Federation of Self Financed Colleges of Education (Regd.) Punjab

MEMBERS ASSOCIATIONS :

Association of Self Financed Colleges of Education, Affiliated to Punjabi University, Patiala
Association of Self Financed Colleges of Education, Affiliated to Panjab University, Chandigarh
Association of Self Financed Colleges of Education, Affiliated to Guru Nanak Dev University, Amritsar
& Chitkara University, Punjab

B.Ed. Admission Session 2013-14
ADMISSION POLICY

In consonance with public notice advertised by the Federation of Self Financed Colleges of Education (Regd.) Punjab in the newspapers as empowered by Honorable Punjab & Haryana High Court vide C.W.P. No. 10091 of 2009 in favour of the federation, to devise their own procedure of admissions of students to the B.Ed. programme. Thus, the Federation of Self Financed Colleges of Education (Regd.) Punjab has formulated the following guidelines for the B.Ed. admission session 2013-14, for Self Financed Member B.Ed. Colleges located in the state of Punjab, as per NCTE/ affiliating university norms. Eligibility, Division of Seats and Reservation of Seats is according to the latest notification by the Govt. of Punjab, Deptt. of Higher Education vide Notification no.14/18/2011-3Edu.1/55426 dated 23.5.2013. The following scheme is notified for the information of all concerned.

Procedure of admission to B.Ed. course session 2013-14:-

(a)   The admission to B.Ed. course session 2013-14 will be done by NYSA Communications (P) Ltd. on behalf of Federation of Associations of Self Financed Colleges of Education (Regd.) Punjab through centralized online counselling process.

(b)   The eligible candidates aspiring for admission to B.Ed. course session 2013-14 shall submit their application online on the format given on the website of the Federation of Associations of Self Financed Colleges of Education (Regd.) Punjab i.e. **www.bedpunjab.org** designed for admission to B.Ed. course.

(c)   The admission to B.Ed. course shall be done through online central counselling by admission committee constituted by the Federation of Associations of Self Financed Colleges of Education (Regd.) Punjab, in two phases.

(d)   No Entrance test will be conducted. The admission to the B.Ed. course shall be made on the basis of merit of qualifying examination.

(e)   The candidates aspiring for B.Ed. admission 2013 will get free online registration for admission on website i.e. www.bedpunjab.org by their own level. The candidates who have appeared for the qualifying examination and whose result have not been declared, may also register themselves for the counselling at their own risk and responsibility, but they shall become eligible only after the declaration of result & of having satisfied the said conditions. They can take the help from in any of the listed Self Financed Colleges available on the website.

(f)   After filling the registration, to participate in the counselling, the candidate have to deposit a non-refundable counselling fee amounting to ₹1000/- (Rupees One Thousand only) for general category candidates and ₹500/- (Rupees Five Hundred only) of SC/ST candidates by the following ways within prescribed dates & time available on the website –

-   Deposit the prescribed fee in the bank (listed on website) in form of E-Payment

-   Pay through E-Cash Coupon (Available in colleges listed on the Website)

(g) The scratch card will contain a Serial Number & ID Number. After filling form number, password, serial number & ID number on website, the candidate will enter his/her choices of colleges and combinations. Minimum ten choices are mandatory, if possible.

(h) After online registration and choice filling, the provisional merit will be declared. Student's complaints will be attended for one day before releasing final merit list and allotment of seats to the candidate.

(i) Each Affiliated college listed on website of Federation shall create help desk for B.Ed.admissions 2013.

(j) After the declaration of the result, the candidate will deposit an amount of ₹ 5000/- (Rs. Five Thousand only) as token money in bank account of the Federation to take the print out of his allotment letter and will deposit the remaining fees in the allotted college within the given time period. No claim of allotted seat will be entertained if the candidate report to the college after the prescribed time.

(k) At the time of confirmation of allotted seat, the concerned college will verify the documents of the candidate. If it is found that the information provided by the student during the on-line registration was wrong (such information which may affect the merit), the college will cancel the allotment and no claim will be entertained in this regard.

