

RABINDRA BHARATI UNIVERSITY

56A, B.T. Road, Kolkata – 700050

Admission Notice : FC/ PG/ 03/15

Date : 19.06.2015

The University invites online applications for admission to the B.Ed course of 2-year duration in the session 2015-2016 under the Faculty of Arts. Application forms will be available on the University Website : www.rbu.ac.in only from **26.6.2015 to 03.7.2015** (upto 5:00 p.m.).

The **last date** for online payment of Application Processing Fee in SBI Bank is **06.7.2015** (4:00 p.m).

1. Course: **B. Ed. NCTE Approved (2- year Course Under Semester System)**

Eligibility:

- (a) As per NCTE Regulations 2014, candidates with at least 50% (45% for SC/ST/PH) marks either in the Bachelor's Degree and/or in the Master's degree in Sciences/Social Sciences/Humanity, Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55% (50% for SC/ST/PH) marks or any other qualification equivalent thereto, are eligible for admission to the programme.
- (b) Fresher candidates having break of studies for more than two years(i.e. the last degree obtained should not be prior to 2012) would not be eligible for admission.
- (c) No break of studies for **Deputed** candidates.
- (d) Deputed teachers applying for admission will have to be from the schools receiving grant-in-aid from the Govt.
- (e) Deputed teacher applying for admission must submit the certificate with the application form from the school authority to the effect that he/she is teaching for class IX onwards as per Govt. order and attach 'No Objection Certificate' issued by the school authority enclosing the resolution of the Managing Committee at the time of admission ,if selected.
- (f) Application form of the Deputed teachers failing to comply with the **requirements** mentioned at (d) & (e) above will not be considered for admission.

How to Apply:

For submission of Application Form online, it will be mandatory for the candidates to make proper entry of the requisite information in the prescribed spaces provided on the website.

Before filling in online , keep all the information required in this form ready.

Please follow the under mentioned instructions and steps to fill-in the application form online :

Step:1. Creation of User ID: First of all, each and every applicant needs to register his/her email id and a password by entering the requisite information in the spaces provided to proceed further. A verification link will be sent to the registered email id. The applicant should click on the verification link sent to the registered email id for verification. Once the email is verified, the applicant will be allowed to login using the registered email and password to proceed for online application for admission.

Step:2. Online application: The applicant will be required to enter the requisite information and academic marks very carefully into the given spaces of the Application Format. Please go through and check carefully whether the information furnished by you are correct or not. If found erroneous, please correct it before proceeding to the next step. Once submitted, the data cannot be edited or corrected.

Step: 3. Uploading photo and signature: A recent passport size colour photograph and signature of the applicant needs to be scanned and uploaded. The scanned photograph and signature of the applicant should be in JPG format and within 100KB.

Step: 4. Print application details: After uploading the photograph and signature, an Application details page will be displayed. At this stage, the applicant will be required to PRINT the page and proceed for making online payment.

Please note that if payment process is not completed in the next steps, the application thus submitted will be invalid and shall be treated as rejected.

How to Make Payment

Step: 1. Application Processing fee Payment: The printed page generated in Step 4 above should be kept handy before proceeding for online payment. Now for payment of Application Processing fee, please login to the university portal with your registered email id and password and click the **Payment Button**. Once the **Payment Button** is clicked, the website will be redirected to SBI Collect portal of State Bank of India (SBI) for payment.

Step: 2. Accepting Disclaimer and Terms and Conditions: The applicant is advised to go through the disclaimer and terms and conditions of SBI Collect and click the “I have read and accepted the terms and conditions stated above” check box and then click the “Proceed” button.

Step: 3. Select State and Type of Corporate / Institution: Now the applicant should select “West Bengal” under “Select State” and “Educational Institution” under “Select Type”. Then click the “Go” button.

Step: 4. Select from Educational Institutions: Now the applicant should select “RABINDRA BHARATI UNIVERSITY” under “Select Educational Institutions” and then click the “Submit” button.

Step: 5. Provide details of payment: Now here the applicant should select “Application Processing fee”. It will automatically redirect to “Provide details of payment” page.

