



**THE UNIVERSITY OF BURDWAN**  
**DIRECTORATE OF DISTANCE EDUCATION**  
VIDYASAGAR BHAVAN, GOLAPBAG, BARDHAMAN  
PURBA BARDHAMAN, WEST BENGAL – 713104  
Ph: 0342 2657 804/912

**INSTRUCTIONS REGARDING ONLINE ADMISSION TO  
B.Ed. PROGRAMME FOR THE ACADEMIC SESSION: 2017-2019.**

1. Candidates must fill in the form carefully before submission. Incomplete form will be treated as cancelled.
2. Candidates are requested not to change their mobile number, once entered during online application. Candidates will receive One Time Password (OTP) in his/her mobile number and in mail id. The OTP needs to enter into the appropriate field to verify his/her application registration.
3. After filling in the required fields in the online form, candidates are to assign his/her password defined by them using at least 6 alpha-numeric characters (alphabets, e.g., a,b,c,..... and numerals, e.g., 1,2,3,.....) for login back to their own form. Application ID generated after submission of form will be the user name of his/her profile. **Candidates are requested to remember their Application ID for future use.**
4. Candidates are to take a print out of the Bank Challan only for online registration and deposit the requisite fees as mentioned in the Challan to a nearest branch of **State Bank of India**. A candidate is to log on to his/her online form once again **(within seven days of submission of Application Form)** to insert the Journal No., Branch Code, Branch Name and Date of Deposition given by the bank on the Challan. The online application will be treated incomplete without insertion of the Journal No. given by the bank after making payment of the requisite fees **₹. 500** only.
5. **System will generate the Merit list as per 1<sup>st</sup> Method Paper based on the criteria.** If any candidate submits false statement in any respect during the



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online registration, his/her candidature must be cancelled and his/her online registration fees will not be refunded.

6. After publication of the Merit List, schedule of admission will be notified through SMS/e-mail or published on the Website.
7. Selected candidates need to re-login on the system and upload his/her recent clear (light colour background) **colour passport size photograph** (without signature) **and signature** (black or blue pen) separately.
8. After uploading the photograph and signature, **candidates need to take print out of the application form and new Bank Challan for Admission** which includes the Course Fees details.
9. Selected candidates need to visit the DDE Administrative Office with all the original documents for verification along with the Application Form & Bank Challan print out as per scheduled mentioned in the SMS or website.
10. During verification the candidates must produce the following documents in **original and photocopies** (Xerox):
  - a. Application Form
  - b. Bank Challan – University Copy (Both Registration & Admission).
  - c. Admit Card of S.F. or equivalent examination.
  - d. Marksheet of S.F. or equivalent examination.
  - e. Marksheet of H.S. or equivalent examination.
  - f. Marksheet of UG examination.
  - g. Marksheet of PG examination (as the case may be).
  - h. Certificate of MPhil/PhD.
  - i. Marksheet and Certificate of NCTE Recognised Programme.
  - j. B.U. Registration Certificate (applicable for BU students).



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- k. Caste certificate /PWD certificate.
- l. Joining Letter and Experience Certificate.
- m. Aadhaar Card (as the case may be).

11. Admission will be finalised after the verification of original documents and depositing the requisite Course Fees along with above mentioned documents. If false information is provided by any candidate, his/her application will be cancelled and in that case course fees will not be refunded.

**12. Migration and Registration of Students from other universities:**

Students of other universities seeking for admission M.A/M.Sc./M.Com/B.Ed/MBA courses must get themselves registered under this University by 2017 for Mathematics, Computer Science & MBA Programmes by February 2018, for M.A/M.Com/B.Ed courses at the latest, failing which their admission is liable to be cancelled. After obtaining the Enrolment Number from the Directorate they will also be required to submit application, through prescribed form (one for Inward Migration and the other for regular Registration) , to be downloaded from the Directorate Website for registration along with self-signed documents like –

- a. Photocopy of the Marksheet of the last examination passed i.e., B.A. /B.Sc. /B.Com. / Bridge course/M.A. etc. (as the case may be),
- b. Photocopy of the Admit Card of Madhyamik/Secondary Examination,
- c. Photocopy of the Enrolment Card of the Directorate,
- d. A self-signed attested passport size photograph to be affixed on the space provided in the form.
- e. Photo copy of the challan (Student copy) of course fee as proof of



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deposit of the requisite fee of ₹.200 Candidates will be required to furnish migration certificate in original from the university last attended. Candidates must submit the forms completed in all respects personally at the Directorate or Study Centres. Submission of forms by post to the Directorate is not allowed.

