

# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

## Proforma for Empanelling Experts as Evaluators

1. Name Mr./ Ms. / Dr. .... Designation.....
2. Official Address .....  
..... Pin .....
3. Residential / Postal Address .....  
..... Pin.....
4. Contact No. with STD code (R) ..... (O) ..... (M) .....  
Fax .....E-mail .....
5. **Qualification** (Kindly attach the relevant documents)  
Subject at P.G. Level .....  
Area of Specialisation .....Ph.D. Area .....

**6. 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

**7. Mention your choice of course(s) for evaluation**

<b>Program</b>			
<b>Code (s)</b>			
<b>Course</b>			
<b>Code(s)</b>			

**8. 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.**

S. No.	Programme	Course	No. of Years

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

10. 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. Self attested copies of residential and identity proof and PAN 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.
- ❖ Experts applying 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](http://www.ignou.ac.in)

The filled-in application along with the supporting documents may please be submitted by hand/by post to the following address, which will be forwarded for approval of the competent authority.

**The Deputy Registrar**  
**IGNOU Regional Evaluation Centre**  
**Kaloor PO, Kochi**  
**Ernakulam Dist.**  
**Kerala - 682 017 .**