(l) There will be provision of auto-upgradation option after the declaration of the first phase of the counselling. The candidate can avail the benefit by opting this option. The candidate may be benefitted otherwise his first allotted seat will remain as it is. This Auto-upgradation option is only for the 1st counselling result not for other phases.

(m) The students should themselves hold responsible for filling the online registration form and making the choices on their own behalf, because it is the sole responsibility of the students. Hence, it is recommended that the students may proceed to the process of online registration by their own level. However, they can take the help from the Help Desks established by the institutions for the convenience of the students. The institutions will not be held responsible for any online activity done by the students.

DIVISION OF SEATS

a) In Punjab, 85% seats will be reserved for the Candidates from within the State and 15% will be open to candidates of other States/U.Ts on All India basis. The eligibility criteria for 85% seats will be that the candidate must be a resident of Punjab State in terms of Punjab Government, Department of Personnel and Administrative Reforms (PP-11 Br.) Letter No. 1/3/95-3PP-11/96 19, dated the 6th June, 1996 and letter No. 1/3/95-3PP-11/80, dated 1st January, 1999 or have passed 10+1 and 10+2 examination as a regular candidate from a recognized institute situated in Punjab. However, wards of Defence Personnel posted in Punjab are exempted from this condition to the extent that they should have passed qualifying examination i.e. 10+2 from a recognized institution situated in Punjab. Each candidate would be required to submit a certificate to this effect from the Principal/ Head of Institute last attended in the prescribed proforma.

(b) If a sufficient number of candidates belonging to reserved category(ies) is not available, the vacant seats will be offered to candidates in open category. Likewise, if seats under 85% state categories remain vacant, these would be transferred to 15% all India category and vice-versa.

(c) The above Clause No.6(a) regarding resident of Punjab State shall not be applicable to the following categories of candidates :-

(i) Children, wards and dependents of Punjab Government employees and employees of Boards/ Corporations/Statutory Bodies/Companies/ Co-operative Society set up or owned or controlled by the Punjab Government including those established by or under an Act of the State of Punjab or a Central Act, by the Punjab government, posted within or outside the State of Punjab

(ii) Children, wards and dependents of members of All India Services born on Punjab Cadre, irrespective of where the office is posted, This shall also include children, wards and dependents of members of All India Services borne on cadres other than that of Punjab provided the said officer is on deputation with Punjab Government or any of its Boards, Corporations, Statutory Bodies, Companies, Co-operative Societies irrespective of his place of posting.

(iii) Children, wards and dependents of the Central Government employees who have served for at least two years in connection with the affairs of the Punjab Government or any of its Boards, Corporations, Statutory Bodies, Companies, Co-operative Societies out of 5 years preceding the year of counselling.

(iv) Children, wards and dependents of the Punjab Government pensioners settled outside Punjab.

(v) Children, wards and dependents of military/para military forces personnel belonging to the State of Punjab as per record at the time of their entry in service (A certificate on prescribed Proforma by the Commanding Officers of the Unit to be furnished) and

(vi) Children, wards and dependents of the ex-employees of military & para military forces personnel belonging to the State of Punjab as per record at the time of their entry into service.

(d) The guidelines issued for the grant of residence certificate/ bonafide resident of Punjab by the Department of Personnel and Administrative Reforms (PP-2 Branch) vide No. 1/3/95-3PP-2/96 19, dated the 6th June, 1996 I.D No. 1/2/96-3PP-2/8976, dated 7th July, 1998 and No. 1/3/95-3PP-2/80 dated the 1st January, 1999 and further instructions, issued by the Department, if any, will be adhered to in letter and spirit while making admission.

