



INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
Regional Centre : Hyderabad

Plot No.207, Kavuri Hills, Near Madhapur Police Station, Jubilee Hills P.O., Hyderabad - 500033

**Dr.Kameshwari Moorty**  
**Regional Director**

No.IG/RCH/B.Ed./14  
Date : 11.12.13

Dear Candidate,

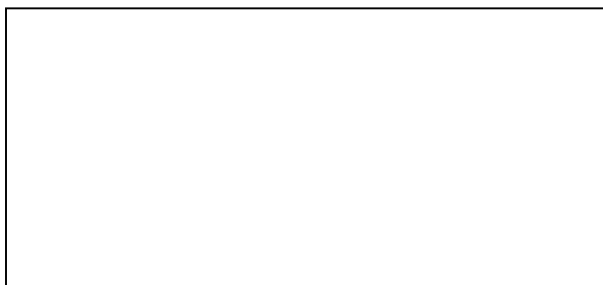
*Congratulations !*

1. You have been provisionally selected on the basis of your performance in the B.Ed. entrance test held on 8<sup>th</sup> September 2013 for admission to Bachelor of Education (B.Ed.) Programme of the University commencing from January 2014.

***“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.”***

2. You are advised to come in person at **your own cost** without fail to **IGNOU Regional Centre, Plot No.207, Kavuri Hills, Near Madhapur Police Station, Jubilee Hills P.O., Hyderabad - 500033** on the date and time slot mentioned below on the sticker label. You should bring all the documents as per the checklist enclosed (in the order of Annexure 1 to 19), for verification and finalisation of your admission. In case you fail to submit the supporting documents as mentioned in the checklist, on the day of your counselling, your candidature will be summarily rejected.
3. **Please note that request for change of date and time of counselling will not be entertained under any circumstances. The University is not responsible for any postal delay.** If you are not present on the date & time given, it will be presumed that you are NOT interested in accepting the offer/joining IGNOU B.Ed. and hence, this offer sent to you will be cancelled without further notice and the candidate next in the merit order will be considered for admission. No further correspondence in this regard will be entertained under any circumstances.
4. To facilitate the allocation of a Programme Study Centre, you have to indicate the order of preference in the acceptance form. The allotment of PSC is done as per merit-cum-position order and in accordance with the reservation policy of the University. You may be aware that as per NCTE norms, a maximum number of only 100 students will be admitted in any particular Programme Study Centre(PSC). A List of PSCs of B.Ed. in Hyderabad Region is enclosed for your ready reference.
5. The University reserves the right to change the PSC of the candidate if the circumstances so warrant (for instance, if the enrolment is less than 50 at a particular PSC then the candidate may be allotted other PSC).
6. **The B.Ed. Programme fees which is Rs.20,000/- (Rupees Twenty Thousand Only) in the form of Demand Draft drawn in favour of IGNOU payable at HYDERABAD has to be paid as one time payment at the time of Counselling.**
7. Please note that the candidates will be called for counselling as per the merit-cum-position order only. Therefore **you will have to wait till your turn comes for counselling within the time slot indicated on the sticker label below and no request for change in time slot or schedule of order will be entertained under any circumstances.**

With best wishes,



REGIONAL DIRECTOR

Encls : A) Annexures – 1,4, 10 (While Annexures – 2,3,5,6,7,8,9,11,12,13 and 14 to be added by the candidate)  
B) Checklist, List of Programme Study Centres.

**Note :** You should present this letter for gaining entry into the counseling hall.



## IGNOU – B.Ed. 2014 – Hyderabad

### CHECKLIST OF DOCUMENTS

TO BE ENCLOSED WITH THE ACCEPTANCE FORM FOR ADMISSION TO B.Ed 2014

The documents should be presented in the same order as given below :

