

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY****Regional Centre- Pune**

First Floor MSFC Building, 270, Senapati Bapat Road, Pune – 411016, Maharashtra

Telephone: 020-25671867, Email &lt;rcpune@ignou.ac.in&gt;

**ADMISSION TO BACHELOR OF EDUCATION (B.Ed.) PROGRAMME,  
MANAGEMENT PROGRAMMES (MP) AND POST BASIC B. Sc. (NURSING) PROGRAMME - 2017:  
DATE EXTENDED TILL 9<sup>th</sup> SEPTEMBER 2016**

The University will be admitting students for the Programmes mentioned below starting from January 2017 through an **Entrance Test**, to be held on **Sunday, the 23<sup>rd</sup> October, 2016** all over the country.

**BACHELOR OF EDUCATION (B.Ed.)****POST BASIC B.Sc. NURSING (B.Sc. (N))****MASTERS IN BUSINESS ADMINISTRATION (MBA)**

With exit option after; Diploma in Management (DIM), Post Graduate Diploma in Management (PGDIM), Post Graduate Diploma in Human Resource Management (PGDHRM), Post Graduate Diploma in Financial Management (PGDFM), Post Graduate Diploma in Operations Management (PGDOM), Post Graduate Diploma in Marketing Management (PGDMM), Post Graduate Diploma in Financial Markets Practice (PGDFMP)

**(For Eligibility and other details to above programmes refer the Student Handbook and Prospectus)**

**BACHELOR OF EDUCATION (B.Ed.)**

**Last Date:** Filled in form should be submitted at IGNOU Regional Centre, Pune by Speed Post on or before **9<sup>th</sup> September, 2016**

**POST BASIC B.Sc. NURSING PROGRAMME (OPENNET-VI)**

**Last Date:** Filled in form should be submitted at IGNOU Regional Centre, Pune by Speed Post on or before **9<sup>th</sup> September, 2016**

**MANAGEMENT PROGRAMME (MP) OPENMAT-XL**

**Last Date:** Filled in form for Entrance Test OPENMAT- XL must reach the Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110 068 by Registered Post/Speed Post on or before **9<sup>th</sup> September, 2016**.

**Buy Prospectus in cash from the Regional Centre or Study Centres listed below in person: Rs.1000/-.**

**LIST OF STUDY CENTRES**

- |  |  |
|--|--|
| (1) D. G. College of Commerce, Satara (SC-1605)    | (2) SIBER, Kolhapur (SC 1606)                |
| (3) KTHM College, Nashik (SC 1608)                 | (4) Vivekanand College, Aurangabad (SC 1610) |
| (5) North Maharashtra University Jalgaon (SC 1611) | (6) Balbhim College, Beed (SC 1639)          |
| (7) JES College, Jalna (SC 16137)                  | (8) VPIMSIR, Miraj Road, Sangli (SC 16138)   |
| (9) Terna Mahavidyalaya, Osmanabad (SC 16145)      |  |

For complete details on the programme, please visit the University Website (<http://www.ignou.ac.in>) The hall ticket for eligible applicants for entrance test will be uploaded on the University Website ([www.ignou.ac.in](http://www.ignou.ac.in)) ten days before the entrance test

**Senior Regional Director, IGNOU Regional Centre, First Floor, MSFC Building, 270, Senapati Bapat Road, Pune-411016.**

**Email: [rcpune@ignou.ac.in](mailto:rcpune@ignou.ac.in), Web: [www.rcpune.ignou.ac.in](http://www.rcpune.ignou.ac.in). Please send queries through email.**



## 4. BACHELOR OF EDUCATION (B.ED.) PROGRAMME

### INTRODUCTION

The Bachelor of Education (B.Ed.) programme of Indira Gandhi National Open University (IGNOU) has been designed with the aim to develop an understanding of teaching-learning process at secondary and senior-secondary level among student teachers. It focuses on enabling student-teachers to reflect critically on perspectives of education and integrate holistically the theory and practices to facilitate active engagement of learners for knowledge creation.