RESERVATION OF SEATS

For the State of Punjab

Category Code	Category	% age of seats to be reserved
02	Scheduled Caste/Scheduled Tribe	25%
03	Backward Classes	5%
04	Border Areas/Backward Area (2 %each)	4%
05	Sports-persons	2%
06	Children/Grand Children of Freedom Fighters	1%
07	• Disabled persons	
	a) Blind	1%
	b) Deaf & Dumb	1%
	c) Other Handicapped	1 %
	• **(If suitable candidates are not available in any one of these sub- categories, the seats so available will be filled up by the candidates from the other sub categories of disabled candidates and if they are not available in any sub- category, then seats shall be filled up from general/open category candidates).**	
08	a) Wards/widows of defense personnel killed or disabled to the extent of 50% or more in action; Wards of gallantry awardees of serving defence personnel/ex-servicemen (1%) b) Wards of ex-servicemen/serving personnel. (1%) **Note: If any seat (s) remains vacant from (a) or (b) category the same can be filled up by way of interchangeability also.**	*2%*
09	a) Wards/widows of para-military forces personnel Punjab Police, PAP and Punjab Home Guards killed or disabled in action to the extent of 50% or more. (1%) b) wards of Para-military forces personnel/ ex-paramilitary forces personnel and Punjab Police/PAP/Punjab Home guards personnel decorated with Gallantry Medals (1%) **Note: If any seat (s) remains vacant from (a) or (b) category the same can be filled up by way of interchangeability also.**	2%
10.	November, 1984 riots affected displaced persons, children of the Army deserters killed, 100% Physically disabled; children of the families of persons killed as a result of terrorist violence or by security forces acting in aid of civil authorities and the children of innocent civilians who have sustained 100% disability in terrorist violence or during operation by security forces action in aid of civil authorities.	2%
11.	Widows/Divorced Women.	2%
12.	Ex-Servicemen/ Women	1%
13.	Wards/Children of all ex-servicemen settlers of Cambell Bay Island of Andaman Nicobar Only.	1%

Note: - The candidates being admitted under 15% quota on All India basis shall be eligible only for reservation provided by the Constitution i.e. 25% for SCs/STs and 5% for B.Cs

The admission to B.Ed course shall be made through online central counselling conducted by constituted admission committees by the Federation of Associations of Self Financed B.Ed Colleges (Regd.) Punjab as per merit in Two Phases (in two counsellings).

Any seat falling vacant after completing process of counselling by the federation or any drop out vacancy will be filled by the institute on the basis of merit within stipulated time.

ADMISSION TO MANAGEMENT QUOTA SEATS:-

(1) In pursuance of the Hon'ble Supreme Court of India's Judgment in T.M.A. Pai Foundation and others versus State of Karnataka and others and in view of the interim Policy Regulations Notification, dated 10th June, 2003 issued by the University Grants Commission 15% of the seats out of 85% state quota seats in un-aided private self-Financing Institutions shall be treated as management quota seats and shall be brought out of the purview of centralized counselling to be conducted by the Association.

(2) The Federation shall exclude the management quota seats (showing the subject combination) from the centralized counselling and accordingly publish the details of these seats (institute-wise) on the option of the respective Institutes.

(3) the seats under the management quota shall be filled up by the concerned institute in the following manner:-

(a) Each Institute duly authorized by the Federation of Self Financed Colleges of Education (Regd.) Punjab, conducting the counselling shall publish an advertisement, mentioning the name of the Institute and seats against subject-wise combinations offered, in two leading newspapers (i.e on in English and one in Punjabi Language after completion of first counselling).

(b) The Management of the Institute shall fill up management quota seats on the basis of combined merit list through own its counselling in a transparent manner.

(c) There shall be no reservation, whatsoever, in respect of the prescribed management quota seats.

(d) The basic eligibility criteria regarding educational qualification etc. shall remain the same as available on website of the Federation i.e. **www. bedpunjab.org**

GENERAL CONDITIONS

a. The merit of each candidate shall be determined on the basis of marks secured by him/her in the qualifying degree. There will be no entrance test.

b. When two or more candidates have secured equal marks in the counselling their Inter-se merit admission will be decided on the following criteria in the order of preference.

   i. Candidates having Master's degree.

   ii. Candidate with higher percentage of marks in Master's Degree.

   iii. Candidate older in age.

   iv. Candidate with higher percentage of marks in Matric.

c. If a sufficient number of candidates belonging to reserved category(ies) is not available, the vacant seats will be offered to candidates in open category. Likewise, if seats under 85% state category remain vacant, these would be transferred to 15% all India category and vice-versa.

d. The candidates are required to bring all certificates in original along with one set of photocopies of each document and two copies of their photograph identical to be pasted on the application form at the time of depositing fee in the concerned college. In case any candidate fails to produce the required original certificate, his admission to B.Ed course shall stand cancelled automatically.