- 1) Acceptance Form duly filled-in by the candidate *(use: Annexure-1)*
- 2) High School/Secondary/Senior Secondary Mark Sheet and Certificate *(to be enclosed by the candidate: Annexure-2)*
- 3) Graduation or Postgraduation Mark Sheet *(to be enclosed by the candidate: Annexure-3)*
- 4) Experience Certificate(s) – *(use: Annexure-4)*
- 5) Employment Certificate (in the format prescribed in Student Handbook) *(to be enclosed by the candidate: Annexure-5)*
- 6) School Recognition Certificate issued by Central/State Government for the School where applicant is employed. *(to be enclosed by the candidate: Annexure-6)*
- 7) Original BED Entrance Examination Admit Card *(to be enclosed by the candidate: Annexure-7)*
- 8) Original Anti-ragging Affidavit in the prescribed format duly Notorized and signed by Parents and applicant *(to be enclosed by the candidate: Annexure-8a & Annexure-8b)*
- 9) Original Certificate by the Employing School to provide facilities for Practical work *(to be enclosed by the candidate: Annexure-9a and Annexure-9b in Duplicate)*
- 10) A Demand Draft of Rs.20,000/- towards Fee payable through Demand Draft in favour of **IGNOU** Payable at **HYDERABAD** *(to be enclosed by the candidate Annexure-10) – Name should be written on the reverse of the draft.*
- 11) One Passport size Photograph By Applicants *(to be enclosed by the candidate Annexure-11)*
- 12) Category (SC/ST) Certificate for claiming SC/ST Seat *(to be enclosed by the candidate : Annexure-12) – Original and Attested xerox copy*
- 13) OBC-Non creamy Certificate along with Income Certificate for claiming OBC (Non-creamy) Seat (Certificate should not be older than 3 years) *(to be enclosed by the candidate as Annexure-12)- Original and Attested xerox copy.*
- 14) Certificate of Physically Handicap for claiming PH Category seat *(to be enclosed by the candidate as Annexure-12)- Original and Attested xerox copy.*
- 15) War-widow Certificate for claiming War Widow seat *(to be enclosed by the candidate as Annexure-12)- Original and Attested xerox copy.*
- 16) Kashmiri Migrant Certificate for claiming KM Seat *(to be enclosed by the candidate as Annexure-12) - Original and Attested xerox copy.*
- 17) ***In case of Change of Name after HIGH SCHOOL.***
  - a. Notorized Affidavit with changed name, *(to be enclosed by the candidate as Annexure-13)*
  - b. News paper copy where notification for change of name was published *(to be enclosed by the candidate as Annexure-13)*
  - c. Copy of Gazette Notification *(to be enclosed by the candidate as Annexure-13)*
- 18) ***In case of changed Surname of after marriage***
  - a. Marriage Certificate by Registrar (Marriages) *(to be enclosed by the candidate as Annexure-13)*
- 19) Course Option Proforma – **Annexure - 14**

## IGNOU –Hyderabad

### LIST OF B.Ed. PROGRAMME STUDY CENTRES UNDER HYDERABAD REGIONAL CENTRE

| SI.No. | IGNOU-PSC (B.Ed COLLEGES)                                     | PSC LOCATION | PSC CODE |
|--------|---|--------------|----------|
| 1.     | Nava Bharathi College of Education<br>Burton Road, Bollaram   | Secunderabad | 0158 P   |
| 2.     | Al-Madina College of Education, Salem<br>Nagar, Mahabub Nagar | MahabubNagar | 0153P    |

## INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre : Hyderabad

Plot No.207, Kavuri Hills, Near Madhapur Police Station, Jubilee Hills P.O., Hyderabad - 500033

**ACCEPTANCE FORM****B.Ed - 2014**

Sir,

I accept the offer of admission to the Bachelor of Education programme 2014 of the university as per the conditions prescribed in the offer letter **No.IG/RCH/B.Ed/14, dated 4<sup>th</sup> December, 2013**. 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: \_\_\_\_\_

e) Amount: Rs.20,000/- (Rupees Twenty Thousand Only)

f) **Order of Preference in choosing Programme Study Centre(PSC)\*:**

*I understand that the PSC will be allotted depending upon my Merit-cum-Position Order, subject to availability of seat in a given PSC. Further, I also understand that once a PSC is allotted, I am not permitted to change the PSC. The University reserves the right to change the allocated PSC if the circumstances so warrant and the decision of the University is binding on me. Hence, I agree to the decision of the University in allotting me a PSC.*

| Order of Preference        | PSC Name (B.Ed. College name)* | PSC Location* | PSC Code* |
|----------------------------|--------------------------------|---------------|-----------|
| 1 <sup>st</sup> preference |                                |               |           |
| 2 <sup>nd</sup> preference |                                |               |           |

\*(Please refer the enclosed list of PSCs)

Thanking you,

Place:

Yours faithfully,

Date:

Signature of Candidate

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No with STD \_\_\_\_\_

Cell No. \_\_\_\_\_

Email : \_\_\_\_\_

**Note :** If there is any possibility of any vacancy arising in future after all the counselling sessions the University may allot me in the order of my preference as stated above.