Step: 6. Provide details of payment: Now the applicant will be asked to enter the requisite information in the given spaces of Payment Format. The applicant should use the Application Details page printed earlier to fill-up the required information in this page. Before submission,

the applicant must verify that all the entries made here are correct. If the information entered here are not correct then the **application will be rejected** and **no refund will be made**.

Step: 7. Choosing Payment Option: At this stage applicant will be asked to choose **online** or **offline** payment mode.

If **Online** mode of payment is chosen, the applicant will be able to pay requisite amount of Application Processing Fee of Rs.300/-+ additional charge of Bank online through Internet Banking, SBI ATM Card/Debit Card or through ATM Card/Debit Card of any other Banks as shown on the dropdown box.

On successful transaction of payment, an e-receipt will be generated. Please take a print out of it and retain it carefully for future reference.

And if **Offline** mode of payment is chosen, a pre-printed Challan in duplicate will be generated. The applicant will be required to take print out of the Challan thus generated and submit the same at any SBI branches to deposit the Application Processing Fee of Rs.300 + additional charge of Bank .The applicant must retain one copy of Challan (payment receipt) carefully for future reference.

Step: 8. Download Admission Form: After submission of Application Processing fee through **online** or **offline** payment mode, the admission form can be downloaded **after two working days**. To download the Admission form the applicant should login to the university portal using the registered email id and password and click on the “Download Admission Form” button. The applicant is advised to print the downloaded form and retain it for future reference.

General Instructions to the Applicants

1. It is to be noted that the information entered in the prescribed places on the website will be reflected on the downloaded Application Form and the same information will be saved in the database for further processing of the form for admission. Candidates are advised to take special care to make correct entry only. Therefore, application forms with manual corrections will not be accepted.
2. Please enter genuine **Mobile Phone Number and email address** for future communication regarding admission. No fictitious information should be entered.
3. No application for change of information already entered in the application form online after final submission will be entertained.
4. Incomplete application form will be treated as cancelled.
5. Duly filled-in downloaded application form should be signed by the candidate and his/her parent/guardian at the given spaces of the form.
6. The duly filled-in downloaded application form along with self-attested copies of all mark sheets, certificates and other relevant documents and copy of payment receipt, has to be retained by the candidate.
7. Applicants must preserve the **Application Submission Receipt** and **Bank Payment Acknowledgement Receipt** containing the Application Form ID No. etc. for the future reference.
8. **The applicant is required to submit the hard copy of duly filled-in downloaded Application Form** along with self-attested copies of all mark sheets, certificates and other relevant documents and copy of payment receipt to the office of the Secretary, Faculty

Councils, 56A, B.T.Road, E.B. Campus of the University, either in person or by post within
07.07.2015.

Method Subjects for B.Ed Course in 2015-2016 session

Method Subjects being offered in 2015-2016 session are: Bengali, English, Sanskrit, History, Mathematics, Vocal Music and Work Education.

Allocation of method subjects to the admitted students will be done by the department after commencement of the class.

Preparation of Merit Lists

Merits lists for admission to B.Ed course will be prepared as per the following chart:

Sl.no	Name of course	Name of examinations	Percentage of marks obtained	Highest marks allotted	Grade Marks after conversion
	B.Ed.	(i) M.P. or its equivalent		10	
		(ii) H.S. its equivalent		20	
		(iii) B.A (Hons.) OR		30	
		(iv) B.A. (Pass)		10	
		(v) M.A./M.Sc		30	
		(vi) M.Phil. OR		05	
		(vii) Ph.D.		10	
Total Grade					
Marks =					
Grade marks will be awarded only at single stage of Degree level i.e. either (iii)B.A (Hons.) OR (iv) B.A. (Pass)/ vi) either M.Phil.OR(vii) Ph.D.					

How to Convert

In order to convert the marks to credit marks, % (percentage) of marks obtained in any examination be divided by 100 and multiplied by the highest marks allotted in the self assessment form e.g. an applicant obtaining 60 % marks in Madhyamik Examination be divided by 100 and multiplied by 10 to get Grade marks of 6.

