



Shri Shikshayatan College

B.Ed. Admission Brochure 2012-2013

Application forms for admission to the B.Ed. Course (Session 2012-2013, female candidates only) can be made online : -

<http://www.shrishikshayatancollege.org>

From – 19/2/2012 (from 8:00 A.M.)

To - 03/03/2012 (upto 8:00 A.M.)

No physical forms will be issued.

Forms are to be filled up, downloaded, printed and submitted with all relevant attested documents along with the processing fee of **Rs. 500/= (Five Hundred Only)** by **P.O./D.D. in favour of "Shri Shikshayatan College" payable at Kolkata.**

Processing fee for SC/ST of West Bengal origin is **Rs. 250/= (Two Hundred Fifty Only)** by **P.O./D.D. in favour of "Shri Shikshayatan College" payable at Kolkata.**

On:- 02.03.2012 (Friday) between 10:00 A.M. to 2:00 P.M.

03.03.2012 (Saturday) between 10:00 A.M. to 2:00 P.M. at the College.

Only Female candidates are eligible.

LIST OF DOCUMENTS TO BE ENCLOSED(ATTESTED PHOTOCOPIES)

- 1) Admit card(class X)
- 2) Mark sheet (class X)
- 3) Mark sheet (class XII)
- 4) All Mark sheets (Undergraduate exam)
- 5) Admit card (Post Graduate Exam)
- 6) All Mark sheets (Post Graduate Exam)
- 7) Calcutta University Registration Certificate
- 8) Letter of permission from Calcutta University (for other universities' candidates)
- 9) Ph,D/D.Phil/M,Phil completion documents
- 10) SC/ST/PH documents from competent authorities (attested by gazette officer)
- 11) 2 passport size coloured photographs (3 x 2.5 cm) (The candidate should take the photograph formally dressed in a sari).

Eligibility Criteria

Minimum required qualification M.A. / M.Sc. or B.A. (Hons.)/B.Sc. (Hons.) .

Broad Category	Age Criteria (As On 30.06.2012)	Category	Eligibility Marks i.e. Aggregate % of marks at UG / PG
Deputed	-	General	50
	-	PH	45
	-	SC/ST	40
Freshers	40	General	50
	40	PH	45
	40	SC/ST	40

Reservation of Seats

There will be limited seats reserved for students from Universities other than Calcutta (5%) as per University rules. Students from other Universities are to produce a letter of permission from Calcutta University if necessary. Seats will be reserved for SC/ST and physically challenged students as per University rules.

Fee Structure

a) College Fees :

Sl. No.	Head	Fees (Rs.)
1.	Admission Fees	10500.00
2.	Tuition Fees	9000.00
3.	Session Fees	13000.00
4.	Annual Charges	10500.00
	Total :	43000.00

b) University related fees (as applicable)

Note : The full amount of **Rs. 43,000.00 (Rupees Forty Three Thousand Only)** has to be paid at the time of admission for the session **2012-2013**.

In case a student seeks withdrawal of admission, only Tuition fees will be refunded on pro rata basis. No other fees are refundable under any circumstances.

The fees will be accepted only through pay order/bankers cheque/demand draft in favour of "Shri Shikshayatan College" payable at Kolkata.

Seats for SC/ ST /Physically handicapped and other university candidates are reserved as per rules prescribed by University of Calcutta.

SC/ ST /Physically Handicapped candidate will be admitted only after production and verification of original certificate issued by authorised persons / competent authority.

SC/ST candidates from other Universities will not get the benefit of reservation facility.

All Rules and Regulations stated herein are subject to change without notice. For any subsequent changes, please see the Students' Notice Board and website.

