VIDYASAGAR UNIVERSITY

Central Selection Committee for B.Ed. Admission 2015-16 [FOR SELF FINANCING B.ED. COLLEGES ONLY]

Prospectus / Information / Instruction Sheet

1. Admission Notification:

Applications are invited in prescribed form to be filled ONLINE for admission to B.Ed. Course for the session 2015-17 in the Self-financing B.Ed. Colleges affiliated to Vidyasagar University. The Govtaided B.Ed. Colleges will conduct online Admission on stand alone basis and not included in the central selection and admission process.

Eligibility:

Candidates (both Fresher & Deputed) with at least 50% marks either in Bachelor's Degree and/or in Master's degree, for SC/ST/PH Category 45% marks either in Bachelor's Degree and/or in Master's degree in Arts/Science/Commerce having two subjects at the degree level of the available method subjects (Bengali, English, History, Sanskrit, Economics, Geography, Mathematics, Life Science, Physical Science, Work Education, Education) taught in the colleges are eligible. Candidates with 55% marks in B.E../B/Tech in UG level (for SC/ST/PH Category 50% marks in B.E./B/Tech) are also eligible. Fresher Candidates be within 38 years of age as on 30.06.2015 and Deputed teachers teaching for Class IX onwards (Hons. or PG Scales only) in W.B. Govt. aided institution having at least one year teaching experience as on 30.06.2015 are eligible. Para-teacher/Primary teachers are not eligible as deputed candidate. Reservation of seats for SC/ST/PH Candidates as per Govt. rules. 20% of the total seats will be reserved for deputed teachers and 80% for Freshers. 20% seats of the fresher candidates will be filled up from Other University. Provisional Merit List will be published on 22.06.2015. Final Merit List will be published on 28.06.2015. Selection of the Candidates will be made through counselling according to Category-wise merit/rank by central selection committee for B.Ed. Admission. Counselling Schedule, Seat Chart, rules & regulation and other details will be announced along with the final merit list. Candidates pursuing any other Course of Studies/Job/Full-time Research Work will not be allowed to pursue this course simultaneously. For all other details and regular updates please visit the online b.ed. admission portal http://bed.vidyasagar.ac.in.

2. Procedure for Application:

Candidates may apply for admission to the said course centrally through the ONLINE Portal. The Online Applicant Registration will **start from 22-05-2015** and **will close on 03-06-2015** in the portal http://bed.vidyasagar.ac.in. The Application Fees of Rs.280/-(excluding Bank Charges) may be paid at any branch of UCO Bank using the 3 -parts fees **payment Challan [PAY-IN-SLIP]** to be generated online during Online Form Submission Process. Payment may also be made through Online **Debit/credit card/Netbanking**. Computer Generated Filled in application form along with the fees receipt copy (2nd copy of the 3- part payment challan for Payment through Bank Challan or computer generated fees receipt for Online payment) and attested copies of testimonials is to be sent by Post *To The Convener, Central Selection Committee for B.Ed. Admission, Vidyasagar University, P.O.- Vidyasagar University, Midnapore, West Bengal, PIN-721102* or it may be submitted by hand in the drop box kept in the office of the Convener in the above address. Last date of receiving of Online filled in form by Post: 05-06-2015. The drop box will be available upto 05-06-2015.

STEP BY STEP PROCESS TO FILL UP AND SUBMIT THE APPLICATION FORM ONLINE.

STEP 1: Visit Bed portal website http://bed.vidyasagar.ac.in and Registered yourself by registration of applicants

STEP 2A: Fill the Personal Data **STEP 2B:** Fill the Academic details

STEP 3: Payment of Application Fees:

STEP 4:

Option 1: Generate Application Fees Payment challan and submit the Application Fees to any branch of UCO Bank **on the next bank working day**.

