

**Proforma for Empanelling Experts as Evaluators**

1. Name Mr./Ms./ Dr. ....Designation.....  
 2. Official Address .....  
 .....Pin .....

3. Residential / Postal Address .....

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 Specialization ..... Ph.D. Area .....

6. Teaching Experience  
 a. Under Graduate level

| Courses Taught | Name of the College / University<br>Department | Years of<br>Experience |
|----------------|--|------------------------|
|                |  |                        |

b. Post Graduate Level

| Courses Taught | Name of the College / University<br>Department | Years of<br>Experience |
|----------------|--|------------------------|
|                |  |                        |

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

Program     
 Code

Course     
 Code(s)

8. If you have counseled 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 Sheet 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 recognised 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 organisation, 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 at 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 clearly mentioned. More than one language can be mentioned like English/Hindi/ Malayalam/ Tamil.
- ❖ Courses to be considered for empanelment have to be filled-in under column 7 as shown below:

|                       |                             |                        |                        |
|-----------------------|-----------------------------|------------------------|------------------------|
| <b>Program Code</b>   | BAG                         | MEG                    | CTE                    |
| <b>Course Code(s)</b> | BPCC 131, BPCC 133, BPC 134 | MEG-01, MEG-03, MEG-14 | CTE-01, CTE-04, CTE-05 |

- ❖ Programme/Course code for which you are eligible has been indicated in the covering letter.
- ❖ The filled in application along with the supporting documents may please be submitted by return email for forwarding to the approval of competent authority.
- ❖ Please store/retain the hard copy of the form submitted. If need arises for the same, after the lockdown period when the Courier/Post Service is resumed for the public use, permit me to call on you at your convenience.

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