Admission Criteria

Academic score should be prepared as per the Calcutta University norms:-

Sl. No.	Academic Performance	Marks
1	Ph.D. / D.Phil	05
2	M. Phil	03
3	Post Graduation M.A. / M.Sc. / M.Com	35
4	Degree (with Hons. / Spl. Hon / Major)	30
5	Degree Pass / General	10
6	H.S. (+2) / Equivalent	20
7	Madhyamik or its equivalent	10

(In order to convert the marks to points, percentage of marks obtained in any examination is to be multiplied by the marks allotted e.g. an applicant obtaining 60% marks in Madhyamik or its equivalent is to be multiplied by 10 to get point 6)

Viva-Voce

A Committee with Principal/ Head/Teacher –in-Charge & Teacher representatives as members will be formed for Viva –Voce (personality, communication skills, modulation of voice, attitude, good manners and behavior etc.)

Merit List

Merit list will be prepared on the basis of total points awarded in different Examinations & Viva –Voce.

Selection of Method Subject

The candidate must select two method subjects. The first method subject should be the one which was studied as an honours subject at UG level or Masters level. The second method subject should be one of the elective subjects studied at the UG level. **Graduates with Philosophy, Sociology, Political Science, Education, Sanskrit, Bio-Science and Commerce are not eligible in our college.**

Those who wish to take up English as a Method Subject will have to be a graduate with English Hons. Or M.A. in English and will have to sit for a test.

Subjects offered are as follows :

Any two of the following subjects of Teaching :

**(a) Bengali (b) Hindi (c) English (d) Geography (e) History
(f) Mathematics (g) Economics (h) Work Education**

Any one of the following subjects as the subject of Compulsory Elective Study :

- (a) Educational Technology
- (b) Guidance and Counselling
- (c) Population & Environmental Education
- (d) Measurement & Evaluation in Education
- (e) Education of Women in India
- (f) Education in Ancient, Medieval and British India.

How to Apply Online

Students must follow the following steps to process and access the online application form:

To fill in the application form, you must have D.D. / P.O. of Rs. 500/-, for SC/ST of West Bengal origin Rs.250/- and Firefox/Internet Explorer browsers to open the admission portal and Adobe Reader to print the application form. You should not press the reload/refresh button on Firefox/ Internet Explorer at any stage of form filling.

Step 1:

Before applying please turn off pop-up blocker in your browser to receive confirmation sms. Please visit http://www.hotcomm.com/faq/faq_popups.asp for help regarding this.

Click on the **Click to Apply** flashing link. It will open a Welcome page of SSC Admission Portal now click on the link "Click to Apply" where you get a **Declaration** page. Read carefully and accept the declaration by clicking on the **check box** and then click on the **Next** button to open the **Eligibility Criteria** page.

Step2:

Select the proper **Stream & Course** from the drop down list. From **Admission Bracket** select the appropriate values from drop down menu like **Category, Deputed Teacher, Honours Type**. Once you select all the required details in the Admission Bracket the system will display the **Guidelines for Selection** and **Eligibility Criteria**. If you see that you are meeting the specified eligibility criteria then select **Yes** for respective question in Eligibility Criteria and click on **Click To Apply** button which will take you to Applicant Details page (1st page) of Application Form.

Step 3:

Fill up all applicable fields in the Online Application Form according to the serial nos. given in Sections **Personal Information , Contact Details (Residential Address, Mailing Address, Place of Stay) , Family Details, Guardian Details, and Extra Curricular Interests** . The mandatory fields are marked with **red ***. After filling up all the necessary fields click on **Next** button which will ask "Please confirm your entry" if you are sure you have entered data correctly then click on the **OK** button. If you want to edit the data you entered then click on **Cancel** button, a viewable and editable page will appear on screen. In case you need to make any corrections; you may edit the data and then click "**Next**". **If you have missed any entry, system will prompt you to make the necessary entry.** Then confirm your entry by Clicking on **OK** button which will take you to next page (Academic & Relevant details).

Step 4:

In **Academic Details** section please select your respective **Board/ University** besides the **Degree** given for **other Board / University** select **others** and type in your Board/University in the text box given beside it. Enter your Aggregate %, Division and Rank (if applicable). Now Click on **Entry Button** to enter your Institute details.

- In **Institute Entry** select your **Course** and fill in **Subject Studied** each subject separated by a comma and all the details in the rest of the fields. Then click on **Done** button.