### Programme Objectives

The B.Ed. programme will focus on:

- developing an understanding of context of education in contemporary Indian Society,
- appreciating the role of context and socio-political realities about learners in facilitating learning in inclusive settings,
- creating sensitivity about language diversity in classroom and its role in teaching-learning process
- developing an understanding of paradigm shift in conceptualizing disciplinary knowledge in school curriculum,
- identifying, challenging and overcoming gender inequalities in school, classroom, curricula, textbook, social institutions, etc.,
- enabling student-teachers to acquire necessary competencies for organizing learning experiences,
- developing competencies among student-teachers to select and use appropriate assessment strategies for facilitating learning,
- engaging student-teachers with self, child, community and school to establish close connections between different curricular areas,
- enabling student-teachers to integrate and apply ICT in facilitating teaching-learning process and in school management,
- systematizing experiences and strengthening the professional competencies of student teachers, and
- providing first-hand experience of all the school activities through engaging student-teachers as interns in secondary/senior secondary schools.

### DURATION

The **minimum duration** of the programme is **two years**. However, the **maximum period allowed** for completion of the programme is **five years**.

### MEDIUM OF INSTRUCTION

The Bachelor of Education (B.Ed.) programme is offered in English and Hindi medium.



## ELIGIBILITY

Candidates with:

- a) at least fifty percent marks either in the Bachelor's Degree and/or in the Master's Degree in Sciences/Social Sciences/Commerce/Humanity. Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55% marks or any other qualification equivalent thereto,
- and
- b) (i) Trained in-service teachers in elementary education.  
or  
(ii) Candidates who have completed a NCTE recognized teacher education programme through face-to-face mode.
- The reservation and relaxation of 5% marks in minimum eligibility will be provided to SC/ST/OBC (Non creamy layer)/PWD candidates as per the rules of the Central Government.
- Reservation to Kashmiri Migrants and war widow candidates will be provided as per the University Rules.
- Masters' Degree awarded without a first degree is not accepted for purpose of Academic Studies in IGNOU.

## Important Instructions

- a. **Only those candidates whose results are declared and qualified at the time of submitting the entrance cum application form are eligible.** The applications would not be considered even though they appear and qualify in the entrance test, if they are not fulfilling minimum eligibility at the time of submitting the application form for entrance test.
- b. The candidates are also advised to carefully read the instructions given under 2.1 and 2.2 in particular about the Educational Qualifications awarded by the Private and other Universities on the matters related territorial jurisdiction, duration of degree etc. and other rules before submitting the application form.
- c. **Trained Teacher:** As per NCTE, (Recognised Norms & Procedure) Regulations, 2014. Frequently Asked Questions on ODL Programmes (available at [www.ncte-india.org/ncte\\_new/pdf/faq\\_odl.pdf](http://www.ncte-india.org/ncte_new/pdf/faq_odl.pdf)), 'The trained teacher means a person who has completed NCTE recognised teacher education programme through face to face mode'.
- d. **In-service Teacher:** As per NCTE, (Recognised Norms & Procedure) Regulations, 2014. Frequently Asked Questions on ODL Programmes (available at [www.ncte-india.org/ncte\\_new/pdf/faq\\_odl.pdf](http://www.ncte-india.org/ncte_new/pdf/faq_odl.pdf)), 'An in-service teacher means who is employed as a teacher in elementary school or elementary stage of education'.
- e. Diploma in Elementary Education (DEIED) Programme through Open and Distance Learning (ODL) or any other teacher education programme completed through ODL will not be considered as a teacher education programme for admission to B.Ed. (ODL). NCTE has mandated completion of a teacher education programme through face-to-face mode only for admission to B.Ed. (ODL).
- f. Along with other requisite certificates, a candidate should also submit Marksheet and Certificate of completion of a teacher education programme through face-to-face mode duly recognized by NCTE.



- g. At the time of counselling, the candidate needs to submit a certificate to provide facilities for Practical Work including the Internship as per the format given at Page No. 94.

### Admission

Admission shall be done on the basis of the score obtained in the entrance test conducted by IGNOU all over India. The candidate will be required to submit the filled-in application form with attested copy of documents as specified in Entrance-cum-Admission Form. The original documents are to be submitted later after receiving offer letter for admission.

