

Indira Gandhi National Open University
Student Registration Division

**The Guidelines for Finalisation of Admission in B.Ed Programme through
Counselling (Post Entrance Examination Results) – January, 2022**

1. Constitution of B.Ed. Admission Committee at Regional Centers :

Every Nodal Regional Centre is expected to constitute a B.Ed. Admission Committee having Regional Director of the Nodal RC as Chairperson and three/four members (one/two ARDs or Assistant Registrar/Section Officer), one local PIC (B.Ed Centre) and the Regional Director/Dy. Director/Asst. Regional Director of the participating Regional Centres, who will be participating in all the activities of B.Ed Counselling and Admissions for January, 2021 Session. The Committee as notified by Regional Director of the Nodal Regional Centre should be sent immediately to Registrar (SRD), Registrar (SED), and Director (RSD) along with mobile numbers of all the members. **The Admission Committee so constituted shall meet virtually to scrutinise applications and finalise admissions.**

2. Merit List and Cut-off Percentage of Marks :

All the merit lists are to be in descending order as per score showing Enrolment Number, Name of the candidate, Father's name, Rank and Position. You are advised to issue offer of admission letters on the basis of merit list and on the basis of seats reserved for different categories as given under Reservations.

3. Reservations :

The percentage of reservation as indicated below is given as per O.M.No. 1-1/2005-U.I.A/847 dated 20th April, 2008 received from Ministry of Human Resources Development, Department of Higher Education, Government of India, which has already been circulated to all the Regional Centres vide our Circular No. IG/SRE/Ex-V/Circular/08 dated 4th June, 2008.

The categories (General / SC ST / PH / KM / OBC (Non-Creamy Layer) have been indicated in the list as per the data mentioned in the application forms by the candidates. The Category chosen by the applicant at the time of filling up of the Entrance Test Form will be considered as final and NO SUBSEQUENT CHANGE IN THE CATEGORY WILL BE ALLOWED. The categories carry weightage for admissions. It may, therefore, be ensured that the category of the candidates is verified once again from the original data. The following guidelines, with regard to reservation, may be follows:

A. Under Vertical Reservation:

SC:	15% per PSC
ST:	7½ % per PSC
OBC (Non-Creamy Layer):	27% per PSC

Seats reserved under SC and ST category are inter-changeable. Vacant SC, ST and OBC seats can be filled up by General Category candidates, as per IGNOU guidelines. (copy attached)

All successful candidates falling under the category of **PH** and having attached the necessary certificates from recognized Medical authority in support of their claim with the minimum disability of 40% are only entitled for reservation. However, the reserved percentage under this category may not exceed 5% of the total seats in your region. Female candidates under the category of War-widow who furnish necessary certificate from the recognized Defence Authority in support of their claim to avail the reservation under this category are entitled for reservation.

*The annual income of the candidates under **OBC (Non Creamy Layer)** should not exceed 8.00 lakhs per annum and only the central list should be followed.*

The SC/ST/OBC (Non-Creamy Layer) candidates who have marks above the level up to which the general category students are admitted, should not be counted towards reserved quota at all and should be included in the general merit list of admissions.

The OBC applicants, who have not submitted NON-CREAMY certificate or Income Certificate or opted for D4A or D4 Category, will be treated as Creamy OBC or General category students and **no change of category code shall be entertained from the candidates after the submission of Entrance cum Admission form.**

B. Under Horizontal Reservation:

PH:	5% per PSC
War-Widow:	5% per PSC
Kashmiri Migrant :	1 Seat in the national merit

(Nodal RC is to inform SRD if any Kashmiri Migrant (KM) candidate is found eligible to claim the seat. However, the seat would be filled up by RC, only after being communicated and got confirmed by SRD. If no applicant under the KM category is available, there is no need to keep the seat vacant).

C. Reservation Under EWS:

Reservation under this category shall be guided by the Office Memorandum F.No. 12-4/2019-U1 dated 17th January, 2019 issued by the Government of India for implementing the 103rd Constitutional Amendment regarding 10% Reservation for Economically Weaker Sections (EWS).

- a) The candidates, who have applied under the EWS category, will be eligible for admission under the “General Category” seats on the basis of their individual merit, just like the candidates belonging to other reserved categories like the SC, ST, OBC (non creamy) etc.
- b) If an EWS category student becomes eligible to get admission under the General Category on the basis of individual merit, then that student shall be excluded from the EWS category and the EWS category merit list will be prepared taking into consideration the remaining candidates only.
- c) This admission criteria will be implemented prospectively, w.e.f. the January 2022 B.Ed admissions. These guidelines will not have any retrospective effect.
- d) If any EWS seat remains vacant, those seats can not be de-reserved and filled up by candidates from other categories.

4. Resolving Tie Cases:

Though, the Merit List is indicating positions, still in case of tie, the case may be resolved as under:

- a) **Qualification:** The overall score secured by the candidate in qualifying examination at post graduate level and then at graduate level may be considered in the following order:
 - i). Two marks may be given for post graduation with 50% marks.
 - ii). One mark may be given for graduation with 50% marks.
 - iii). If still there is a tie-up, then preference should be given to the higher percentage of marks in **graduation level**.
- b) **Age:** If tie up still exists, then date of birth of the candidate in the descending order i.e. the candidates born earlier will be ranked higher than the one born later.