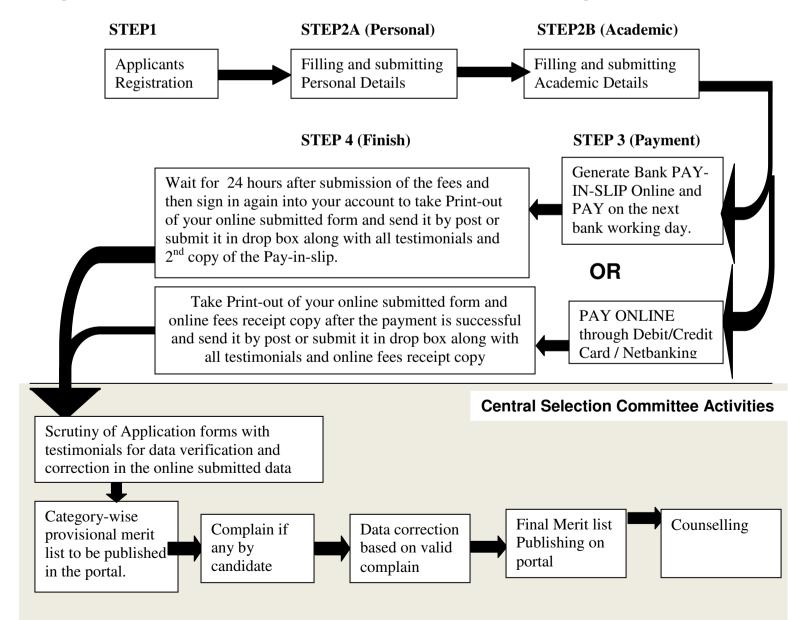
Option 2: Online Payment through Debit Card/Credit card/ NetBanking using payment gateway.

For payment through **Option 1**: After submission of fees at the bank wait for 24 hours (till we receive your payment update) and sign in again using your registration no. and finish the Process and take printout of the Filled in Application Form(2-pages A4 portrait).

For payment through **Option 2:** After the online payment transaction is successful take printout of the Filled in Application Form(2-pages A4 portrait) and fee payment receipt from the menu.

Paste a passport size Photograph, Sign in the designated places. Application Form for Deputed candidates is to be attested by the Head of his institution at the designated place. Enclose all the self attested supporting documents including fees payment receipt [Documents to be submitted are given in page number 11) and submit it by hand in the drop box to be kept opened upto 05-06-2015 or send it by post To The Convener, Central Selection Committee for B.Ed. Admission, Vidyasagar University, P.O.-Vidyasagar University, Midnapore, West Bengal, PIN-721102 Last date of receiving of filled in form by Post: 05-06-2015. The drop box will be available upto 05-06-2015. Before sending the form by post or in the drop box, please keep a xerox copy of the form and note down your Form number along with the registration number.

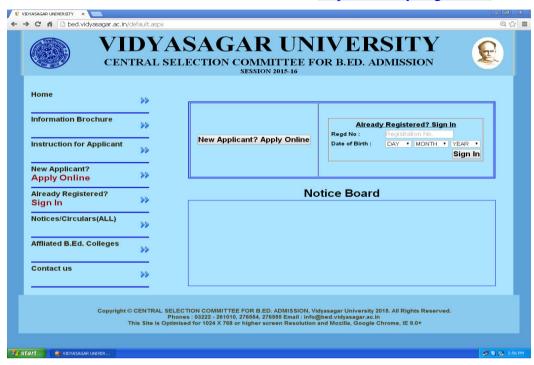
[GO TO PAGE 3 FOR DETAILED INTRUCTIONS ON VARIOUS STEPS.]



<u>Detailed Instruction of Filling up of the Form and submitting</u> ONLINE.