e. 5% marks will be given to candidates who have passed their 8th and 10th class examination from schools situated in rural areas of Punjab. For this, they will have to submit a certificate of that school falling in rural area at the time of passing 8th as well as 10th class issued by the Head of the School, duly countersigned by the concerned D.E.O.

f. The successful candidates will report in the allotted college within the given time and deposit the prescribed fee for B.Ed course to confirm the allotment. Otherwise admission to B.Ed course session 2013-14 shall stand cancelled automatically.

g. The Principal of the college shall be responsible to ascertain the eligibility of the candidate and authenticity of documents before the admission of the candidate.

h. The fee for the B.Ed. course for the session 2013-14 has been notified as recommended by the constituted Fee Fixation Committee and approved by the Federation of Self Financed Colleges of Education (Regd.) Punjab (available on the website www.bedpunjab.org).

i. The exact date of classes for B.Ed. course in the colleges under this counselling will be intimated on website.

j. The admission of total number of seats in the colleges of education for candidates belonging to Science, Humanities, Commerce/ Management, Home Science, Sanskrit and Computer Education/I.T. will be done as per the norms laid down by the N.C.T.E as per clause 3.1 of the appendix i.e.1-25 students per teacher for a school subject.

k. Candidates applying for the reserved category shall carefully indicate the claim for only one category in the admission form to be submitted to the University in the first instance before the counselling. No change of category will be entertained/ permitted at a later stage in the application form.

l. That in the case of subject combination, every institute must fill at least 24% seats out of the total approved intake of seats with any one or more of the following combinations :

> Science- Maths/Language*
> Physical Science- Maths/Life Science/Language*
> Computer Education-Maths/Science/Language*
> (* Language; English/Punjabi/Hindi/Sanskrit)

m. The affiliating university will ensure that no college is affiliated for less than 24% of the seats in the above mentioned subjects in any case. Federation will also ensure the same while conducting counselling to fill up the seats in the respective colleges.

n. After completion of two counselling rounds the admissions committee will take decision about filling of unfilled seats. The method proposed would be in light of the decisions taken by the Punjab and Haryana High Court regarding C.W.P. No. 19518 dated 14.12.2009.

o. Allocation of seat does not mean confirmation of admission. The admission will be confirmed by the college concerned after checking and verification of documents.

p. For filling up of seats, in the first instance, three counselling rounds of All India seats will be held. The seats falling vacant in the All India quota will be converted into Science and Arts seats. Then three counselling rounds for Science seats will be held. The seats falling vacant in the Science quota will be converted into Arts seats. After that, the counselling will start for the Arts seats.

q. Whatsoever information the college wants to give to the candidate should be made available on college website. There should be a help desk in each college to guide the students about the subject combinations and filling up of Admission Forms.

Appellate Authority-

Any dispute arising in respect to the allotment of college or choice of the college shall be referred to the Grievance Committee appointed by the Federation of Self Financed Colleges of Education (Regd.) Punjab by taking help of the Support Center link available on the website i.e. www.bedpunjab.org.

ELIGIBILITY

a) i) **Candidates with at least 50 % marks either in the Bachelor's Degree and/or in the Master's degree or any other qualification declared equivalent thereto, are eligible for admission to the programme. Any candidate with 49.99% or less marks would not be eligible.

   ii) **The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government/State Government, whichever is applicable. There shall be a relaxation of 5 % marks in favour of SC/ST/OBC and other categories of candidates. Candidate with 44.99% marks or less would not be eligible.

   ** Added vide Para 3.2 of Appendix IV of N.C.T.E. Notification No. F-51F1/2007-N.C.T.E (N&S) dated 27-11-2007.

   Provided that such minimum qualifying marks shall not automatically entitle a candidate to get admission in an institution but only entitle the candidate concerned to fulfill other institutional criteria notified by the institution concerned or by the Government concerned from time to tome to apply for admission.

b) Candidate must have studied the major subject of the subject combination for at least three years at Bachelor's level/Master's level. Honours students shall opt for major subject in which they have obtained Honours the minor subject should have been studied at least for one year.

c) Candidates, who have appeared for the qualifying examination / Compartment cases, if their results are declared before closing date of registration, shall be considered.

d) In case of students who have done Honors' in languages such as Hindi, Punjabi and English, the major subject will be language. Such candidates would be allotted minor subject by the college on the basis of other subject option/ s permissible to the candidate by the respective university and availability of the same in the respective colleges.