**No change of category code shall be entertained from the candidate after the submission of Entrance cum Admission form.**

### Entrance Test

The Entrance Test will be held on **the date mentioned in the advertisement** Hall tickets will be uploaded on IGNOU website; [www.ignou.ac.in](http://www.ignou.ac.in) for appearing in the Entrance Test.

Mere allowing candidates to take Entrance Test would not amount to acceptance of their eligibility for admission to B.Ed. **The final admission to the programme shall be subject to their rank in the merit list in the Entrance Test and production of proof of their eligibility at the time of last date of submission of application for admission to B.Ed. programme alongwith original certificates and programme fee.** The number of seats of each PSC is limited to 50 only. The university reserves the right to conduct the examination at different centres/change the examination centre of the candidates without assigning any reason thereof.

### Programme Fee

Programme Fee is under revision and will be communicated at the time of admission.

Candidates seeking admission to the B.Ed. programme are advised not to pay the fee along with the filled-in application form. They will get a separate communication about their admission and payment of fee.

The programme fee should be paid only by way of Demand Draft drawn in favour of IGNOU payable at the city where your Regional Centre is situated. Please write in capital letters your name and the programme to which admission is sought, i.e., B.Ed., on the back of the Demand Draft to ensure proper credit of your fee to the relevant account.

### Programme Structure

The programme is essentially a judicious mix of theory and practical courses to facilitate student-teachers in acquiring skills and competencies necessary for teaching-learning at secondary/senior secondary level. Illustrations and cases of relevant situations and activities comprise the core of each course. These are suitably supported by theoretical aspects to the extent needed. Keeping this in view, the programme has the following components:

#### First Year

Core Courses	:	16 credits
Content-based Methodology Courses(two)	:	08 credits
Workshop – I	:	04 credits
EPC I and II	:	04 credits
Internship – I	:	04 credits



## 9. INSTRUCTIONS FOR FILLING IN THE APPLICATION FORM FOR ENTRANCE TEST CUM ADMISSION - 2017

Please read the following instructions carefully before filling in the application form for admission enclosed in the envelope.

- (A) **Submission of the Application for Entrance Test cum Admission** form : The candidates will be required to submit only the filled-in application form with all attested documents as mentioned in the Entrance cum Admission Form at the concerned Regional Centre. However, in case of downloaded forms. A fee of ₹ 1050/- in the form demand draft payable at the city of concerned Regional Centre may please be submitted alongwith the application form.
- (B) Please write the relevant code in the boxes provided in the Application Form.
- (C) **For State code, Board code, refer pages 28 to 32.**
- (D) Please note that any request for change of category code shall not be entertained after the submission of Entrance Test cum Admission form at RC's.

### Submission of Documents during Counselling

The learners are requested to submit the following **original Documents alongwith the offer letter for admission to the concerned Regional Centre** only at the time of counseling.

1. High and Higher Secondary/Sr. Secondary School Certificate indicating the date of birth, along with marksheet.
2. Original Hall Ticket
3. Degree and marksheet of graduation/post-graduation.
4. Mark Sheet and Certificate of NCTE Recognized Teaching Programme completed through Face to Face mode.
5. Certificate issued by the Institution where the candidate has pursued his/her teacher education programme stating that the institute is recognized for offering the teacher education programme through face to face Code by NCTE, along with a copy of recognition letter issued by NCTE to that institution. If the recognition letter is not available, then the Certificate issued by the institution should contain the details of letter no. and date of recognition to the granted by NCTE.
6. Original Certificate from the reconized Secondary/Senior Secondary schools to provide facilities for Practical Work including Internship, for per the format enclosed.
7. Category certificate, if applicable as mentioned in the Entrance cum Admission form..
8. Original Experience-cum-Employment certificate (if applicable) in a letterhead of a recognised school as per format given in Annexure 1.
9. Certificate to provide facilities for B.Ed. practical Work including internship from a Secondary/ Higher/ Sr. Secondary school in the format given in the prospectus at Annexure 1.
9. Affidavit by Student/Parents/Guardian (Annexure 7 & 8).