**IGNOU – B.Ed. 2014 – Hyderabad****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. 2014 – Hyderabad****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 / 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. 2014 – Hyderabad**  
**Permission from the School (the work center) for undertaking B.Ed Practicals**  
**in Duplicate**

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

(Enr. 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 : \_\_\_\_\_

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\* *Strike out whichever is not relevant*

**(School Seal)**

**Annexure-9b**

**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 : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(Please refer Annexure-5 for course title and course codes)**  
 (The candidate should ensure that the form is complete in every respect)

**IGNOU – B.Ed. 2014 – Hyderabad**  
**Permission from the School (the work center) for undertaking B.Ed Practicals**  
**in Duplicate**

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

(Enr. 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 : \_\_\_\_\_

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\* *Strike out whichever is not relevant*

**(School Seal)**

**Annexure-9b**

**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 : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(Please refer Annexure-5 for course title and course codes)**  
 (The candidate should ensure that the form is complete in every respect)



## IGNOU – B.Ed. 2014 – Hyderabad

## COURSE OPTION PROFORMA

| <b>Enrolment No.</b>   |                                      |             |                        |        |                         |        |                            |        |                     |        |                   |        |                      |  |  |  |         |  |         |  |  |
|--|--------------------------------------|-------------|------------------------|--------|-------------------------|--------|----------------------------|--------|---------------------|--------|-------------------|--------|----------------------|--|--|--|---------|--|---------|--|--|
| <b>Name</b>  |                                      |             |                        |        |                         |        |                            |        |                     |        |                   |        |                      |  |  |  |         |  |         |  |  |
| Choose any <b>two</b><br><i>Group B: Content based Methodology Courses:</i>  | <b>Course Title (Methods)</b>        |             |                        |        |                         |        | <b>Course Code</b>         |        |                     |        |                   |        |                      |  |  |  |         |  |         |  |  |
| <table border="1"> <thead> <tr> <th>Course Title</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Teaching of Science</td> <td>ES-341</td> </tr> <tr> <td>Teaching of Mathematics</td> <td>ES-342</td> </tr> <tr> <td>Teaching of Social Studies</td> <td>ES-343</td> </tr> <tr> <td>Teaching of English</td> <td>ES-344</td> </tr> <tr> <td>Teaching of Hindi</td> <td>ES-345</td> </tr> </tbody> </table> | Course Title                         | Course Code | Teaching of Science    | ES-341 | Teaching of Mathematics | ES-342 | Teaching of Social Studies | ES-343 | Teaching of English | ES-344 | Teaching of Hindi | ES-345 | 1. Teaching of _____ |  |  |  |         |  | ES-____ |  |  |
| Course Title   | Course Code                          |             |                        |        |                         |        |                            |        |                     |        |                   |        |                      |  |  |  |         |  |         |  |  |
| Teaching of Science  | ES-341                               |             |                        |        |                         |        |                            |        |                     |        |                   |        |                      |  |  |  |         |  |         |  |  |
| Teaching of Mathematics  | ES-342                               |             |                        |        |                         |        |                            |        |                     |        |                   |        |                      |  |  |  |         |  |         |  |  |
| Teaching of Social Studies   | ES-343                               |             |                        |        |                         |        |                            |        |                     |        |                   |        |                      |  |  |  |         |  |         |  |  |
| Teaching of English  | ES-344                               |             |                        |        |                         |        |                            |        |                     |        |                   |        |                      |  |  |  |         |  |         |  |  |
| Teaching of Hindi  | ES-345                               |             |                        |        |                         |        |                            |        |                     |        |                   |        |                      |  |  |  |         |  |         |  |  |
|  | 2. Teaching of _____                 |             |                        |        |                         |        | ES-____                    |        |                     |        |                   |        |                      |  |  |  |         |  |         |  |  |
| Choose any <b>one</b><br><i>Group C: Special Courses :</i>   | <b>Course Title (Specialisation)</b> |             |                        |        |                         |        | <b>Course Code</b>         |        |                     |        |                   |        |                      |  |  |  |         |  |         |  |  |
| <table border="1"> <thead> <tr> <th>Course Title</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Educational Technology</td> <td>ES-361</td> </tr> <tr> <td>Computer in Education</td> <td>ES-362</td> </tr> <tr> <td>Guidance and Counselling</td> <td>ES-363</td> </tr> <tr> <td>Distance Education</td> <td>ES-364</td> </tr> </tbody> </table>   | Course Title                         | Course Code | Educational Technology | ES-361 | Computer in Education   | ES-362 | Guidance and Counselling   | ES-363 | Distance Education  | ES-364 | 1. _____          |        |                      |  |  |  | ES-____ |  |         |  |  |
| Course Title   | Course Code                          |             |                        |        |                         |        |                            |        |                     |        |                   |        |                      |  |  |  |         |  |         |  |  |
| 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 Annexure 6B signed by them.

