

### List of Documents to be brought for Counselling

- a. Programme fee of **Rs.50,000/- (Fifty thousand only)** as demand draft in favor of **IGNOU** payable at **New Delhi**.  
✉ **For attention of SC/ST Candidates only:** SC/ST candidates are exempted from payment of B.Ed programme fee for admission to Jan 2018 session. This is subject to their **not availing any kind of fellowship or reimbursement or exemption from any other agencies under Schedule Cast Sub-Plan (SCSP) / Tribal Cast Sub-Plan (TSP) scheme**. Submit duly filled in enclosed proforma.
- b. **Original B. Ed Entrance Test (Examination) Admit Card (Hall Ticket).**
- c. High School / Secondary / Senior Secondary / Graduation or Post-Graduation Mark Sheet / Certificate in Original + One Attested Copy.
- d. Mark Sheet and Certificate of NCTE Recognized Teacher Education Programme completed through Face to Face mode.
- e. 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.
- f. 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**.
- g. Experience Certificate(s), if experience is claimed.
- h. One passport size photograph.
- i. Original Anti-ragging Affidavit in the prescribed format duly Notarized and signed by Parents and Applicant separately, as given in the prospectus.
- j. If you belong to any of the Reserved Categories (**SC/ST/PH/OBC-NC/War Widow**), please bring relevant certificates / documents in support of the same.
- k. 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. 95 of the Student Handbook and Prospectus 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.**
- l. Certificate of Physically Handicapped for claiming PH Category seat, with a minimum of 40% disability. War-widow Certificate for claiming War Widow Seat.
- m. **In case your name is changed after High School (submit all documents listed below).**
  - Affidavit sworn in before 1<sup>st</sup> Class Magistrate specifying the change in the name.
  - A copy of News paper, where notification for change of name was published.
  - Copy of the Gazette Notification (not required for female candidates after marriage)
- n. In case of changed Surname after marriage, submit **Marriage Certificate issued by Registrar (Marriages) or Marriage Card or an affidavit (in original).**
- o. Duly filled in Option form for allotment of SC/PSC (Annexure-2).

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

I hereby undertake that the School will provide facilities to Mr./Ms.-----  
----- needed for carrying practical work including internship for the  
B.Ed Programme. This School is Upper Primary / Secondary / Higher / Senior Secondary School.

Signature of  
Principal/Headmaster/Headmistress

Place:.....

Date:.....

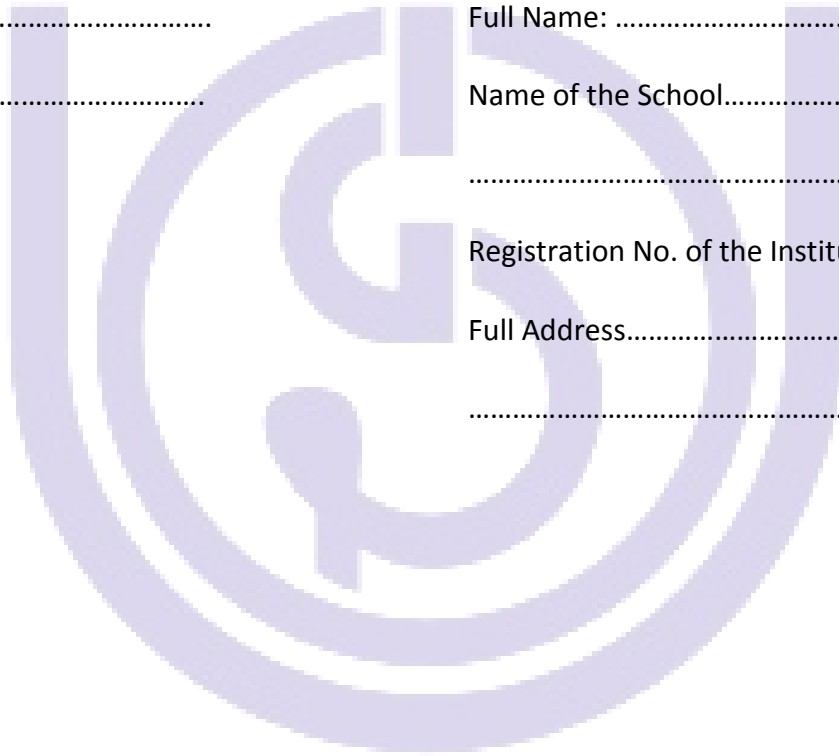
Full Name: .....

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 7**). 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-0757</b> IGNOU Programme Study Centre Amity Institute of Education Saket, New Delhi-110016		<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 Ballabhgarh, Faridabad, Haryana			

**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 January 2018 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:

-----

# INDIA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi-110068

Registration form for fee exemption of SC/ST Students under SCSP and TSP scheme  
(Please submit duly completed form along with enclosures to your Regional Centre)

(Exclusively for fresh students enrolled in B.Ed admission cycle January 2018)

1. Name:
2. Enrolment Number:
3. Category:
4. Programme of Study:
5. Regional Centre:
6. State:
7. Correspondence Address:
8. E-mail:
9. Mobile Number:
10. Aadhaar Number:
11. Family Income (Annually):
12. Bank Account No.:
13. Bank Name and Branch with City:
14. IFSC code of the Bank-Branch:

## Declaration by the Candidate

I, ..... son / daughter / wife of .....  
have read, understand and abide by conditions for claim of fee exemption under Schedule Cast Sub-Plan (SCSP) and Tribal Sub-Plan (TSP). I also state that I belong to SC/ST category. I have also not availed / will not avail any financial benefit by way of scholarship / fellowship of fee waiver for this programme of study from any other institute / centre / Social Welfare Departments of respective State or other Government agencies for the minimum / maximum duration of the programme. I have also enclosed self attested copy of my cast certificate (SC/ST) for making this claim for fee exemption.

I hereby state that above information is true to best of my knowledge. If it is found false, I shall abide by any action taken against me by the University and immediately return the amount received as fee reimbursement in IGNOU's account along with penal interest (if any). I shall be liable to legal action against me in accordance with law in such a case.

Date:

Signature: .....

Place:

Name (Capital letter): .....

## Verification / Information to be furnished by the Regional Centre

It is certified that the information mentioned above in respect of (He / She)  
..... enrolment no. .... enrolled in  
.....academic programme in admission cycle .....  
is correct as per information furnished by students in admission form.

Date:

Signature of Regional Director  
(Name and Seal)