5. Verification of NCTE Qualification, Degree Certificate, Marks List and Experience Certificate (if filled up the experience column):

- a. In the offer letter of admission the following paragraph should be appropriately highlighted:

“This offer of admission is 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.”

- b. Regarding NCTE Qualification Certificates, Regional Director should ensure that the candidate possess **a face to face teacher education programme certificate recognized and approved by NCTE**. The candidates may therefore be intimated to produce the following documents to authenticate that the certificate awarded to the candidate is the NCTE recognized and approved teacher education programme through face to face mode.

- (i). **Mark Sheet and Certificate of NCTE Recognized Teacher Education Programme completed through Face to Face mode.**
- (ii). **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 recognised 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 for the course, which the candidate has completed and claimed for his/her eligibility. 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.**

The applicants falling in the merit list may be issued offer of admission and given a time of 7 days to make full payment of the Programme Fee and submit other documents as per Point No. 7 below, failing which the offer may be withdrawn and given to the next applicant(s) in the list and similar time may be given to him / her to pay the programme fee.

6. Admissions:

Schedule for finalization of admission and sending data to Student Registration Division is as under:

- a) Sending of list of qualified / successful candidates to Nodal RCs by SED =>
- b) Formation of B.Ed admission committee (as earlier) by the Nodal RC with the participation of designated members from other clubbed RCs =>
- c) Admission Committee will meet through virtual mode and scrutinise already submitted applications (for B.Ed entrance) of their respective RCs =>
- d) Make an **internal short listing of candidates** twice the no of allotted seats to a Nodal RC, from the merit list provided by SED for initial scrutiny =>
- e) Activation of existing B.Ed entrance application portal by SRD for the RCs to **verify the eligibility of the internally shortlisted candidates only (as above)** Nodal RC wise, through the respective RC log in (As per NCTE & IGNOU admission eligibility criteria) =>
- f) Rejecting & eliminating candidates who are not found eligible from the **internal short list** / merit list sent by SED
- g) Send email to rejected candidates, stating reason for rejection of application =>
- h) Check the already uploaded documents, photo and signature etc (which were submitted at the time of entrance test) of the remaining candidates for clarity and deficiencies, if any =>
- i) Send a discrepancy removal email & sms to student to resolve discrepancy within 48 / 72 hrs. Discrepancy removal documents to be received through email from the candidates & uploaded in the portal by the RCs =>
- j) Making a merit list & waiting list of remaining (scrutinised) candidates & upload the same in the Nodal RC website =>
- k) Request for choice of LSC from the student =>
- l) Allot the desired LSC as per the rank of the candidate, his / her request & availability =>

- m) Send payment link to the candidate =>
- n) Inform him/ her through phone call, email & sms to make payment within 7 days and book their seats, otherwise their claim for admission shall be forfeited =>
- o) Confirm admission after receiving payment =>
- p) Allot seats to waitlisted candidates, if seats remain vacant from the first merit list.

The process of admission will be completed latest by 30th September, 2022 positively. After the admissions are over, one copy of the merit list indicating the reason for not giving admission to the candidates(s) appearing in the merit list above the last candidate in the Merit list may be sent to SRD for record.

It has been observed that the Regional Directors have not been furnishing this information in the past despite clear instructions to provide the final list of admitted candidates indicating the reasons for not admitting the intervening candidate. This has been viewed very seriously. It is to be noted that no data of B.Ed Programme, shall be updated in master record of SRD unless the information is provided through mail.

7. Documents that are required to be submitted by the Applicants Photocopies duly attested, to be verified against original):

The access to the Entrance Test data for B.Ed programme will be provided by SED to the Regional Centres. The already uploaded documents by candidates at the time of applying for entrance test will be scrutinized by the Admission Committee online. In case of any requirement of a document from the applicant, the Admission Committee will raise a discrepancy and ask the applicant to send those documents by email and the same will be uploaded on the portal on behalf of the applicant, by the Nodal RC / RCs.

(i). The following documents should be scrutinised by the Admission Committee before finalising the admission of the applicant.

- 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 recognised 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 to it.**
- 6). Experience Certificate(s), if experience is claimed.
- 7) A payment link will be provided to the applicants along with offer of admission for payment of programme fee of Rs. 55,000/-.

(ii). The following documents should be ensured from the **Applicants claiming reserved seat:**

- a). Category (SC / ST) Certificate for claiming SC / ST Seat
- b). OBC-Non creamy Layer Certificate along with Income Certificate 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.
- c). Certificate of Physically Handicapped for claiming PH Category seat, with a minimum of 40% disability.
- d). War-widow Certificate for claiming War Widow Seat
- e). Kashmiri Migrant Certificate for claiming KM Seat

(iii). **By the Applicants whose name is changed after High School (all documents listed below):**

In case of 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:

- a. Attested copy of the Notification in a daily newspaper notifying the change of name.
- b. An attested copy of the Affidavit filed before the 1st Class Magistrate specifying the change in the name.
- c. An attested copy of the Marriage Card / Marriage Certificate in case of women candidates for change in **Surname**.
- d. Attested copy of the Gazette Notification reflecting the change of name/surname.

8. Certificate to provide facilities for Practical Work including Internship:

The candidates are required to provide the certificate from a recognized Secondary/Senior Secondary Schools to provide the facilities for Practical Work including Internship, as per the format given below immediately on offer of admission to B.Ed programme..

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 the second year) for the

B.Ed Programme. This School is a recognised 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

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