BROAD CATEGORIES OF SUBJECT COMBINATIONS

(a) B.Sc. (Medical) :
1. Science-Language
2. Science-Life Science
3. Life Science-Language
4. Life Science-Physical Science
5. Science-Physical Science
6. Physical Science-Language

(b) B.Sc. (Non-Medical) :
1. Science-Language
2. Science-Maths
3. Physical Science-Language
4. Physical Science-Maths
5. Physical Science-Science
6. Science-Computer Edu.
7. Physical Science-Computer Edu.
8. Math-Language
9. Computer-Language

(c) B.Sc. (Home Science) :
1. Home Science-Language
2. Home Science-Science

(d) Commerce graduate (B.Com/B.B.A.) :
1. Commerce-Economics
2. Commerce-Language

(e) B.C.A./B.Sc.-I.T. Graduate :
1. Computer Edu-Language
2. Computer Edu-Math

(f) Arts graduates (B.A.):
1. S.St.-Language
2. Economics-Language
3. Economics-Math
4. Math- Language
5. History- Language
6. Geography- Language
7. Political Science-Language
8. Music-Language
9. Fine Arts-Language
10. S.St.-Physical Education
11. Physical Education-Language
12. Physical Education-History
13. Physical Education-Political Science
14. Physical Edu-Geography
15. Sociology-Language
16. Computer-Language
17. Home Science-Language
18. Public Admin-Language
19. Agriculture-Language

(g) B.A. Honors (Language)
1. English-Minor (Possible & Available in college)
2. Hindi- Minor (Possible & Available in college)
3. Punjabi- Minor (Possible & Available in college)
4. Sanskrit- Minor (Possible & Available in college)
5. Language (major) – Language (minor)

(h) B.E., B.Tech.
1. Math-Language
2. Science-Language
3. Computer-Language
4. Science-Maths
5. Computer-Maths
6. Science-Computer

*Teaching of Social Studies shall be opted by the graduates who have taken up any two of the following subjects at B.A./M.A. level :
  (i) History, (ii) Geography, (iii) Political Science, (iv) Sociology, (v) Economics,
  (vi) Public Administration, (vii) Philosophy, (viii) Psychology, (ix) Education, (x) Defense Studies,
  (xi) Religious Studies, (xii) Social Work, (xiii) Community Edu

Note :
  1. **The subject computer education or computer or computer-science is written as computer only. The name of the subject will be according to the concerned university.**
  2. **Teaching of agriculture is offered by Panjab University & GNDU.**

3. Teaching of Public Administration & Teaching of Sociology is only offered by Panjab University.
4. B.E., B.Tech. graduates are allow to get admission only in the B.Ed. by the colleges affiliated to Panjab University, Chandigarh

SPECIAL CONDITIONS :
If the candidates of general category are not eligible on the basis of Graduation marks i.e. less than 50% or for SC/ST/OBC category less than 45%. If such candidates are eligible on the basis of Post Graduation, then their Post Graduation should be in the following subjects :

For B.Sc. (Med.) Master's Degree should be in the following subjects :

Agriculture	Bio Chemistry
Bio Physics	Biology
Biotechnology	Botany
Chemistry	Ecology
Entomology	Environmental Science
Genetics	Geology
Honors in Life Science	Human Biology
Human Genomics	Medical Physics
Micro Biology	Microbial (Biotechnology)
Nuclear Medicine	System Bio & Bio Informatics
Zoology	

B.Sc. (Non Med) Master's Degree should be in the following subjects :

Chemistry	Geo-Physics
Honor in Physical Science	Industrial Chemistry
Medical Physics	Nano Technology
Nuclear Physics	Physics

For B.Sc. (Home Science), Master Degree should be in the following subjects :
Home-Science

