INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Proforma for Empanelling Experts as Evaluators

1. **Name Mr./ Ms. / Dr.** .....

2. **Designation**.....

3. **Official Address**

   .....

   ..... .Pin .....

4. **Residential / Postal Address**

5. .....

   ..... .Pin.....

6. **Contact No. with STD code (R)** ..... **(O)** .....

   (M) .....Fax ……..... E-mail .....

7. **Qualification** (Kindly attach the relevant documents)

   Subject at P.G. Level .....

   Area of Specialisation ….....

   Ph.D. Area .....

8. **Teaching Experience**

   a. Under Graduate Level

Courses Taught	**Name of the College / University Department**	**Years of Experience**

   b. Post Graduate Level

Courses Taught	**Name of the College / University Department**	**Years of Experience**

Cont. .. p/2

9. Mention your choice of course(s) for evaluation

Program Codes [ ] [ ] [ ]

Course Codes [ ] [ ] [ ]

10. If you have counselled and evaluated TMAs of IGNOU or other ODL students, please mention the relevant programme and course(s) and experience (in years) of evaluating it.

Sl. No.	Programme	Course	No. of Years

11. Language Efficacy for Evaluation (English, Hindi, any other Regional Language(s). You can give as many number of choices)

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12. Are you currently enrolled as a student of IGNOU ? [ ] **YES** [ ] **NO**

If yes, please specify the Programme(s)

…….....

Date ..... **(Signature)**

Recommendation of the IGNOU School / Centre

Recommended as .....…..…..…… for the course(s)

....

Date ..... **(Director / Faculty Signature)**

INSTRUCTION FOR PROSPECTIVE EVALUATORS IN IGNOU

Senior academics may fill-up the enclosed Proforma. While submitting the Proforma, please ensure that the following documents are attached:

1. Self Attested photocopies of Mark Sheets and Certificate(s) of Graduation/ Post Graduation and beyond.
2. Certificate of passing UGC-NET/CSIR etc. if available.
3. Full-time teaching experience certificate (minimum 5 yrs) from a recognized College/University specifying clearly the teaching experience of courses (subjects) at UG/PG level.
4. The self attested copies of PAN Card and Aadhaar Card.

Kindly ensure as well that:

- The Name, Designation of the post held at the parent organization, Address both official and residential and the contact details are clearly written.
- The applicant retired from service may mention the designation at the time of retirement.
- One who applies for evaluating UG programmes should have teaching experience at UG level to be mentioned at 6(a) and those applying for PG programmes should possess teaching experience at PG level, to be mentioned under 6(b).
- Separate Proforma along with separate supporting documents should be submitted if the courses that are opted for evaluation fall under different Schools of Studies.
- Language choices for evaluation should be mentioned clearly as English or Hindi or both.
- Courses to be considered for empanelment have to be filled-in under column 7 as shown below:

Programme	BDP	MEG	CTE
Course(s)	BEGE-101, BEGE-107, EEG-06	MEG-01, MEG-03, MEG-14	CTE-01, CTE-04, CTE-05

[Programme/ Course Codes are available in IGNOU Prospectus/ IGNOU Website: **www.ignou.ac.in**]

The filled-in application along with the supporting documents may please be submitted by hand/by post at our office which will be forwarded for the approval of the competent authority.

Our Office Address is:

IGNOU Regional Evaluation Centre
Institutional Area, Mithapur,
Patna – 800001, Bihar

E-Mail: evaluationpatna@ignou.ac.in