**

**C. In case your name is changed after High School (all documents listed below): (a)** Notarized affidavit with changed name. **(b)** A copy of news paper where notification for change of name was published. **(c)** Copy of Gazetted Notification **(d)** In case of changed surname after marriage, Marriage Certificate issued by Registrar (Marriages)

**D पिछड़े वर्ग (नान क्रीमीलेयर) के अन्तर्गत आने वाले अभ्यर्थी : ऐसे सभी अभ्यर्थी जिनकी काउंसिलिंग पिछड़े वर्ग (नान क्रीमीलेयर) के अन्तर्गत होनी है, उन्हें तीन वर्ष के अन्दर जारी किया गया आय प्रमाण-पत्र प्रस्तुत करने होंगे।**

With best wishes.

**Offer of admission is purely on provisional basis, subject to verification of original document produced by candidate during counselling.**

*Ashwini*

(Dr. Ashwini Kumar)  
Regional Director

Dear Candidate,

You are advised to arrange your documents in the order given below:

1. **Demand Draft of Rs. 20,000/- (In Favour of IGNOU, Payable at Varanasi)**  
(write your name, address and mobile number at the back side of demand draft)
2. **Experience Certificate Recognized by Central/State Govt.**  
**Primary Level / Secondary Level / Senior Secondary Level**  
**Employment/Experience certificate verified by Principal/Head Master/Head Mistress.**  
**Letter of Appointment.**  
**Certificate from Principal of the College where you are presently teaching.**
3. **Educational Qualification**
  - a) **Attested copies of Mark sheet & Certificate of Master Degree.**
  - b) **Attested copies of Mark sheet & Certificate of Bachelor Degree.**
  - c) **Attested copies of Mark sheet & Certificate of Intermediate.**
  - d) **Attested copies of Mark sheet & Certificate of High School.**
4. **Candidates who are claiming reservation under SC/ST/OBC (non creamy)/ Physically / War Widow / Kashmiri Migrant have to furnish the following documents on the day of counselling.**
  - a) Schedule Cast certificate issued by competent authority.
  - b) Schedule Tribe certificate issued by competent authority.
  - c) OBC (Non-creamy layer) i) Cast Certificate issued by competent authority.  
**ii) Income Certificate issued by competent authority within last three years.**
  - d) Physically Handicapped : Certificate form recognized medical authority.
  - e) Kashmiri Migrant: Relevant Certificate.
  - f) War Widow: Certificate from the recognized defense authority.
5. **In case your name is changed after High School (all documents listed below): (a) Notarized affidavit with changed name. (b) A copy of news paper where notification for change of name was published. (c) Copy of Gazetted Notification (d) In case of changed surname after marriage, Marriage Certificate issued by Registrar (Marriages)**
6. **Performa to provide information regarding practice teaching.**
7. **Affidavit by the Student on Stamp paper of Rs. 10/- (Encl.-4)**
8. **Affidavit by the Guardian on Stamp paper of Rs. 10/- (Encl.-5)**

**Note:** Admission in B.Ed. Programme will be finalized only after production of above mentioned documents on the day of counselling.

**No further request for extension of date and time will be entertained in any case**



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Encl: 1



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## OFFER OF ADMISSION TO BACHELOR OF EDUCATION (B.Ed.) PROGRAMME COMMENCING FROM JANUARY 2015

With reference to your letter No. IG/RCV/B.Ed./2015/Offer, I opt for the following centre in order of preference. I enclose a demand draft of Rs. 20,000/- (Rs. Twenty thousand only) towards the programme fee as per details given below:

1. Name of Student (in block letters) : \_\_\_\_\_

2. Entrance Examination Enrolment No. :

3. Programme fee details:

D.D. Number						Date		Month		Year		Amount	Bank Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	20,000/-	<input type="text"/>

4. Medium: English  Hindi

5. Please select two courses from Group B and one course from Group C (Course details is given in your respective prospectus):