# IGNOU – B.Ed. 2014 – Hyderabad

## CHECKLIST OF DOCUMENTS

(For Official Use)

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

Name : \_\_\_\_\_ Enrolment No. : 

|  |  |  |  |  |  |  |  |  |  |
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Centre Allotted : 

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The documents should be presented in the same order as given below :

| S.No. | Details  | Annexure No.                             | Please (✓) mark |
|-------|--|--|-----------------|
| 1     | Original Entrance Application form (will be given at counseling Hall)  |  |                 |
| 2     | Acceptance form duly filled in by the candidate  | <b>Annexure-1</b>                        |                 |
| 3     | Attested copy of High School/Secondary/Senior Secondary Mark Sheet and Certificate   | <b>Annexure-2 *</b>                      |                 |
| 4     | Graduation and Post Graduation Mark sheet and Certificate  | <b>Annexure-3 *</b>                      |                 |
| 5     | Experience Certificate(s)  | <b>Annexure-4</b>                        |                 |
| 6     | Employment Certificate (in the format prescribed in Student Handbook)  | <b>Annexure-5</b>                        |                 |
| 7     | School Recognition Certificate issued by Central/State Government for the School where applicant is employed   | <b>Annexure-6</b>                        |                 |
| 8     | Original B.Ed. Entrance Examination Admit Card   | <b>Annexure –7 *</b>                     |                 |
| 9     | Original Anti-Ragging Affidavit in the prescribed format duly Notorized and signed by Parents and Applicant  | <b>Annexure – 8a &amp; Annexure – 8b</b> |                 |
| 10    | Original Certificate by the Employing School to provide facilities for Practical work  | <b>Annexure-9a and 9b in Duplicate)</b>  |                 |
| 11    | Demand Draft for Rs.20,000/- (Rupees Twenty Thousand Only)   | <b>Annexure – 10</b>                     |                 |
| 12    | One Passport size photograph   | <b>Annexure-11</b>                       |                 |
| 13    | i. Category Certificate (SC/ST) issued by the competent authority, wherever applicable – <b>Original and Attested copy</b><br>ii. OBC Non-Creamy Certificate alongwith Income certificate for claiming OBC (Non-Creamy) Seat (Certificate should not be older than 3 years) wherever applicable <b>Original and Attested copy</b><br>iii. Certificate of Physically Handicap for claiming PH Category seat <b>Original and Attested copy</b><br>iv. War-Widow Certificate for claiming War-Widow Certificate - <b>Original and Attested copy</b><br>v. Kashmiri Migrant Certificate for claiming Kashmiri Migrant Seat <b>Original and Attested copy</b> | <b>Annexure-12 *</b>                     |                 |
| 14    | <b>By the Applicants whose name is Changed after High School</b><br>i. Notorized Affidavit with Changed Name <b>(OR)</b><br>ii. News paper copy where notification for change of name is published <b>(OR)</b><br>iii. Copy of Gazette Notification<br><b>In case of changed Surname after marriage</b><br>i. Marriage Certificate by Registrar(Marriages)   | <b>Annexure-13 *</b>                     |                 |
| 15    | Course Option Form   | <b>Annexure – 14</b>                     |                 |

Centre Allotted : 

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Signature of the Verifying Official \_\_\_\_\_