

**Indira Gandhi National Open University  
Regional Centre Bhopal**

Plot No. 12, Arera Hills, Bhopal – 462011, Madhya Pradesh  
Ph: 0755-2578452, 2578455, E-mail: [rcbhopal@ignou.ac.in](mailto:rcbhopal@ignou.ac.in)

IG/RC-15/BED-2019/2019/

Dated: 11.03.2019

**Subject: Provisional Offer of Admission for B.Ed. Programme January 2019 session – Reg.**

Dear Candidate,

On the basis of your marks in the B.Ed. Entrance Examination held on 16<sup>th</sup> December 2018, your name is proposed to appear before the Admission Committee. You are advised to appear before the admission committee along with below mentioned documents on **05<sup>th</sup> April 2019 (Friday) at 10:0 am** at the **IGNOU Regional Centre, 12 Arera Hills, Old Jail road, Bhopal – 462011, Madhya Pradesh** positively. This offer is purely provisional and your admission will be made subject to fulfillment of eligibility criteria and verification of your certificates. In case you have applied under Other Backward Category (**Non Creamy Layer**), you have to bring your recent Income Certificate issued by competent authority, and only those candidates will be considered under OBC Category, **whose annual income should not exceed 8.00 lakhs per annum and only central list should be followed**. Mere qualifying the exams does not give the right for admission unless and until you fulfill the minimum eligibility criteria. The eligibility criteria for admission are as follows:

- (a) Candidates with at least fifty percent marks either in the Bachelor's Degree and/or in the Master's Degree in Science/Social Sciences/Commerce/Humanity. Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55% marks or any other qualification equivalent thereto, are eligible for admission to the programme.  
**and**
- (b) The following categories are eligible to be the students of B.Ed. (ODL):
  - (i) Trained in-service teachers in elementary education.
  - (ii) Candidates who have completed a NCTE recognized teacher education programme through **face-to-face mode**.

**Documents to be produced & submitted (attested photocopies)**

**By all the Applicants:**

1. High School/Secondary/Senior Secondary Mark Sheet and Certificates.
2. Graduation or Post Graduation Mark Sheet and Certificates.
3. Mark Sheet and Certificate of NCTE Recognized Teacher Education Programme completed through Face to Face mode.
4. A Certificate issued by the Institution where the candidate has pursued his/her teacher education programme through face to face mode stating that the Institution is recognized for offering the teacher education programme through face to face mode by NCTE, along with a copy of the recognition letter issued by NCTE to that institution. In case the recognition letter is not available, then a certificate issued by the Institution should contain the details of the letter number and date of issue of recognition/approval for offering the teacher education programme through face to face mode by the NCTE.
5. Original Certificate from the recognized Upper Primary/Secondary/Higher/Senior Secondary Schools to provide facilities for Practical Work including Internship, **as per the format attached (Annexure-I).**
6. Experience Certificate(s), if experience is claimed.
7. Original B.Ed Entrance Examination Admit Card. (Hall Ticket)
8. Original Anti-ragging Affidavits in the prescribed formats duly Notorised and signed by Parents and Applicant separately, as given in the Student Handbook and Prospectus of the B.Ed Programme (**Annexure-II & III**).
9. A Demand Draft of Rs.50,000/- (Fifty thousand only) *in favor of 'Indira Gandhi National Open University'* and payable at '**Bhopal**', towards the **programme fee**.
10. One Passport size Photograph.
11. Duly filled in Option form for allotment of SC/PSC (**Annexure-IV**) and Course Option form

**(Annexure-V).**

12. Dully filled teaching experience certificate and present employment and teaching experience **(Annexure – VI).**

**By Applicants Claiming Reservation Seat:**

13. Category (SC/ST) Certificate for claiming SC/ST Seat.  
14. OBC-Non Creamy Layer Certificate along with Income Certificates for claiming OBC (Non-creamy Layer) Seat. The Certificate, not older than 3 years, should be in the format as given in the Student Handbook and Prospectus of the B.Ed Programme (Page No. 92).  
15. Certificate of Physically Handicapped for claiming PH Category seat, with a minimum of 40% disability.  
16. War-widow Certificate for claiming War Widow Seat.  
17. Kashmiri Migrant Certificate for claiming KM Seat.