STEP 1: Registration

Use Internet and visit the website mentioned above (http://bed.vidyasagar.ac.in)



- ✓ Click on the "New Applicant? Apply Online"
- ✓ This will open a declaration Page. Agree to the declaration by clicking on the check box and then click 'continue'



✓ This will open "STEP 1: REGISTRATION" Page

		Applying Online		
lome	>>	<u> </u>	STEP 1: REGISTRATION	
nformation Brochure		* Candidate Applying As :	FRESHER •	
	>>	* Name	BAPPADITYA SARKAR	
Instruction for Applicant		* Father's Name	BAPAN SARKAR	
	>>	* Mother's Name	RANITA SARKAR	
New Applicant? Apply Online	>>	* Date of Birth * Sex	01 r February r 1986 r •MALE FEMALE OTHER	
Already Registered? Sign In	>>	* Physically Challenged : Mobile No. :	● No Yes	
Notices/Circulars(ALL)	>>		79ITAC	
Affliated B.Ed. Colleges	>>	Enter the Above Text :	79ITAC Submit	
Contact us	>>			
		* Mandatory Field		

- ✓ Fill the details of the Registration data VERY CAREFULLY as follows:
 - **Type of Applicant**: select either DEPUTED or FRESHER.
 - Name: in capital letter with correct spelling as in M.P. Admit card/Certificate.
 - Father's Name: in capital letter with correct spelling as in M.P. Admit card/Certificate.
 - Mother's Name: Type mothers name
 - Date of Birth: As per M.P. Admit Card/Certificate.
 - Sex: select either male or female or other.
 - **Physically Challenged:** Select 'Yes' if you are physically challenged and disability % is more than or equal to 40%. Otherwise select "No'. If you press Yes, please provide the disability % in the box.
 - **Mobile No.**: Give your 10 digit mobile number. The Mobile number will be used only to send system generated SMS regarding the Online Admission Update.
- Click the 'SUBMIT' button. A message box will open. If everything is ok, press 'OK' button otherwise press 'CANCEL' button to go back to the registration page and modify data if required.
- Once submitted, your registration step will be completed and you will be allotted a **Registration Number.** Please remember this number (you may take a print out of the registration number page). A system generated SMS will be sent to your mobile. This number and your date of birth is required for login in future. PLEASE DO NOT SHARE THESE INFORMATIONS WITH OTHERS FOR SECURITY REASONS.



STEP 2A: Filling Personal Data

✓ Once "Step 1: Registration" is completed, you will be prompted to proceed to "Step 2A: Candidate Personal Data". If you press "YES, PROCEED" (agrees to proceed to step 2A), you will be transferred to "STEP 2A: Candidate Personal Data" screen.



Please fill up this part carefully and RECHECK IT.

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• Caste: Select appropriate Caste (General / Schedule Caste/ Schedule Tribe) from the drop down menu

SERVICE DATA [For Deputed Only] Please Provide Service data for deputed candidate as follows:

Present Designation: Type Your present designation. Mostly it will be like Assistant Teacher **Sanctioning memo Number(s) and Date of DI Approval:** Please provide the last DI approval Memo no. with date.

MC Resolution Number with Date: Please provide the Managing committee resolution number on your deputation and the date of meeting.

Also fill up the table data which include Name of School, Index number of the school, Scale of Pay(example: 9000-40500), Category of Scale (Hons or PG), Date of Joining – should be the 1st joining date in a school in case of change of scale/ school) and the service should be continuous.

This is to note that Deputed Teachers Teaching from Class IX onwards (Serving in Hons. And PG Scale) are eligible as mentioned in Eligibility Criteria.

- **Present Address /Permanent Address:** Type Present Communication Address and Permanent Address in the boxes.
 - ✓ After verification on the filled in Data, please press the 'SUBMIT' Button.
 - ✓ On pressing the 'SUBMIT' button A cautious message box will be opened. Press 'OK' only if you want to final submit the data in this section, otherwise press CANCEL to edit data if necessary. Once submitted, the data will not be editable.

STEP 2B: Filling Academic Details

- ✓ Once "Step 2A: Filling Personal Data" is completed, you will be prompted to proceed to "Step 2B: Academic Details". If you press "YES" (agrees to proceed to step 2B), you will be transferred to "STEP 2B: Academic Details" screen.
- **CATEGORY:** Select Your Category from the drop down Menu.

This will be determined from the University last attended, (having valid registration number of the University), Stream of Highest academic Degree and highest academic qualification as listed below:

For Fresher Candidate:

Category Name

Vidyasagar University - ARTS- HONS/ M.A.