Group B: ES  ES  Group C: ES

6. Please give your choice as per preference from the list of study centres given below:

Sl.No.	Centre Code	Name & Address of Centres	Order of Preference
1.	2708	Udai Pratap P.G. College, Varanasi (UP)	
2.	2710	KNIPSS, Sultanpur (UP)	
3.	2716	S.C. College, Ballia (UP)	
4.	2737	MDPG College, Pratapgarh (UP)	
5.	2774	K.N. Govt. P.G. College, Gyanpur, Sant Ravi Das Nagar, Bhadohi (UP)	
6.	27106	Eving Christian College, Gaughat, Allahabad (UP)	
7.	27109	Department of Education, Kamachha Campus, B.H.U., Varanasi (UP)	
8.	27161P	Ranvir Rananjay PG College, Amethi (UP)	
9.	48028	St. Andrew's College, Gorakhpur (UP)	

### DECLARATION BY APPLICANT

I hereby declare that I have read and understood the conditions of eligibility for the Programme for which I seek admission. I fulfill the minimum eligibility criteria and I have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University. Further, I have carefully studied the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in future over the same.

Date:

SIGNATURE

Name: \_\_\_\_\_

Address \_\_\_\_\_

Ph. No.(with STD Code) \_\_\_\_\_

Mobile No. \_\_\_\_\_

# PROFORMA TO PROVIDE INFORMATION FOR PRACTICE TEACHING

Encl:2

I hereby undertake that the school will provide facilities to Mr./Ms. \_\_\_\_\_ needed for carrying practical work for the B.Ed. programme. This school is Secondary/Higher/Senior Secondary School.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Signature of Principal/Headmaster/Headmistress

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(The school where B.Ed. Practical will be conducted) :

\_\_\_\_\_

(Seal/Stamp)

Teaching Subject to be opted : (i) \_\_\_\_\_ (ii) \_\_\_\_\_

Name & address of two Senior Teachers involved in teaching the above opted subjects at High/Higher/Secondary/Senior Secondary level :

(1) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF THE CANDIDATE

Name of the Candidate: \_\_\_\_\_

*Duly filled in format has to be produced during counselling*

**Experience-cum-Employment Certificate**

**Encl:3**

(To be submitted at the time of counseling)

- (i) This is to certify that Mr./Ms. \_\_\_\_\_ has been teaching in this school from \_\_\_\_ (DD) \_\_\_\_ (MM) \_\_\_\_ (YR) to \_\_\_\_ (DD) \_\_\_\_ (MM) \_\_\_\_ (YR).
- (ii) 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.
- (iii) 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 are true and the University is empowered to take legal action against me for any wrong information.

Place : .....

Date : .....

(Seal /Stamp)

Signature of Principal/Headmaster/Headmistress

Full Name : .....

Name of the School .....

Registration No. of the Institution:.....

Full Address .....

.....

.....

Telephone No. ....

Email ID of the the School .....



**AFFIDAVIT BY THE STUDENT**

**(TO BE SUBMITTED ALONG WITH APPLICATION FORM)**

I, \_\_\_\_\_ (full name of the student with admission/registration/ enrolment number) s/o d/o Mr./Mrs./Ms. \_\_\_\_\_ having been admitted to \_\_\_\_\_ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understand the provisions contained in the said Regulations.

- 2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4. I hereby solemnly aver and undertake that
  - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

Name:

Address:

Tel./Mobile No.

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and **nothing has been concealed or misstated therein.**

Verified at \_\_\_\_\_ (place) this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year) after reading the contents of this affidavit.

**OATH COMMISSIONER**



**AFFIDAVIT BY THE PARENT/GUARDIAN**

**(TO BE SUBMITTED ALONG WITH APPLICATION FORM)**

I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian/father/mother/guardian of, \_\_\_\_\_ (full name of student with admission/registration/enrolment number), having been admitted to \_\_\_\_\_ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understand the provisions contained in the said Regulations.

- 2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4. I hereby solemnly aver and undertake that
  - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

Name :  
Address :  
Telephone/Mobile No. :

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (place) this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year) after reading the contents of this affidavit.

OATH COMMISSIONER