For B.Com/BBA, Master Degree should be in the following subjects :

Commerce	Management (MBA)

For BCA/B.Sc.-I.T. Graduate, Master Degree should be in the following subjects :

MCA	M.Sc. (IT)

For Arts Graduates (B.A.), Master Degree should be in the following subjects :

Agriculture	Economics
English	Fine Arts
Geography	Hindi
History	Home Science
Mathematics	Music
Physical Education	Political Science
Public Administration	Punjabi
Sanskrit	Sociology

For B.A. Honor (Language), Master Degree should be in the following subjects :

Punjabi	English
Hindi	Sanskrit

For B.E./B.Tech. Master, Degree should be in the following subjects

M.E.	M.Tech.

GUIDELINES & PROCEDURE FOR ONLINE COUNSELLING FOR STUDENTS

Only those eligible candidates should apply which are interested to take admission in the member colleges of Federation of Associations of Self Financed Colleges of Education (Regd.) Punjab which are enlisted on the website.

Federation of Self Finance Colleges of Education Punjab will hold centralized online counselling for admission to B. Ed. Session - 2013-14. The students seeking the admission through online have to follow the following steps.

STEP -1. ONLINE REGISTRATION:

A. Student shall log on to www.bedpunjab.org

B. Before you proceed to register yourself for counselling you must ensure that you have read and understood the eligibility criteria for all categories and combinations.

C. For new registration click on to Registration for Punjab 85% Quota OR Registration for All India 15% Quota from the STUDENT LOGIN for B.Ed (Punjab).

D. Student should fill his/her basic details like Name, Father's Name, Mother's name, DOB, gender, Address, State, City, mobile No., email and academic detail very carefully.

E. Students will select the broad subject combinations with accuracy because the subject combinations will be allotted on the basis of this selection.

F. Single registration is sufficient for all categories, all subject combinations and for all colleges. Duplicate registration will not be accepted.

G. The candidates of seeking benefits of 5% marks for rural area might insure the certificates of 8th and 10th class passed from rural area school issued by the head of the school should be duly signed by the D.E.O.

H. Before final submission of online Registration form, read the declaration given in the website carefully and give your consent to it, failing which you will not be able to complete your registration. So you must check your information details carefully before final submission of your registration form.

I. Students will fill their own password which they will keep safe to avoid misuse by another person. Students are suggested to fill the form by their own without the help of any cafe/college. Its sole responsibility of the student for the information provided in the registration.

J. Candidate can edit registration details as many time within the period of registration mentioned in key date.

K. Student can take the help from Help Line No's/college Help Desks. For any special assistance or inability in registration students can use the complaint box available at the Home Page of the website at the top of right corner.

STEP-2. PAYMENT OF COUNSELLING FEE:

To participate in the online Counselling Candidates are directed to deposit a Non Refundable counselling fee of Rs. 1000/- (Rs. One thousand) For general category and Rs. 500/- (Rs. Five Hundred) For SC/ST Category by the following ways. Student can pay his counselling fee by following modes :

(A) Pay through Bank E-payment (B) Pay through E-Cash Coupon (Available in colleges listed on website)

(A) Pay through Bank E-Slip: (In HDFC or Axis Bank)

- Log into www.bedpunjab.org
- Candidate has to enter registration number and password in student login.
- Generate bank slip by clicking on "Pay through Slip' on My Page of candidate.
- Select from any designated Banks as listed in the website where the candidate intends to deposit his/her counselling fees through cash.
- Take a printout of the E-Deposit Slip

- Deposit cash in the respective Bank.

(B) Pay through E-Cash Coupon:

- Purchase an E-cash coupon available in all member B.Ed self financed colleges in Punjab.
- Log into www.bedpunjab.org
- Candidate has to enter registration number and password in student login.
- Gently scratch secretes code and click on "pay through e-cash coupon".
- Fill 8 Digit Transaction ID and Serial No. mentioned on E-Cash Coupon in your login.

Note:

1. No manual cash deposit slip shall be entertained in any of the above mentioned banks.
2. Only those candidates will be able to participate, who have deposited the counselling fees in time.