Vidyasagar University - ARTS - PASS

Vidyasagar University - SCIENCE- HONS/ M.Sc.

Vidyasagar University - SCIENCE - PASS

Vidyasagar University - COMMERCE - HONS/ M.Com.

Vidyasagar University - COMMERCE - PASS

Others University – ARTS Graduates & Postgraduates

Others University – SCIENCE Graduates & Postgraduates

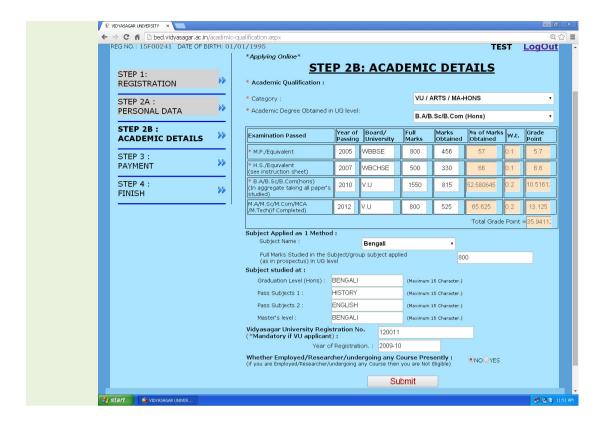
Other University – Commerce Graduates & Postgraduates

For Deputed Candidates:

Category Name

Deputed / Arts and Commerce

Deputed / Science



Determine your Category:

FRESHER: [combination of University-Stream-QualificationType]: University (VU/OU):

Candidate who has valid Vidyasagar University Registration certificate with regd. number and has obtained his highest academic qualification from Vidyasagar University will only be treated as 'Vidyasagar University' candidates.

A candidate who has obtained PG degree from Directorate of Distance Education of Vidyasagar University will be treated as 'Vidyasagar University' Candidate.

A candidate will be treated as Other University if he/she has obtained his highest academic qualification from other University or has taken migration from Vidyasagar University. A Candidate who has migrated from other university and admitted in the PG programme of Vidyasagar University will be treated as other University until he/she completes his PG degree.

All candidates in V.U. (Home University) category must submit Xerox copy of the valid registration certificate (both side).

Stream (Arts/Science/Commerce):

Your stream is the stream of your highest academic degree obtained by you (upto PG degree).

B.E. /B.Tech degree holder are treated as science stream.

Qualification Type (Hons-PG / Pass):

If you have obtained B.A (Hons.)./B.Sc. (Hons.)//B.Com (Hons.)/B.E./B.Tech and/or Post graduate degree (including MCA), then you are in Hons-PG Category.

If you have obtained B.A./B.Sc./B.Com (Pass/General) degree in UG but completed PG degree, then you are in Hons-PG Category.

If you have obtained B.A./B.Sc./B.Com (Pass/General)/BCA/B.Sc.(Voc) degree in UG and no PG degree, then you are in Pass category.

DEPUTED:

Teachers teaching in conventional Arts and Commerce subjects will be treated as Deputed/Arts and Commerce category and teachers teaching in Science Subjects will be treated as Deputed/Science Category.

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- Academic degree obtained in the UG Level: Please select the appropriate UG degree obtained from the dropdown menu.
- **Academic Qualification:**

Special care should be taken by the candidates while providing information to this section/table. They should clearly understand what is a mark obtained and full marks.

Madhyamik or equivalent: Fill the row with appropriate data including marks obtained and Full marks including additional subjects if any.

H.S. or equivalent: Fill the row with appropriate data including marks obtained and Full marks. [In H.S. (New) with grading system the marks obtained in best five subjects including Bengali & English excluding Environmental Studies will be considered.

Undergraduates: The row is dynamic and based on the selection of degree in UG level, appropriate row will appear. In case of Honours degree holder, marks obtained in aggregate (taking Honours papers and pass papers marks and the compulsory papers together) is to be considered for filling the row. In case of Pass/general degree holders marks obtained in aggregate (in all general papers including compulsory papers) will be considered for filling the row.

