

Indira Gandhi National Open University**Regional Centre, Karnal**

06, Subhash Colony, Karnal – 132001, Haryana

Ph. 0184-2271514 **E-mail:** rckarnal@ignou.ac.in **Website :** www.rckarnal.ignou.ac.in

IG/RC Karnal/MED-2015/

Dated: 3rd December 2014

To

Subject: Provisional Offer for Admission to M.Ed. Programme January 2015 Session

Dear Candidate,

We are pleased to inform you that you have qualified the M.Ed. Entrance Test conducted by the University on **17th August 2014**. Your name has been provisionally short listed as per the merit list of the candidates prepared by the University for Admission to the M.Ed. Programme commencing from January 2015.

In this regard, please note that your admission to the programme will be confirmed, subject to fulfilling the eligibility criteria and verification of the required original documents. You are advised to report in person, along with all the relevant documents (**in original + one attested photocopy of each**) at Regional Centre Karnal on the date and time given below:

- **Reporting time: 10:00 AM**
- **Date of Counseling: 18th December 2014 (Thursday)**

If you do not present yourself at the Regional Centre on the date and time allotted to you, the offer will stand cancelled and admission offer will be given to other candidates in the waiting list.

Kindly bring the following documents:

- 1) Programme Fee of Rs. 40,000/- (Rupees forty thousand only) in the form of a Bank Draft along with Acceptance Form (enclosed) duly filled-in. Bank Draft should be made in favour of **IGNOU** and should be payable at **KARNAL** and must be valid for three months. Please write your name, address and contact number on the backside of the Bank Draft. Please ensure that the Bank Draft is duly signed by officials of the concerned Bank.
- 2) Original Entrance Test Admit Card (Hall Ticket).
- 3) One passport size photograph.
- 4) Entrance Result Card downloaded from IGNOU Website.
- 5) High School/Secondary School Mark Sheet and Certificate
- 6) Intermediate/Senior Secondary School Mark Sheet and Certificate.

- 7) Graduation (1st, 2nd and 3rd year) Mark Sheets and Degree Certificates.
- 8) Post-Graduation (1st and 2nd year) Mark Sheets and Degree Certificates, if applicable.
- 9) Mark-sheet and Degree Certificate of B.Ed.
- 10) Copy of NCTE recognition letter of the Institute from which you have completed B.Ed.
- 11) Identity Card enclosed at the end of M.Ed. student Handbook & Prospectus, January, 2015 – duly filled-in and with a recent photograph pasted at the appropriate place. Please do not sign on the photograph. In case the Identity Card is not available, please bring two recent passport-size photographs.
- 12) Letter of appointment from current school/NCTE recognized teacher education/research institution in education stating date of appointment and the post held (Primary Teacher, Assistant Teacher, TGT/PGT/other, as the case may be) and Salary or grade given on school/institution letter head bearing School Recognition No. (in case of a School) in **Original + Photocopy**.
- 13) Experience-cum-Employment Certificate of the current as well as previous schools (if applicable) to be submitted in Original. Every certificate you enclose should have proper address and should be signed and stamped by the Headmaster/Principal of the School/Head of the Institution (copy enclosed).
- 14) Original Experience Certificate(s) in support of your two years teaching/research experience. If you have worked in different schools/institutions, kindly get it on the letterhead from all the schools/institutions where you were employed.
- 15) Recognition/Affiliation Certificate (issued by CBSE/ICSE/WBBSE/WBCHES etc.) issued to the School indicating the Registration Number of your School. If you have worked in more than one School, you must submit attested copies of all the Recognition/Affiliation Certificates. Copy of Recognition / Affiliation Certificate must be attested by the Principal / Headmaster / Headmistress of your School (s).
- 16) Original Anti-ragging Affidavit in the prescribed format (**Pg. 107 & 109 of the Student Handbook and Prospectus**) duly notarized and signed by parents and applicant.
- 17) If you belong to any of the Reserved Categories (**SC/ST/PH/OBC-NC/KM/War Widow**), please bring relevant documents in support of the same. **Kindly bring the Original and Attested copy of the same.**
- 18) Those students who claim admission under reservation in OBC (Non Creamy) category, will have to bring OBC-Non creamy Certificate (Original and Attested copy) in the prescribed format (**Pg. 110 of the Student Handbook and Prospectus**) issued by the competent authority as well as the Income Certificate for claiming OBC-Non creamy (if applicable). **The annual income of the candidates under OBC (Non Creamy) should not exceed Rs. 6 lakh per annum). Certificate should not be older than three years.**
- 19) **In case your name /surname has been changed, kindly submit an attested copy of the marriage certificate or an affidavit (Original) in support of this as (a)** Notorized Affidavit with changed name, (b) a copy of News Paper, where notification for change of name was published (c) Copy of Gazette Notification and (d) In case of change of Surname after marriage, Marriage Certificate by Registrar (Marriages).