Publication of Lists and Modes of Admission

1. 1st Provisional Merit list of the candidates selected for admission and other details will be published on the University website on 16/07/2015(after 4:00 pm) .
2. **Provisional Admission:** On 20/07/2015 the selected candidates will be required to pay the Course fee of Rs.7215.00(For Internal Candidates) + additional charge of Bank (Internal Candidates having valid Registration Number of Rabindra Bharati University) and Rs. 7315.00 (For External Candidates) + additional charge of Bank (External Candidates having valid Registration Number of other University) online using his/her previous Login ID and Password, Application ID etc. Once again the candidate will be offered to pay through Online or Offline mode. After successful transaction of payment of Course fee, the candidate will be treated as admitted provisionally . Please note that this provisional admission will be categorically treated as cancelled , if the information particularly marks entered during the filling up of Application Form do not tally with the actual marks reflected on the original mark sheets.
3. **Admission Confirmation:** 22/07/2015 (between 11:30 a.m. and 3:30 p.m.) For confirmation of admission, provisionally admitted candidates must bring all original marksheets, SC/ST/OBC/PWD certificates issued by the competent authority (in case of candidates belonging to SC/ST/OBC/PWD category), and other relevant documents for physical verification. Only after successful verification, the provisional admission will be confirmed .If any discrepancies are found during verification of documents, marks, scores, etc. the provisional admission in the respective academic programme will be categorically cancelled and no refund of payment will be made. No further application for rectification will be entertained at this stage.

4. **Tentative date of Commencement of Class : 24/07/2015**

5. A set of hard copy of duly filled-in downloaded Application Form along with self-attested copies of all mark sheets, certificates and other relevant documents and copy of payment receipt will be required.

Exercise of Option

As per Govt. Rules, the candidates belonging to reserved categories (SC/ST/OBC –A&B) who have found place in the general merit list on the basis of their merit will also be placed in the merit list for the reserved categories of candidates. It is mandatory for such candidates to exercise their option on whether they would like to be placed in the general merit list or the separate merit list for reserved categories of candidates. Admission would be made as per the option exercised by the candidates. The option once exercised shall not be altered under any circumstances. Option will have to be done online. Details will be notified in due course.

Reservation of Seats

1. In B.Ed. Course out of total intake of 50 seats, 25% seats will be reserved for Deputed Teachers teaching for Class IX onwards and 75% seats will reserved for fresher candidates and out of 75% seats for Fresher candidates, 10% seats will be reserved for the fresher candidates belonging to other universities and 90% seats will be reserved for the fresher candidates of home University as per Govt.Order No. 486-Edn(CS)/ES/EE/10M-16/15 dt.29.5.2015.

2.Reservation of seats for the reserved categories of ST/SC/OBC-A&B/PWD will be as per the

West Bengal Higher Educational Institutions (Reservation in Admission) Rules, 2013.

Payment of Pay and Allowances of the Deputed Teachers

In terms of the Government Order No. 1022-SE(S)/2P-1/09 dt.15.9.2011, payment of pay and allowances, i.e. entire payment of the deputed teachers admitted at this University will be made by the concerned School Authority while undergoing the training of Bachelor of Education.

General Information:

1. No student will participate in, abet or propagate ragging in the University campus and hostels.
2. Candidates admitted elsewhere in any degree course must submit certificate or any other relevant document showing cancellation from the said degree course at the time of admission. Failing which, his/her candidature will be treated as cancelled.
3. No candidate will be allowed for admission to two or more concurrent degree courses in the same University (regular/external) in the same calendar year.
4. Candidates interested in admission will be required to collect all information regarding interview/test and admission dates in this regard from the University Website:
www.rbu.ac.in.
5. Admission of a candidate will be cancelled if any information given by him/her is found to be wrong or suppressed.
6. Submission of application Forms for admission does not imply any right to admission and selection for admission does not assure accommodation in University Hostels.
7. The list of the Candidates selected for interview/written test /admission will generally be treated as cancelled as soon as the corresponding last date is over.
8. In case of any disputes, the decision of the University will be final and binding to all concerned.

(Ujjwol Kumar Basumata)
Secretary, Faculty Councils (Actg)