**By Applicants whose name is changed after High School :**

18. In case any change in the name (other than the one mentioned in his/her High School Certificate), then it is mandatory for the prospective learners to furnish legal evidence of having changed his/her name/surname while submitting the admission form, as given below:
- Attested copy of the Notification in a daily newspaper notifying the change of name.
  - An attested copy of the Affidavit filed before the 1<sup>st</sup> Class Magistrate specifying the change in the name.
  - An attested copy of the Marriage Card/Marriage Certificate in case of Women candidates for change in **Surname**.
  - Attested copy of the Gazette Notification reflecting the change of name/surname.

**IMPORTANT POINTS TO BE NOTED**

- **This offer of admission is purely provisional and is based on the documents in respect of qualification and other eligible criteria 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.**
- Reporting personally for the Counselling is essential in the specified date. It is mandatory to bring all the specified documents (original as well as self attested photocopies) during the Counseling. Incomplete Application forms will be summarily rejected. The University will not be responsible for any kind of postal delay.
- If you do not present yourself at the Regional Centre Bhopal as per the schedule mentioned above, the offer will stand cancelled and admission will be offered to other candidates in the waiting list.
- 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. Please refer to B.Ed Prospectus 2019 available at university website ([www.ignou.ac.in](http://www.ignou.ac.in)) for clarification.
- No TA/DA will be paid to any candidates for attending Counseling.

Please note that every certificates/documents sought above are required to be produced for verification during counseling, without which your counseling would not be conducted. Further no request for next date for counseling would be entertained.

Kindly go through above guidelines and come prepared with all the documents to the Regional Centre on the specified date and time.

Best wishes,

Yours sincerely,

**Sd/-**

**(Dr. U. C. Pandey)**  
**Regional Director**

Encl: As above

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

I hereby undertake that the School will provide facilities to Mr/Ms. -----  
----- needed for carrying out practical work including internship (4 weeks in first year and 16 weeks in second year) for the B.Ed Programme. This School is a recognized Upper Primary/ Secondary/Higher/Senior Secondary School.

Signature of  
Principal/Headmaster/Headmistress

Place:.....

Full Name:.....

Date:.....

Name of the School.....

.....

Registration No. of the Institution.....

Full Address.....

.....

**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 :-----

**VERIFICATION**

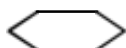
Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

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 PARENT/GUARDIAN  
(TO BE SUBMITTED ALONGWITH 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**

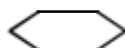
Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

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.

OATHCOMMISSIONER



**IGNOU REGIONAL CENTRE, BHOPAL**

**Option Form for PSC**

Please give your option for Programme Study Centre for B.Ed in order of preference (i.e. from 1). You will be allotted PSC subject to your place in the merit list and availability of seats at PSC in your category.

**Programme Study Centre – (15105P)**  
IGNOU Programme Study Centre,  
Christ B.Ed College, St.Paul Campus P.N.No 7,  
Anand Nagar, Bhopal – 462021, Madhya Pradesh

**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 2019 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.

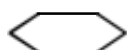
I Understand that PSC allotted to me for B.Ed programme by the Regional Centre is final and binding and no request for change of PSC will be entertained by the Regional Centre.