STEP-3. CHOICE FILLING:

After successful payment of counselling fees candidates will proceed for choice filling. The choice will open after 12 hours after confirmation by the bank for the candidates who will deposit the counselling fee through banks. The candidates using E-Cash Coupons can fill their choices at the same instant.

(a) Fill Choices: selecting one college with one subject combination will be considered as one choice. It is the liberty to candidates to choose the same college for different possible combinations again and again. The order of choices of the candidate will be the criteria for allotting the seat on the merit base can fill the college or combination of choice in order of preferences. It is in the interest of the candidate to fill maximum available choices of colleges and combinations. Candidate can also alter the filled information.

(b) Allotment of seat: After the choice filling period is over, all filled choices of all registered candidates will be considered for allotment of seats as per merit (Rank) of the candidate.

STEP-4. MERIT DECLARATION:

(a) After successful login, candidate's My Page is opened and click on 'Click here to print your Rank Card'.

(b) Take a print out of Rank Card for your confirmation.

STEP-5. RESULT DECLARATION:

On the basis of merit and choices filled by the candidate, result will be declared. Student can see his/her result and allotted college by visiting his login on the website.

STEP-6. PAYING TOKEN FEE IN BANK:

On the date of result declaration, candidate can login to their login and opt 'Auto Up gradation' or go for 'Print allotment letter'.

(a) If candidate opt 'Auto-Upgradation' than he/she will be eligible for 2nd round of counselling and candidate could not take print allotment letter. But the candidate have to pay token fee of ₹5000/- (Rs. Five Thousand only) to reserve his/her provisional allotted seat.

(b) If candidate accepts his allotted seat then candidate have to pay first the token fee of Rs.5000/- in bank through E-Payment. After the confirmation by the bank, the candidate can take print out of his Provisional Allotment Letter for reporting in the concerned college.

STEP-6. REPORTING IN ALLOTTED INSTITUTE:

(a) After taking printout of Provisional allotment letter by paying ₹5000/- (Rs. Five Thousand only) as token fee in bank, candidate will report in institute. Candidate must show original certificates at the time of reporting in allotted institute and pay the remaining fee after verification of documents.

(b) Candidates are required to report to their respective allotted institutions within the specified period (as per the counselling schedule) along with the documents/ testimonials/certificates and receipt of token fee.

(c) If candidates do not report within the specified period, their allotted seats shall be cancelled

and the candidates shall not have any claim on the seats, whatsoever. It is in the interest of the candidates to report at the earliest to the allotted college.

REFUND CLAIM OF TOKEN FEE MONEY

The students who have been refused due to any valid reason by the institution, can apply on online through Student Login for their refund of Token Money only (Counselling fee is non-refundable) by providing the following information within a period of one month from the date of result declaration of 2nd counselling & refund will be send by Account Payee Cheque at their correspondence address -

NOTE:

- Candidates must ensure about his/her eligibility as per the Notification available on website.

- The detailed Instructions about the online counselling shall be available on the website www.bedpunjab.org the candidates are advised to go through the details thoroughly at these websites regularly for updates. If your detail found incorrect, your candidature shall be cancelled.

- Candidates who have deposited Counselling fee in the 1st round will not be required to deposit the fee again for subsequent rounds.

IMPORTANT INSTRUCTIONS FOR THE COLLEGES PARTICIPATING IN THE STATE

LEVEL CENTRALIZED ONLINE COUNSELLING FOR B.ED. 2013-14

1. The college participating in the counselling must have the approval of NCTE/affiliation of concerned university and should be notified by the Punjab Govt. for the admission of session 2013-14. It is the sole responsibility of the college to be eligible for making admissions for this session.

2. The college must submit the soft, hard copy of the mandatory form of association, distribution of seats and affidavit by 20th June, 2013, which is available on website: www.bedpunjab.org failing which the college shall not be allowed to participate in the admission process.

3. Colleges shall bound themselves to maintain proper record, deposit application forms and other relevant information in specific format and to update the online information within stipulated time by the federation/ agency.

4. The language English/Hindi/Punjabi/Sanskrit will be allotted by the College on the basis of local merit and availability of subject.