In case of candidates awarded with grade / CGPA in UG, equivalent % of marks may be calculated based on the University/boards formulae and from there, marks obtained out of 1000 may be considered for filling the marks obtained and full marks. In such cases, there should be proper document/mention in the marksheets regarding conversion of grade/CGPA to % of marks.

In case of Vocational Candidates/BCA (who are considered as pass graduates), marks obtained in all the examinations Part-I, II & III will be considered and marks obtained & full marks should be rightly calculated

Postgraduates: If you have completed PG degree and applying in Hons-PG category, fill this row with appropriate data including marks obtained and full marks. In case of candidates awarded with grade / CGPA in PG, equivalent % of marks may be calculated based on the University/boards formulae and from there, marks obtained out of 1000 may be considered for filling the marks obtained and full marks. In such cases, there should be proper document/mention in the mark sheets regarding conversion of grade to % of marks.

For Deputed Teachers (Must submit certificate from HM that he/she is teaching from class IX onwards) in Honors scale having PG degree should fill rows corresponding to Hon's graduate (marks in aggregate taking honours papers and pass papers together) and also the row for PG. In such cases Academic grade will be calculated as per scale. However for eligibility % of marks, Honours or PG degree will be checked. For teachers in PG scale, eligibility % of marks will be checked either in UG or PG and academic grade will be awarded for both UG and PG degree.

Calculation of Academic Grade Marks [both Deputed & Fresher)

The Academic grade marks (Deputed / Fresher) will be calculated as per following rule.

- 10% of the percentage of aggregate marks obtained in M.P. or Equivalent Examinations.
- ✓ 10% of the percentage of aggregate marks obtained in H.S. or Equivalent Examinations
 - o [In H.S. (New) with grading system the marks obtained in best five subjects including Bengali & English excluding Environmental Studies will be considered.]
- 15% of the percentage of aggregate marks obtained in Degree Pass Examinations [for Pass/ General course in UG] or 20% of the percentage of aggregate marks obtained [Hons subjects and Pass subjects and compulsory subject marks taking together] in Degree Honours Examinations / Degree B.E./B.Tech Examinations.
- 20% of the percentage of aggregate marks obtained in Post Graduate Examinations if completed.

In cases of other Boards/University where degrees are awarded in grade, CGPA etc., equivalent % of marks should be calculated as per the board/university rule and write down the marks accordingly.

Subject Applied as 1st Method: Select the Method subject you are applying from the drop down menu. The following subjects are offered in various colleges

Subject Name eligibility Bengali -(Candidates with Hons in Bengali or Bengali as Pass paper in UG level) English -(Candidates with Hons in English or English as Pass paper in UG level) History -(Candidates with Hons in History, Pol.Science, Sociology, Philosophy or

Candidates with above subject as pass papers in UG level)

Sanskrit -(Candidates with Hons in Sanskrit or Sanskrit as Pass paper in UG level) Geography - (Candidates with Hons in Geography or Geography as Pass paper in UG level) Education -(Candidates with Hons in Education or Education as Pass paper in UG level) **Economics**- (Candidates with Hons in Economics or Economic as Pass paper in UG level)

Mathematics - (Candidates with Hons in Mathematics, Statistics, Computer Science, or Candidates with above subject as pass papers in UG level/BCA

Life Science - (Candidates with Hons in Zoology, Botany, Nutrition, Physiology, Env. Science, Microbiology, Anthropology or

Candidates with above subject as pass papers in UG level)

Physical Science- (Candidates with Hons in Physics Chemistry, Electronics, or Candidates with above subject as pass papers in UG level) WORK EDUCATION WILL BE ALLOTTED AS 2ND METHOD

- Full Marks Studied in the Subject: Provide the Full marks studied in the subject applying as 1st Method paper.
- Subjects studied in graduation level

Hons Subject – Mention the Subject Studied at Honours level if applicable. (Max. 15 char) Pass Subject – Mention the Pass Subject Studied at Graduation level separated by comma (,)(Max. 15 char) Subject at Master's level – Mention the subject studied at Master's level if completed(max 15 char).