**SIGNATURE OF THE CANDIDATE**

Name:

Enrollment No:

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**COURSE OPTION FORM**  
**(Details of the Courses opted by the Student)**

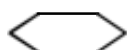
Name of the Student:

PSC Code : 15105P

Enrolment Number:

Signature of the Student:

1st / 2nd Year	Compulsory Courses									Optional Courses		Total no. of Courses	Total no. of Credits
	Course Number												
Courses in the first Year	BES 121	BES 121	BES1 23	BES1 24	BES 125	BESL- 131	BESL- 121	BESE- 122	BESL- 123			11	36
										Choose any two from BES-141 to BES-145			
Courses in the second Year	BES 126	BES 127	BES 128	BES 129		BESL- 132	BESL- 123	BESL- 124	BESL- 134			9	36
										Choose any one from Bese-131, 132 & 135			
Total no. of Courses and Credits												20	72



**The details of Programme Structure (as provided by School of Education):**

The Programme is essentially a judicious mix of theory and practical courses to facilitate student-teachers in acquiring skills and competencies necessary for teaching-learning at secondary/senior secondary level. Illustrations and cases of relevant situations and activities comprise the core of each course. These are suitably supported by theoretical aspects to the extent needed. Keeping this in view, the programme has following components.

<b>First Year</b>		
Core Courses	:	16 credits
Content-based Methodology Courses (two)	:	08 credits
Workshop-I	:	04 credits
EPC-1 and II	:	04 credits
Internship-1	:	04 credits
<b>Second Year</b>		
Core Courses	:	12 credits
Optional Courses	:	04 credits
Workshop-II	:	04 credits
EPC-III and IV	:	04 credits
Internship-II	:	12 credits

The Programme comprises the courses of 100 credits, out of which, one learner has to complete 72 credits.

**DETAILED COURSE DESCRIPTION****First Year****Core Courses (16 Credits)****- ALL COMPULSORY**

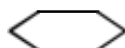
Course No.	Course Name	Credits
BES-121	Childhood and Growing Up	4
BES-122	Contemporary India and Education	4
BES-123	Learning and Teaching	4
BES-124	Language Across the Curriculum	2
BES-125	Understanding Disciplines and Subjects	2

**Content Based Methodology Courses (8 Credits) (any two courses are to be opted) - ANY TWO**

Course No.6 (any two of the following)	Course Name	Credits
BES-141	Pedagogy of Science	4
BES-142	Pedagogy of Social Science	4
BES-143	Pedagogy of Mathematics	4
BES-144	Pedagogy of English	4
BES-145	Pedagogy of Hindi	4

**Practical Courses (12 Credits)****Workshop-I (04 Credits)****- COMPULSORY**

Course No.	Course Name	Credits
BESL-131	Workshop Based Activities	4





**EPC (04 Credits) - ALL COMPULSORY**

Course No.	Course Name	Credits
BESL-121	Reading and Reflecting on the Texts	2
BESL-122	Application of ICT	2

**Internship-I (04 Credits) - COMPULSORY**

Course No.	Course Name	Credits
BESL-133	Internship-1	4

## **Second Year**

**Core Courses (12 Credits) - ALL COMPULSORY**

Course No.	Course Name	Credits
BES-126	Knowledge and Curriculum	4
BES-127	Assessment for Learning	4
BES-128	Creating an Inclusive School	2
BES-129	Gender, School and Society	2

**Optional Courses (04 Credits) (any one course to be opted) - ANY ONE**

Course No.	Course Name	Credits
BESE-131	Open and Distance Education	4
BESE-132	Guidance and Counseling	4
BESE-135	Information and Communication Technology	4

**Practical Courses (20 Credits)**

**Workshop – II (04 Credits) - COMPULSORY**

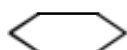
Course No.	Course Name	Credits
BESL132	Workshop Based Activities	4

**EPC (04 Credits) - ALL COMPULSORY**

Course No.	Course Name	Credits
BESL-123	Drama and Art in Education	2
BESL-124	Understanding the self and Yoga	2

**Internship-II (12 Credits) - COMPULSORY**

Course No.	Course Name	Credits
BESL-134	Internship-11	12



अध्यापन अनुभव प्रमाण-पत्र**Teaching Experience Certificate**

(केवल प्रधानाचार्य/प्रधानाध्यापक द्वारा जारी ही मान्य होगा)

(To be issued by Principal/Headmaster only)