5. Post graduation is considered only to make those candidates eligible who are not eligible on the basis of qualifying examination but the post graduation will not be merit criteria and such students have to opt the subject of post graduation as the teaching subject in the B.Ed.

The colleges participating in the admission through online have to follow the followings:
ESTABLISHMENT OF HELP DESK :

Every college must establish a **help desk** with internet facility. The duty of the help desk is to provide registration facility to the students & to guide students in selecting subject combinations and filling of online application form. This service should be free of cost. Form filling and making the choice is the sole responsibility of the student. The candidate must have to fill minimum 10 choices. One subject combination for one college will be considered as one choice. Candidates have to fill different choices for different subject combinations. It is recommended that colleges should not make themselves responsible by filling the form and making the choice on behalf of the student, because it is the sole responsibility of the student. No college will keep the password of the student in its record, as it is the sole property of the student so that the student may change it at any time & make frequently use of it and take the advantage of updation of his/her application at any time for his own sake.

VERIFICATION OF DOCUMENTS :

a) The college will verify the original documents of student, when he/she reports alongwith the allotment letter. The college is supposed to check the following set of certificates :

    a)   Detail Marks Card of Matric (10th)

    b)   Detail Marks Card of all Examinations.

    c)   Character Certificate (from the Institute last attended)

    d)   Residence Certificate.

    e)   Reservation Category Certificate, if claimed

    f)   Rural Area Claim (Certified by Dist. Education Officer), if claimed

    g)   Any other relevant Certificate.

As it is the sole responsibility to the concerned college to check the eligibility, category, rural claim and subject combinations as per the Punjab Govt./Univ./NCTE norms, if the candidate found eligible, the college will take the hard copy of the application, allotment letter alongwith the necessary documents and will admit the student and issue a receipt of fee deposited by the student.

b) Any mistakes in verification of documents / claims would be sole responsibility of the verifying college admitting the student. Colleges shall be held responsible for any discrepancy found in eligibility criteria, %age, Rural Area benefit and Reserve Category claim etc. of the candidate and any student found guilty of the same will cause cancellation of his candidature and entitled to have refund of $₹$4,000/- (Rupees Four Thousand only) out of his token money already deposited with Federation.

c) In case of rural area candidates the college will check the certificates of 8th and 10th class and a certificate countersigned by Dist. Education Officer. The rural area weightage will be 5% of the %age of graduation. This weightage will be given to eligible candidates only.

ADMISSION OF STUDENTS:

a) While granting admission to any student, the hard copy of the Application Form alongwith Allotment Letter in original supported with attested copies of certificates are to be taken by the eligibility checking college from the student concerned alongwith remaining amount of fee.

b) The college will not deny admitting the student, having the allotment letter if he is found eligible as per norms. If any college does not admit the allotted students then the college itself will bear the consequences, not the federation or the association.

ONLINE VERIFICATION ON WEBSITE :

All the colleges must ensure reporting of their admitted students at website of the federation on regular basis, as if they don't do so, the computer will show the vacant seats and another candidates may be allotted in their place, the consequences caused on this ground shall be borne by the college itself. Hence, every college is advised to treat it as MOST URGENT for faster and transparent process of online counselling.

REGULAR CHECKUP OF MAIL-BOX AND INSTITUTE LOGIN ON WEBSITE :

All the colleges are advised to provide Mail-IDs of the college (Mail-ID must contain the college name for instant identification & prompt reply) and contact numbers of the Chairman, Principal and Admission Incharge of the concerned college to the federation. All the colleges must ensure regular checking of their Mail-box and visiting of Institute Login on website (www.bedpunjab.org) because the federation has extended the facility to send any mail, SMSs, grievance matter, any query etc. directly through your Institute Portal and their solutions will also be done electronically by the federation i.e. by reverting back with solutions of mails, SMSs, your grievance or any query.

ADVERTISEMENT OF MANAGEMENT QUOTA SEATS:

All the colleges should advertise management quota seats in two leading newspapers & fill these seats after the first round of online counselling.

Note:

All the colleges are requested to visit site: www.bedpunjab.org and check college e-mail regularly to be in touch with the admission process.