**13. Restoration of Registration number of former B.U. students:**

Burdwan University graduates, who meanwhile migrated to any other University for academic reasons, must get their original B.U Registration Number restored by November 2017 for Mathematics & Computer Science Programmes by February 2018 for M.A. / M.Com. Courses in the manner as stipulated in the relevant University rules. However, they will be required to submit the Restoration form to be downloaded from the Directorate website for Restoration furnishing Migration Certificate in original from the University last attended along with original B.U. Registration Certificate. They must submit the attested Photocopy of the Registration certificate to the Directorate as soon as they receive it in the 'Restored' form.

**14. Date of Submission of Form: 2<sup>nd</sup> August, 2017 to 25<sup>TH</sup> September, 2017**

**ELIGIBILITY CRITERIA**

**1. Candidates are eligible if they have (For both Fresher's & In-Service).**

- a. Diploma in Pre-School Education (DPSE) or
- b. Diploma in Elementary Education (PTT) or
- c. Bachelor of Elementary Education (B.El.Ed.) or
- d. Diploma in Physical Education (D.P.Ed.) or
- e. Bachelor of Physical Education (B.P.Ed.) or
- f. Diploma in Elementary Education (D.El.Ed.) or
- g. Diploma in Arts Education (Visual Arts/Performing Arts)



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2. Candidates with at least 45% marks at Degree level (Under-Graduate).
3. Reservation and relaxation in marks as per norms.
4. Candidates who have complete D.EL.Ed. in (2 years) ODL mode and Montessori are not eligible for this course.

### **Study Materials**

Printed study materials are prepared by experts and eminent scholars in the subjects and will be supplied personally to the candidates at the time of admission. While these Self Learning Materials (SLMs) should give the students the required academic guidance, they are advised to supplement their reading at home by thoroughly going through the prescribed text at least. Wherever available, they should also consult the suggested reference books.

### **Cancellation of admission on other grounds**

15. Apart from the non-fulfilment of basic eligibility criteria, admission of a student may be cancelled by the University (**without refund of the course fee deposited**) on any of the grounds mentioned below:

If there is any suppression of information or detection of false information supplied at any stage after admission, for gross misconduct / indiscipline, and for adoption of unfair means at the examination hall.

Candidates themselves may, however, choose to discontinue their studies at any point of time for private reasons apply for withdrawal or cancellation of their admission / enrolment. While the University may not object to granting any such prayer, no claim for refund of course fee will be entertained in any case as per University rules.



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**Personal Contact Programmes**

Strictly need-based Personal Contact Programmes (PCPs) may be arranged by the Directorate to principally facilitate face-to-face interaction between the students and our subject teachers who give due academic counselling to the students. The duration of these sessions may vary from subject to subject. Students will be duly informed of the formalities to be completed by them.

**Admission to Part-II Course**

**Admission to Part-II courses is compulsory after the Part-I examinations are over. There is no scope for the students to wait for the results of their Part-I examinations.** Irrespective of whether Part-I results are declared, or they fail to obtain the qualifying marks in it, or they fail to appear at the examination, **they would required to submit the Part-II forms along with the prescribed fees and other documents for continuation studentship** under the distance mode. The Part-II forms are not priced and these will be supplied to them in due course **Admission will have to be completed within the period stipulated by the Directorate.**

**N.B:**

- I. U.G. Level:** Candidate who have Honours they only submit their honours marks and who have completed 10 + 2 + 3 year or equivalent the marks of General (pass), should only submit their total marks. In pass General candidates can only choose one subject from their Graduation as 1<sup>st</sup> Method.



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- II. P.G. Level:** Candidates who have P.G. in a particular subject can also apply and choose as 1<sup>st</sup> Method.

**EXPLANATION**

A student admitted to 1<sup>st</sup> year B.Ed. programme during the session 2017-2019 shall get the consecutive chances to appear at the Part-I Examination of 2018, 2019, and 2020 and at the Part-II Examination of 2019, 2020 and 2021.

**FEES DETAILS**

1. **COURSE FEES:** ₹. 25000 (Rupees Twenty Five Thousand) per Part (say, Part – I/Part – II)
2. **REGISTRATION/RESTORATION FEES:** ₹. 200 (Rupees Two Hundred) only for other University students

**Visit our website: <http://www.dde.buruniv.ac.in>**

**Director**