



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
SILIGURI REGIONAL CENTRE
17/12 J.C. BOSE ROAD, SUBHAS PALLY, SILIGURI – 734 001
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DOCUMENTS REQUIRED AND INSTRUCTIONS FOR ADMISSION TO M.Ed.
PROGRAMME : JANUARY , 2015 SESSION

1. **A Demand Draft (DD) / Banker's Cheque** for Rs. **40,000/-** (Rupees forty thousand only) towards Programme Fee from any Bank. DD / Banker's Cheque must be made in favour of **IGNOU** and payable at **SILIGURI** and **must be valid** for three months. Please **write** your name, and address on the backside of the DD/ Banker's Cheque. **Please ensure that the DD is duly signed by official of the concerned Bank.**

2. **Original and attested copies of the following documents for Verification (attested copies have to be submitted):**

- (i) Admit Card / Certificate of Secondary/Madyamik/10th Examination as age proof.
- (ii) Mark-sheet of Bachelor Degree (Graduation must be of 3 years duration) . **2 years Graduation without one year Bridge Course will not be accepted for the purpose of admission to M.Ed. Programme of IGNOU.**
- (iii) Certificate of Bachelor Degree.
- (iv) Mark-sheet of Master Degree (Post Graduation), in case you have passed Master Degree.
- (v) Certificate of Master Degree, in case you have passed the same.
- (vi) Mark-sheet of B.Ed. Mark-sheet of B.Ed. If you possess a Degree / Mark-sheet which is equivalent to B.Ed, you **must produce equivalence Certificate** from the competent authority.
- (vii) Certificate of B.Ed.
- (viii) Category (SC/ST/OBC-Non-Creamy Layer) Certificate, if applicable.
- (ix) Appointment letter issued by your employer. If you have worked in more than one School, please bring all original appointment letters.
- (x) Income Certificate from Tashildar/Gram Panchayat/ Municipal Corporation/Zila Parishad (**in case of OBC-Non-Creamy layer, OBC applicants having annual income less than 6.0 lakh come under Non-creamy layer**). **Certificate should not be older than three years. Please note that both Salary Statement and Income Certificate must be produced.**
- (xi) Marriage Certificate (in case of married female candidates whose surname differs).
- (xii) Experience Certificate obtained from the School. In case, you have worked in more than one School, you must produce copies of experience Certificate(s) obtained from the concerned school(s).
- (xiii) Hall Ticket/Admit Card of M.Ed. entrance Test,2014.
- (xiv) The offer letter sent to the candidates.

- (xv) 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 I-Card is not available, please bring a recent passport-size photograph.
- (xvi) Entrance Test Result : Original or downloaded from website.
- (xvi) Anti-ragging Affidavits (two number) as per enclosed format on non-judicial Stamp Paper of appropriate value **from Notary** or from any other competent authority.
- (xviii) Copy of Salary Statement from your present School.
- (xix) Copy of '**Resolution of the Managing Committee**' of your School/Institute regarding your appointment. In case, you have worked in more than one recognized School(s)/Institute(s), you must submit attested copies of 'Resolution(s) of the Managing Committees' obtained from the concerned schools/Institutes.
- (xx) Employment-cum-Experience Certificate as per enclosed format.

PLEASE NOTE THAT : All the Original Documents as stated above must be brought for verification. Without Original documents, admission will not be given.

3. Attested Photocopies of the following documents (Please note that no attestation will be done at this Regional Centre) :

- (i) Copy of NCTE recognition letter of the Institute from which you have completed B.Ed.
- (ii) Experience Certificate obtained from the School where you are working at present. In case, you have worked in more than one School, you must submit attested copies of experience Certificate(s) obtained from the concerned school(s).
- (iii) 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 (**up to date**). **Copy of Recognition / Affiliation Certificate must be attested by the Principal / Headmaster / Headmistress of your School (s).**

No admission will be given under the following circumstances :

- (i) **If you are not in service.**
- (ii) If you are not working in the state of West Bengal
- (iii) If you do not come **in person** on the date and time as mentioned in this letter. **No other date will be considered under any circumstances.**
- (iv) If you do not bring any of the document(s) as mentioned against Sl. No. 1 , 2 (i to xix) and 3 (i to iii).
- (v) In case your Bachelor Degree is of two years duration and you do not possess one year 'Bridge Course'.

(vi) If your teaching experience is from a School Registered under Societies Registration Act.

(vii) If you were working as a Voluntary Teacher / Part-Time Teacher / Guest Teacher/Hired Teacher/Part-Time Contractual Teacher / **Para-Teacher**.

(viii) If you have less than two (02) years of teaching/professional experience (as on 15.07.2014) **after** completion of B.Ed. programme in a Government/Government recognized school/NCTE recognized teacher training /research institute of education. Even if your experience is less than two years by 01 (one) day, you will not be given admission. Experience in unrecognized school(s) will not be considered towards teaching experience. 2 years teaching experience will be counted as on 15th July ,2014 (i.e. the last date of sending application form to the Regional Centre, Siliguri /Raghunathganj). **Two (02) years teaching experience will be counted from the date of completion of B.Ed. programme.**

(ix) If your marks in B.Ed. is less than 55 % (50 % in case of SC, ST, OBC-Non-Creamy Layer candidate).

(x) In case , you are unable to produce attested copy/copies of 'Resolution(s) of the Managing Committee(s)' of your School(s) regarding your appointment.

(xi) In case your degree(s) is /are acquired from an 'Off Campus' Centre of Private Universities outside the territorial jurisdiction of the concerned state without specific approval of the University Grants Commission (UGC).

Please note that Degrees acquired from an "Off Campus" Centre / "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 UGC from time to time.

Candidates should note that allotment of PSC will be done on the basis of merit list and also on the basis of availability of seats on the **date and time** of counselling. Hence, mere exercising a particular option will not entitle you for that particular PSC. **Please note that if you come late, you may not get your desired Centre.**

Please note that the University reserves the right to change the allotted PSC without assigning any reason whatsoever.

For merit position, applicants are advised to see the notice Board of this Regional Centre on the date of Counselling.

In case of cancellation of admission due to any reason, the offer of provisional admission will be given to the next candidate in order of merit.

Wait-Listed Candidates under different categories should note that they will be offered provisional admission ONLY if any of the seats in respective categories remain vacant after counselling of candidates who are in confirmed list. In case, there remains no vacant seat, their Demand Draft will be returned to them for encashment.

Reporting Time : 10.00 A.M. /12.10 P.M. / 2.30 P.M. /4.35 P.M as mentioned in the Counselling Schedule.

- Candidates **must record their attendance** on the date of Counselling at the Regional Centre with your signature, date and time.

(Dr. B. Bhowmik)
Regional Director(I/c)