INSTRUCTIONS REGARDING ONLINE ADMISSION TO
B.Ed. PROGRAMME FOR THE ACADEMIC SESSION: 2019-2021

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 E-mail id. The OTP needs to be entered 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 logging 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. Students are required to **sign in** by using Application ID and   Password. Then dashboard for students will open up and will show payment options i.e. **'Pay online'**. After clicking '**pay online'** the student will get the following options :

    (i) Debit Card, (ii) Credit Card, (iii) Net Banking, (iv) NEFT / RTGS, (v) Cash Challan. Any one option from above is to be chosen **for making payment of Rs.500/- for online registration initially.**

    Candidates are to take a print-out of the (i) **Online Payment Receipt** (by Debit Card/Credit Card/Net Banking) for online deposit **or** (ii) print-out of

successful **NEFT Challan** or (iii) print-out of **Bank Challan** after depositing the requisite fees (**Rs.500/- for online registration initially**) as mentioned in the Challan by cash to any branch of **Allahabad Bank**.

5. **System will generate the Merit list as per 1st Method Paper based on the criteria.** If any candidate submits false statement in any respect during the online registration, his/her candidature shall 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 and will be published on the Website.

7. Selected candidates need to re-login on the system and upload his/her **signature** (black or blue ink) and a recent clear (light colour background) **colour passport size photograph** (without signature) 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 at **Golapbag, Bardhaman** with all the original documents for verification along with the Application Form & Online payment receipt / NEFT challan / Bank Challan print-out of (**Rs. 500/-)** as per schedule mentioned in the SMS or website.

10. During verification the candidates must produce the following documents in **original along with photocopies** (Xerox):

   a. Application Form
   b. Online payment receipt/NEFT challan/Bank Challan – University

Copy (Both Registration & Admission).

c. Admit Card of S.F. or equivalent examination.

d. Mark sheet of S.F. or equivalent examination.

e. Mark sheet of H.S. or equivalent examination.

f. Mark sheet of UG examination.

g. Mark sheet of PG examination (as the case may be).

h. Certificate of MPhil/PhD.

i. Mark sheet and Certificate of **NCTE Recognised Programme**.

j. B.U. Registration Certificate (applicable for BU students).

k. Caste certificate /PWD certificate.

l. Joining Letter and Experience Certificate. (for In-service candidate)

11. **Admission will be finalised** after the verification of original documents and depositing the requisite **Course Fees (Rs. 25000/- for Part – I)** through online /NEFT Challan/ Bank Challan payment along with above mentioned documents.

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

Students of other universities seeking admission in B.Ed. courses must get themselves registered under this University **by February, 2020 for B.Ed.** 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's Website for registration along with self-signed documents like –

A. Photocopy of the Mark sheet 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 Online payment receipt/NEFT challan/Bank Challan (Payee's copy) of course fee as proof of deposit of the requisite fee of Rs.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. Submission of forms by post to the Directorate is not allowed.

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

Students of Burdwan University, who meanwhile migrated to any other University for academic reasons, must get their original B.U Registration Number **restored by November 2019 for Mathematics & Computer Science** and **by February 2020 for M.A. (except Mathematics) / 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: 28th August, 2019 to 31st August, 2019.**

ELIGIBILITY CRITERIA

- **The following categories are eligible to be students of B.Ed. (ODL) :**

    (i)   **Trained In-Service teachers *in elementary education.***

    (ii)   Candidates who have **completed an NCTE recognised Teacher Education Programme *through face-to-face mode.***

(iii)   The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Govt./State Govt., whichever is applicable.

- **Marks of U.G. Level:** Candidates who have passed with Honours should only submit their honours marks and who have completed 10 + 2 + 3 year or equivalent degree in General (pass) course should only submit their total marks.

- **Selection of 1st Method Subject:** Candidates from General (pass) course will normally choose one subject from their Graduation as 1st Method subject while candidates from Hons. Course will normally choose their Hons. Subject as 1st Method Subject.

- **P.G. Level:** Candidates who have P.G. in a particular subject can also apply and choose it as 1st Method subject.

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FEES DETAILS

1. **COURSE FEES:** Rs. 25000.00 (Rs Twenty Five Thousand only) per Part (say, Part-I/Part – II).

2. **REGISTRATION/RESTORATION FEES:** Rs. 200.00 (Rs Two Hundred only) for other University students.

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

Director