• Vidyasagar University Registration Number with year:

Write the Registration Number of the Vidyasagar University with year as in your registration certificate. Keep it blank if you are from other University or already taken migration from Vidyasagar University for higher studies. Candidates completed masters degree from Directorate of Distance Education of Vidyasagar University will write down his DDE enrolment number in this field.

Whether employed /researcher/undergoing any course presently: Yes/No

- After verification on the filled in Data, please press the 'SUBMIT' Button.
- On pressing the 'SUBMIT' button A cautious message box will be opened. Press 'OK' only if you want to final submit the data in this section, otherwise press CANCEL to edit data if necessary. Once submitted, the data will not be editable.

STEP 3: APPLICATION FEES PAYMENT:

- On Final Submission of the Academic Details you will be transferred to STEP 3: PAYMENT OF APPLICATION FEES page.
- Select either Option I or Option II for payment of Application Fees:
 - Option 1: Generate Application Fees Payment challan and submit the Application Fees to any branch of UCO Bank on the next bank working day. On submission of the fees, please collect the 2nd and 3rd copy of the PAY-IN-SLIP from the Bank counter.
 - Option 2: Online Payment through Debit Card/Credit card/ NetBanking using payment gateway. On successful payment, please take print out of the payment receipt



STEP 4: FINISH: SUBMISSION OF HARDCOPY WITH ENCLOSURES

For payment through **Option 1**: After submission of fees at the bank wait for 24 hours (till we receive your payment update) and sign in again using your registration no. and finish the Process and take printout of the Filled in Application Form(2-pagesA4).

For payment through **Option 2:** After the online payment transaction is successful take printout of the Filled in Application Form(2-pages) and fee payment receipt from the menu.

Paste a passport size Photograph, Sign in the designated places. Application Form for Deputed candidates is to be attested by the Head of his institution at the designated place. Enclose all the self attested supporting documents including fees payment receipt [Documents to be submitted are given in page number 11) and submit it by hand in the drop box to be kept opened upto 05-06-2015 or send it by post To The Convener, Central Selection Committee for B.Ed. Admission, Vidyasagar University, P.O.-Vidyasagar University, Midnapore, West Bengal, PIN-721102. Last date of receiving of filled in form by Post: 05-06-2015. The drop box will be available upto 05-06-2015. Before sending the form by post or in the drop box, please keep a xerox copy of the form and note down your Application number along with the registration number.

Follow the admission schedule and the website.

Admission Schedule

1. Date of Advertisement : 20-21 May, 2015

2. Submission of Application Forms ONLINE

Duration of Online Registration and form fillup
 22 May – 3 June, 2015

• Last Date of Receipt of Hardcopy of the Printed Form by post : 5 June, 2015

• Submission of hardcopy of form in the drop box : 22 May-5 June 2015

3. Publication of Provisional Merit List : 22 June, 2015

Published by S.C.Mallik, Director, Computer Centre & Convener, Central Selection Committee

4. Date of Receiving Complaints at the University if any
5. Hearing of Complaints
6. Publication of Final Merit List for Counselling
22-23 June, 2015
25 June, 2015
28 June, 2015

7. Counselling : To be announced later 8. Admission at Colleges : To be announced later 9. Reporting of Vacant Seat : To be announced later 10. 2nd Counselling (if required) : To be announced later

(The Schedule may be changed due to Unavoidable Circumstances.)

Documents to be submitted by all Candidates

The following self attested testimonials should accompany the Hard copy printout of generated Application form (without any of these testimonials, the Application Form is liable to be CANCELLED):

- (a) Application fees payment receipt (either the 2nd copy of PAY-IN-SLIP or the Online Payment receipt)
- (b) Self Attested copy of Admit Card / Certificate of Madhyamik or equivalent examination for Evidence of Age.
- (c) Self Attested copy (**both sides**) of mark sheets of Madhyamik, Higher Secondary, Graduation (Part-I, Part-II, & Part-III), Postgraduate Examination.
- (d) Self Attested copy of Vidyasagar University Registration Certificate. (**Both Side**) if the candidate apply as VU applicants.