### Address for Correspondence

Your address must be completed in all respects. The university will correspond with you at this address. If you change your address, you should inform the Regional Centre about your new contact address at once.



#### INSTRUCTIONS

1. Please read the instructions in the information brochure before filling up the form.
2. Use BLACK BALL POINT PEN in boxes using English capital letters or English numerals.
3. Do not make any stray marks on this sheet.
4. Do not staple, pin, wrinkle scribble, tear or wet this sheet.
5. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the Sample below.

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

<b>1. Regional Centre Code</b> <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>		<b>2. State Code</b> <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>		<b>3. Category</b> (Write the relevant code in the box) A1 - GEN C3 - ST B2 - SC D4 - OBC 3(b) (In case of OBC student, Please also indicate code either) D4A or D4B i) Creamy Layer - D4A ii) Non-Creamy Layer - D4B													
<b>4. Nationality</b> (Write the relevant code in the box) A1 - Indian B2 - Others		<b>5. Gender</b> (Write the relevant code in the box) A1 - Male B2 - Female C3 - Other		<b>6. Marital Status</b> (Write the relevant code in the box) A1 - Married B2 - Unmarried													
<b>7. Whether Minority :</b> (Write the relevant code in the box) A1 - Yes B2 - No		<b>8. Religion</b> (Write the relevant code in the box) A1 - Hindu B2 - Muslim C3 - Christian D4 - Sikh E5 - Jain F6 - Buddhist G7 - Parsi H8 - Jews I9 - Others															
<b>9. Date of Birth</b> Date Month Year <span style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></span>		<b>10. Social Status</b> (Write the relevant code in the box) A1 - Ex-service man B2 - War widow C3 - Not applicable		<b>11. Whether Kashmiri Migrant ?</b> (Write the relevant code in the box) A1 - Yes B2 - No													
<b>12. Territory</b> A1 - URBAN B2 - RURAL C3 - TRIBAL																	
<b>13. Employment Status</b> A1 - Unemployed B2 - IGNOU Regular Employee C3 - Employed D4 - KVS Employee		<b>14.a. Whether a person with disability, Please write relevant code in the box.</b> A1 - Yes B2 - No		<b>14.b. If yes kindly provide details of disability (Please write relevant code in the box). If E5, tick relevant box as well.</b> A1 - Speech and Hearing Impairment B2 - Locomotor Impairment C3 - Visual Impairment D4 - Low Vision E5 - Any other, Please specify													
<b>15.a. Are you registered with (Ignou)</b> (Write the relevant code in the box) A1 - Yes B2 - No		<b>15.b. If yes write the Enrol. No. &amp; Program Code in the boxes below :</b> Enrolment No. <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span> Programme Code <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>		<b>16. Medium Code</b> (Write the relevant code in the box) A1 - English B2 - Hindi If other please specify : <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>													
<b>17. Details of Scholarship being received if any</b> (a) Annual Scholarship Amount <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>		(b) Dept. Offering (Write the relevant code in the box) A1 - Govt Deptt. B2 - Other		(c) Family income (yearly) <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span>													
(d) Please indicate in line case of below poverty (Write the relevant code in the box) A1 - Yes B2 - No		(e) In case of Jail inmates (Write the relevant code in the box) A1 - Yes B2 - No															
← Fold from here →																	
<b>18. Name of the Candidate</b> (Leave one box empty between First Name, Middle Name & Surname) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																	
<b>19. Name of Father/Mother/Husband</b> (Strike out whichever not applicable) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																	
<b>20. Educational Qualifications : (Graduation and onwards)</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">(a) Qualification</th> <th style="width: 20%;">(b) Main Subjects</th> <th style="width: 20%;">(c) Year of Passing</th> <th style="width: 20%;">(d) Division</th> <th style="width: 20%;">(e) % of marks</th> <th style="width: 20%;">(f) Board Code</th> </tr> </thead> <tbody> <tr> <td style="height: 40px; vertical-align: bottom;"> <div style="border: 1px solid black; width: 100%; height: 100%;"></div> <div style="text-align: center;">Code</div> </td> <td></td> <td style="text-align: center;"> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="text-align: center;">(last 2 digit only)</div> </td> <td style="text-align: center;"> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="text-align: center;">(01, 02, 03 or 04 for pass)</div> </td> <td style="text-align: center;"> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="text-align: center;">(Do not use decimal)</div> </td> <td style="text-align: center;"> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="text-align: center;">(Wherever required)</div> </td> </tr> </tbody> </table>						(a) Qualification	(b) Main Subjects	(c) Year of Passing	(d) Division	(e) % of marks	(f) Board Code	<div style="border: 1px solid black; width: 100%; height: 100%;"></div> <div style="text-align: center;">Code</div>		<div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="text-align: center;">(last 2 digit only)</div>	<div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="text-align: center;">(01, 02, 03 or 04 for pass)</div>	<div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="text-align: center;">(Do not use decimal)</div>	<div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="text-align: center;">(Wherever required)</div>
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**22. Write name & Complete Mailing Address**  
 (in BLACK BALL Point Pen only)