IMPORTANT POINTS TO BE NOTED

- **“This offer of admission is purely provisional, based on the merit list prepared by the University and documents submitted by you. At any stage, if it is found that your documents are false, your admission shall stand cancelled forthwith. No fee refund will be admissible in the event of cancellation of admission.”**
- **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.**
- **Guest/Part-time/ Honorary teachers are not eligible for admission to M.Ed.**
- Degrees acquired from an **Off-Campus/OFF-Shore Campus** of Central/State/Deemed to be Universities offered through Distance mode of learning will be accepted for higher studies in IGNOU, provided these have been obtained as per territorial jurisdiction of these Central/State/Deemed to be Universities prescribed by the University Grants Commission from time to time.
- Reporting personally for the Counselling is essential. •It is mandatory to bring all the specified documents (original as well as attested photocopies) during the Counselling. •Incomplete Application forms will be summarily rejected. •The University will not be responsible for any kind of postal delay.

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

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

Best wishes,

Yours Sincerely,

Sd/-

Regional Director



**Indira Gandhi National Open University
Regional Centre, Karnal**

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ACCEPTANCE FORM FOR ADMISSION TO M.Ed. JANUARY 2015 SESSION

Sir,

I hereby accept the offer of admission to the Master of Education Programme (MED)-2015 Session of the University as per the conditions prescribed in the offer letter.

I have enclosed all the necessary documents required for admission to this programme along with Demand draft.

1. Name of the Candidate (**In BLOCK letters**):

2. Entrance Test

Enrolment Number:

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3. Details of the Programme Fee (DD of Rs. **40,000/-** in favour of **IGNOU** payable at **Karnal**)

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

4. Medium : ENGLISH ONLY

5. Programme Study Centre-

IGNOU LSC-1052P, JCD PG College of Education, Sirsa-125055, Haryana

6. Choose any one (Optional Course):

For I year courses: Course code MESE

Course Title:.....

For II year courses: Course code MESE-

Course Title:

DECLARATION BY APPLICANT

I agree that this admission is provisional and is based on the documents of qualification and experience submitted by me along with the application form. If at a later stage, it is found that document(s) submitted by me is /are fake, my admission shall stand cancelled forthwith and no fee refund will be admissible in the event of such cancellation.

Date:

Signature of the Applicant

Name: _____

Address _____

Ph. No.(with STD Code) _____

Mobile No. _____

Email: @.....

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(For office use only)

Documents checked by:

Eligible/Not Eligible

Admitted/Not admitted

JAT/ASST./Sr.ASST./AEDP /SPA

ARD

REGIONAL DIRECTOR

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Experience-cum-Employment Certificate

(To be submitted at the time of counseling)

(This certificate duly filled- in and signed, is to be provided to the Regional Centre, Karnal, after receiving the letter of offer for admission to M.Ed. after entrance test.)

- i. This is to certify that Mr./Ms. _____ has been working in this school/ Institution from ____ (DD)____(MM)_____(YR) to ____ (DD)____(MM)_____(YR).
- ii. His/Her appointment in this school/ Institution is on full time/temporary/permanent basis.
- iii. This School/ Institution is Govt./Govt. aided/unaided and is duly recognized by the central/state government/union territory by virtue of obtaining **Registration No.** _____ dated _____ from _____ (Name of the state) for a period _____/.

I hereby undertake that all the information mentioned above is true and the University is empowered to take legal action against me for any wrong information.

Signature of Principal/Headmaster/Headmistress/Head of Institution

Full Name:

Name of the School/Institution:

Registration No. of the School/ Institution.....

Full Address of the School/Institution:

.....

(Seal/Stamp).....

Telephone No.:

Email ID of the School/Institution:.....@.....