



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Regional Centre, Saharsa
Kaushalya Mansion, Naya Bazar, Saharsa- 852201

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

Dear Candidate,

Congratulations! We are happy to inform you that your name appears in the Merit List for admission to B.Ed. 2013.

1. Enclosed herewith are:
 - (a) Acceptance Letter
 - (b) Consent of Mentors for School-Based Activities.
2. If you are Offered seat under “Reserved Category” merit 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 arrange and submit your application in the following order: -
 - 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 Saharsa**. 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**.
 - a) Secondary and Senior Secondary Certificates indicating the date of birth along with the mark sheets.
 - b) Degree and mark-sheets of Graduation and Post Graduation, if applicable.
 - c) Proof of change in name if applicable.
 - d) OBC (Non-Creamy Layer) / SC / ST / PH / Kashmiri Migrant / War Widow Category Certificate, wherever applicable. Income Certificate mentioning income, in case of OBC (Non-Creamy Layer) with validity certificate.
 - e) 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.
 - f) 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.
 - g) Course Option and Consent of Mentors for School-Based Activities (Copy enclosed).
 - h) Original Hall Ticket.

- i) 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 that *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*
 5. The Fee Receipt Cum Confirmation Letter will be sent to you after the admission is finalized.
 6. No interim queries will be entertained, please.
 7. 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.
 8. Medium & Course once opted will not be changed, at the later date.

With best wishes,

Yours sincerely,

(Regional Director)

Encl: 1) Acceptance Form
2) Consent of Mentors for School-Based Activities

Address of the Regional Centre, Saharsa

Regional Director, IGNOU Regional Centre, Kaushalya Mansion, Naya Bazar Saharsa-852201 (Bihar)

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre, Saharsa

Kaushalya Mansion, Naya Bazar, Saharsa-852201 (Bihar) Phone: 06478-219015, Fax: 06478-219018

E-mail: rcsaharsa@ignou.ac.in

Web Site: www.rcsaharsa.ignou.ac.in/www.ignou.ac.in

ACCEPTANCE FORM

B. Ed – 2013

Sir/Madam,

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: _____

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)**

Thanking you,

Place:

Date:

Address label:

Yours faithfully,

Signature of Candidate

Address:

Phone No with STD Code: _____

Cell No. _____

Email: _____

IGNOU – SAHARSA

THERE IS ONLY ONE B.Ed. PROGRAMME STUDY CENTRE UNDER REGIONAL CENTRE SAHARSA

SL.No.	IGNOU-PSC (B. Ed COLLEGE)	PSC LOCATION	PSC CODE
1.	PROGRAMME IN-CHARGE Mrs. PRATIMA PATEL ,MILLIA FAKHRUDDIN ALI AHMAD B. Ed TEACHERS' TRAINING COLLEGE, RAMBAGH, PURNEA -854301	PURNEA	46009P

IGNOU – B.Ed. 2013 SAHARSA

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 SAHARSA

Permission from the School (The Work Centre) for undertaking B. Ed Practicals

I hereby undertake that this school will provide facilities to Mr./Ms. _____

(En. No:

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 needed for carrying out practical work for the B. Ed

Programme offered by IGNOU. This school is a Secondary/Higher/Senior Secondary School*.

Signature of Principal / Headmaster/ Headmistress

Place : _____

Name : _____

Date : _____

Designation: _____

Address: _____

- *Strike out whichever is not relevant*
(School Seal)

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: _____

IGNOU – B.Ed. 2013 SAHARSA 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 SAHARSA COURSE OPTION PROFORMA

Enrolment No. _____		_____	_____
Name _____		_____	_____
Choose any two Group B: Content based Methodology Courses: Medium/English/Hindi		Course title (Methods)	Course Code
Course Title	Course Code	1. Teaching of _____	ES - _____
Teaching of Science	ES-341		
Teaching of Mathematics	ES-342		
Teaching of Social Studies	ES-343	2. Teaching of _____	ES - _____
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

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. You are requested to get the declaration in the prescribed format.