Name :

Address :

PIN CODE :

**23. For Office Use**  
 Exam Centre Code :

Exam Centre Code :

**24. Candidate's Signature**

**25. Photograph**

Affix your latest passport size photograph (4cm x 5 cm) duly attested by Gazetted Officer



26. **Address for Correspondence** (Do not give Post Box No. Leave a box between each unit of address like House No., Street Name, P.O., etc.) Do not repeat Student's Name/Father's Name

[illegible]

City

District

[illegible][illegible]

State

Pin Code

[illegible]

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27. Telephone Number (if any) with STD Code/Mobile No.  
 STD Code Telephone No.

[illegible]

28. Mobile No. (if any) with STD Code  
STD Code

STD Code				Telephone No.			

29. E-mail address/ID (if any).....

[illegible]

**30. In-Service Teaching Experience as Trained Elementary Teacher**

Name of the school with address	Nature of post (temporary/ Permanent) with years	Type of School (Govt./Govt aided/unaided)	Registration No. of the School	Teacher Training Diploma / Degree	No. of years
(i)					
(ii)					
(iii)					

**Total Teaching Experience**

		Years			Months
--	--	-------	--	--	--------

31.

### Details of Fee remittance

a) Mode of payment:

(Please write relevant code in the BOX)

### A1 Demand Draft

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b) Amount: Rs.

--	--	--	--	--	--

c) Demand Draft Number

[illegible]

d) Date of Demand Draft :

--	--	--	--	--	--	--	--

e) Bank Name:

[illegible]

### INSTRUCTIONS FOR CANDIDATES

1. Please send your Application form by Regd. Post/Speed Post to the Regional Centre under whose jurisdictional area you are Teaching. List of Regional Centres is given in Annexure-I in the student handbook and prospectus.
2. Application form submitted to any office other than the concerned Regional Centre will not be entertained.
3. No change of category shall be entertained after the submission of application form.
4. The last date for the receipt of filled in application form at the concerned Regional Centre will be the date as mentioned in the advertisement. Application received after this date will not be accepted.
5. Please retain the photocopy of the form for future reference.
6. Copy of documents mentioned at (i), (ii) & (iii) under employment certificate are to be attached with this application form.
7. Application form received without proper filling of employment certificate and other documents will be summarily rejected.
8. Application form with overwriting/fluid will be summarily rejected.



### DECLARATION OF THE APPLICANT

I hereby declare that I have read and understood the conditions of eligibility for the B.Ed. programme for which I seek admission. I fulfill the minimum eligibility criteria and I have provided necessary information in this regard in the application form. I shall provide proof of my eligibility along with the original certificates in the event of qualifying for admission after Entrance Test at the time of counselling. I have carefully studied the rules of the University as printed in the prospectus and I accept them and shall not raise any dispute in future over the same rules. In the event of any information being found blank, incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University.

Date: .....

(Signature of Applicant)

### FOR OFFICIAL USE

Mentioned at (i), (ii) & (iii)

Checked & Verified all necessary documents and the student is 

Eligible/not-eligible
-----------------------

 for appearing in the Entrance Examination in 2016.

Signature of the Official .....

Name of the Official .....

Designation .....

Name of the Regional Centre/Division .....

Hall Ticket	
Issued	Not Issued