- Now in the similar way fill in your Class XII details.

- In Graduation you have to enter **Subject Marks Details** by clicking on **Entry Button** in the **Subject Entry column**. It will open **3rows** to allow you to select 3 subjects. Your first subject should be your Honours subject in UG and second and third should be the elective papers you have studied in U.G. After entering the marks click on **Done** button.

- In the Subjects proposed to be studied select your second method subject which you have studied as an elective in your UG and you have entered the marks in the **Subject Entry**. Next select the Elective from the drop down given.

- In Payment section please enter Draft/P.O. Details.

- At the bottom you will see two buttons **Save & Previous**. Click on the **Save** button which will save your data, **it will take some time for saving** and it will display your **Confirmation Form Number** and a **link** allowing you to display and download your Application Form in Adobe PDF format. Wait for Confirmation No. to appear, **Do not press reload or refresh button on your browser**.

Step 5:

Click on the link **Print the Confirmation Receipt** (which will display the application form with entered data in PDF format. Click on **Print** picture button at the PDF tool bar to take the printout of the Application Form (two copies) which consists of 5 pages, To save the application Form click the **Save** picture button at the PDF tool bar to save

Step 6 :

The filled-in printed application form is to be duly signed by the parent/guardian/spouse and the candidate. One copy of the printed form along with all relevant papers and processing fee of **Rs 500/- by P.O./D.D. in favour of "Shri Shikshayatan College" payable at Kolkata** is to be submitted on the specified dates at the college office. **Processing fee for SC/ST of West Bengal origin is Rs. 250/= (Two Hundred Fifty Only) by P.O./D.D. in favour of "Shri Shikshayatan College" payable at Kolkata.**

Those who find difficulty in on-line submission may seek help from the College Office from 19th February 2012 to 03rd March 2012 between 11:00 A.M. and 3:00 P.M. (excluding Saturday, Sunday & Holidays).

****Online application form will be disqualified if any incorrect information is provided by the candidate.**

Important Notes:

- The Honours paper studied at UG level should be at least of total 800 marks and Elective papers should be at least of 100 marks.
- The subject studied in PG should be same as the Honours subject studied in UG. If the subjects are different, a letter of permission from C.U will be required at the time of admission.
- The allocation of method subjects will be finalised by the Department after Viva – Voce.
- The candidate may choose the Honours subject studied at UG level as first method and one of the elective subjects as 2nd method (among the subjects offered by college) . Where the candidate can not find the elective subjects in the drop down she may choose **others** to complete the form. Candidates who are unable to fill in the online application may approach the college for guidance.
- Candidates who find only one of the elective subjects common among the subjects offered by the college may choose **Work Education** if they are interested. The final allocation is subject to approval by department. The candidates who have **Honours** in the following subjects are not eligible in our college

1) Philosophy 2) Pol. Science 3) Sociology 4) Education

5) Sanskrit 6) Bio -Science 7) Commerce

Other Rules

- All candidates, deputed and freshers will have to sit for Pre – Test, Test and Tutorials that are held from time to time. Deputed teachers will not be exempted. Any student, whether deputed or fresher, absenting herself on any ground in Tests and Tutorials throughout the session will not be sent up for Final Teaching.
- Regular Art & Craft classes and Yoga/Aerobics classes are held. Attendance in these classes is compulsory except on grounds of physical disability for which a Medical Certificate will be required.
- In case of deputed teachers, absence under Govt. Rules, will be treated as leave subject to production of leave application and medical certificate whenever necessary.

Commencement of Course

The B.Ed. Course starts from **2nd July, 2012 (Monday)** and all students must report on the opening day for orientation (time will be notified). B.Ed. admission will be solely guided by admission norms fixed by the West Bengal Government, the Calcutta University and National Council for Teacher Education. The academic session is of 1 year. Classes are held between 8:00 A.M. and 4:30 P.M. from Monday to Friday. Saturday classes are optional.

Regular attendance to classes and other college functions is compulsory for all students.