यह प्रमाणित किया जाता है कि सुश्री/श्रीमती/श्री.....  
 ..... ने इस विद्यालय में अध्यापक के पद पर दिनांक ...../...../..... से ...../.....  
 /.....तक प्राथमिक/स्नातक/स्नातकोत्तर अध्यापक के रूप में प्राथमिक/माध्यमिक/उच्चतर  
 माध्यमिक स्तर पर पूर्णकालिक अध्यापन स्थायी/अस्थायी आधार पर कार्य किया है। इन्हें .....  
 वर्षों का अध्यापन अनुभव है।

यह विद्यालय शिक्षा निदेशालय/राज्य सरकार/केन्द्र सरकार द्वारा मान्यता प्राप्त है और इस विद्यालय  
 के मान्यता/पंजीकरण संख्या ..... है। सक्षम अधिकारी द्वारा जारी विद्यालय  
 की मान्यता सम्बन्धित प्रमाण पत्र की सत्यापित प्रति संलग्न है।

विद्यालय की मुहर

प्रधानाचार्य/प्रधानाध्यापक के हस्ताक्षर

दिनांक .....

नाम.....

विद्यालय का पूर्ण पता.....

.....

This is to certify that Km./Smt./Sri..... has  
 worked in this school from .....day ..... month .....year up till .....day  
 ..... month .....year as a PG/Graduate/Post Graduate Teacher and has taught at  
 Primary/Secondary/Senior Secondary level on full time basis.

He/She has ..... years of teaching experience in our school.

The School is duly recognized by Education Directorate/State/Central Government and the  
 Recognition/Registration No. of this school is ..... An attested copy of Recognition  
 of the School issued by competent authority is attached.

Signature of Principal/Head Master

Date

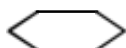
Stamp of the School

Name.....

Address of School.....

.....

.....



**वर्तमान कार्यरत् एवं अध्यापन अनुभव प्रमाण-पत्र**  
**Present Employment & Teaching Experience Certificate**  
**(केवल प्रधानाचार्य/प्रधानाध्यापक द्वारा जारी ही मान्य होगा)**  
**(To be issued by Principal/Headmaster only)**

यह प्रमाणित किया जाता है कि सुश्री/श्रीमती/श्री.....  
..... ने वर्तमान में इस विद्यालय में अध्यापक के पद पर दिनांक ...../...../..... से  
प्राथमिक/स्नातक/स्नातकोत्तर अध्यापक के रूप में प्राथमिक/माध्यमिक/उच्चतर माध्यमिक स्तर  
पर पूर्णकालिक अध्यापन स्थायी/अस्थायी आधार पर कार्य कर रहे हैं। इन्हें इस विद्यालय में.....  
....वर्षों का अध्यापन अनुभव है और यह ..... कक्षा में .....  
विषय पढ़ाते हैं। इन्हें ..... रुपये वेतन के रूप में भुगतान किया जाता है।

यह विद्यालय शिक्षा निदेशालय/राज्य सरकार/केन्द्र सरकार द्वारा मान्यता प्राप्त है और इस विद्यालय  
के मान्यता/पंजीकरण संख्या ..... है। सक्षम अधिकारी द्वारा जारी विद्यालय  
की मान्यता सम्बन्धित प्रमाण पत्र की सत्यापित प्रति संलग्न है।

विद्यालय की मुहर

प्रधानाचार्य/प्रधानाध्यापक के हस्ताक्षर  
दिनांक .....  
नाम.....  
विद्यालय का पूर्ण पता.....  
.....

This is to certify that Km./Smt./Sri..... is  
presently working in this school from ..... day ..... month ..... year as a  
PG/Graduate/Post Graduate Teacher and is teaching at Primary/Secondary/Senior Secondary level on  
full time basis.

He/She has ..... years of teaching experience in our school. He/She is teaching class ..... and  
taking up ..... subjects. He/She draws a salary of ..... Rupees per month.

The School is duly recognized by Education Directorate/State/Central Government and the registration  
No. of this school is ..... An attested copy of Recognition of the School issued by  
competent authority is attached.

Stamp of the School

Signature of Principal/Head Master  
Date

Name.....

Address of School.....

.....  
.....