Documents to be submitted by Candidates in SC/ST/PH Reserved Category:

The Candidates belonging to SC/ST/PH Category must submit their caste/disability certificates from the appropriate authority.

Additional Documents to be submitted by Deputed (Teacher) Candidates only:

- 1. Copy of Approval/Appointment letter(s) of D.I. of Schools, Govt. of W.B.
- 2. Copy of MC Resolution approving deputation.
- 3. Certificate from Head of the Institution that the candidate is teaching from Class IX onwards.

Please tick mark the appropriate boxes in the application form regarding the documents submitted.

4. OTHER RELATED INFORMATION:-

Reservation of Seats:

For Fresher & Deputed:

Out of the total seats available for Counseling at all Colleges

For Self Financing Colleges – 20% for Deputed Teachers and 80% for Fresher Candidates.

Out of total seats in the fresher category, 80% reserved for the students of the **Vidyasagar University** and 20% for the students other than **Vidyasagar University**. Reservation of seats for SC/ST/PH candidates as per Govt. Rules. For PH minimum disability up to 40% will be considered. 3% reservation of seat in PH category will be reserved separately in GEN, SC & ST Category.

Stream-Wise Allocation of Seats:

For Fresher: Stream-wise Allocation of seats for fresher will be as follows: Arts-50%, Science- 40%, Commerce-10%. In each stream 10% seats will be reserved for Pass/General Graduates and rest 90% for Honours Graduate & Postgraduate.

For Deputed: Stream-wise Allocation of seats for Deputed will be as follows: Arts and Commerce subject Teacher-60%, Science Subject Teacher-40%.

Seat Distribution Chart as per above rules/ reservation, available for Counseling will be published along with the final merit list.

Selection Procedure

Deputed Candidate:

- (i) Deputed candidate will be selected on the basis of total continuous length of approved Service (Teaching experience) in Secondary School from the entry to the service as on 30.06.2015. The minimum length of Service is 1 year teaching in Hons or PG Scale. (Teaching class IX onwards)
- (ii) If the length of service is same for more than one candidate, then academic grade marks will be checked for preparing their merit position. Academic grade marks will be calculated as per the scale of pay of applicant. For Candidates in Hons. Scale but having PG degree, no academic grade will be awarded for PG degree. However pg % of marks will be considered to evaluate the eligibility.
- (iii) Eligibility % of marks will be checked based on academic qualification.

Fresher Candidate:

The Selection of fresher candidate will be based on the total academic grade marks calculated followed by % in highest academic degree as per their academic performance mentioned earlier.

<u>Publication of Provisional Merit List:</u>

The provisional merit list **will** be published on 22nd June, 2015 on website http://bed.vidyasagar.ac.in and http://www.vidyasagar.ac.in and through SMS.

Complaints Lodging & Hearing:

An applicant should bring into notice any error/query regarding rank, grade marks, etc. as mentioned in the published list in prescribed form available from the office of the Convener during 22-23 June, 2015 (11.30 a.m. to 3.00 p.m.), otherwise no claim will be entertained. If there is any 'OBJ' marked against merit position the objection should be cleared during this period.

Hearing of Complaints will be made on 25 June, 2015 from 11.30 AM to 3.00 PM at the Chamber of the Convener, Central Selection Committee for B.Ed. Admission 2015-2016.

Publication of Final Merit List for Counselling:

The Final Merit List for Counselling (Category-wise) will be published on 28th June, 2015 in the websites mentioned above. Category-wise /Subject wise seat chart, colleges, method subjects, details of counseling rules and regulations, counseling schedule, fee structure, and all other details will be published along with this merit list in the web portal

Counselling & Admission:

Counselling of candidate for admission will be held strictly according to the Merit List for counseling and Counselling Programme Schedule to be published on 28th June, 2015. Counseling rules & other detail will also be published in the website on 28th June, 2015.
