



THE UNIVERSITY OF BURDWAN

DIRECTORATE OF DISTANCE EDUCATION

BARDHAMAN

WEST BENGAL – 713104

Ph: 0342 2657 804/912

INSTRUCTIONS REGARDING ONLINE ADMISSION TO B.Ed. PROGRAMME FOR THE ACADEMIC SESSION: 2018-2020

1. Candidates must fill in the form carefully before submission. Incomplete form will be treated as cancelled.
2. Candidates are requested **not to change their mobile number**, once entered during online application. Candidates will receive One Time Password (OTP) in his/her mobile number and in mail id. The OTP needs to be entered into the appropriate field to verify his/her application registration.
3. After filling in the required fields in the online form, candidates are to assign his/her password defined by them using at least 6 alpha-numeric characters (alphabets, e.g., a,b,c,..... and numerals, e.g., 1,2,3,.....) for logging back to their own form. Application ID generated after submission of form will be the user name of his/her profile. **Candidates are requested to remember their Application ID for future use.**
4. Candidates are to take a print out of the Bank Challan only for online registration and deposit the requisite fees as mentioned in the Challan to a nearest branch of **State Bank of India**. A candidate is to log on to his/her online form once again (**within Four days of submission of Application Form**) to insert the Journal No., Branch Code, Branch Name and Date of Deposit given by the bank on the Challan. The online application will be treated incomplete without insertion of the Journal No. given by the bank after making payment of the requisite fees ₹ 500 only.
5. **System will generate the Merit list as per 1st Method Paper based on the**



THE UNIVERSITY OF BURDWAN

DIRECTORATE OF DISTANCE EDUCATION

BARDHAMAN

WEST BENGAL – 713104

Ph: 0342 2657 804/912

criteria. If any candidate submits false statement in any respect during the online registration, his/her candidature must be cancelled and his/her online registration fees will not be refunded.

6. After publication of the Merit List, schedule of admission will be notified through SMS or published on the Website.
7. Selected candidates need to re-login on the system and upload his/her recent clear (light colour background) **colour passport size photograph** (without signature) **and signature** (black or blue pen) separately.
8. After uploading the photograph and signature, **candidates need to take print out of the application form** and **new Bank Challan for Admission** which includes the Course Fees details.
9. Selected candidates need to visit the DDE Administrative Office with all the original documents for verification along with the Application Form & Bank Challan print out as per schedule mentioned in the SMS or website.
10. During verification the candidates must produce the following documents in **original along with photocopies** (Xerox):
 - a. Application Form
 - b. Bank Challan – University Copy (Both Registration & Admission).
 - c. Admit Card of S.F. or equivalent examination.
 - d. Mark sheet of S.F. or equivalent examination.
 - e. Mark sheet of H.S. or equivalent examination.
 - f. Mark sheet of UG examination.
 - g. Mark sheet of PG examination (as the case may be).
 - h. Certificate of MPhil/PhD.
 - i. Mark sheet and Certificate of NCTE Recognised Programme.



THE UNIVERSITY OF BURDWAN

DIRECTORATE OF DISTANCE EDUCATION

BARDHAMAN

WEST BENGAL – 713104

Ph: 0342 2657 804/912

- j. B.U. Registration Certificate (applicable for BU students).
- k. Caste certificate /PWD certificate.
- l. Joining Letter and Experience Certificate.

11. Admission will be finalised after the verification of original documents and depositing the requisite Course Fees along with above mentioned documents.

12. Migration and Registration of Students from other universities:

Students of other universities seeking admission in M.A/M.Sc/M.Com./B.Ed. courses must get themselves registered under this University **by November, 2018 for Mathematics , Computer Science. By February, 2019 for M.A (except Mathematics) /M.Com. /B.Ed.** at the latest, failing which their admission is liable to be cancelled. After obtaining the Enrolment Number from the Directorate they will also be required to submit application, through prescribed form (one for Inward Migration and the other for regular Registration) , to be downloaded from the Directorate Website for registration along with self-signed documents like –

- A. Photocopy of the Mark sheet of the last examination passed i.e., B.A./B.Sc. /B.Com. / Bridge course/M.A. etc. (as the case may be),
- B. photocopy of the Admit Card of Madhyamik/Secondary Examination,
- C. photocopy of the Enrolment Card of the Directorate,
- D. a self-signed attested passport size photograph to be affixed on the space provided in the form,
- E. Photo copy of the challan (Student's copy) of course fee as proof of deposit of the requisite fee of Rs.200. Candidates will be required to furnish migration certificate in original from the university last attended. Candidates must submit the forms completed in all respects personally at the Directorate or Study Centres. Submission of forms by post to the



THE UNIVERSITY OF BURDWAN

DIRECTORATE OF DISTANCE EDUCATION

BARDHAMAN

WEST BENGAL – 713104

Ph: 0342 2657 804/912

Directorate is not allowed.

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

Students of Burdwan University, who meanwhile migrated to any other University for academic reasons, must get their original B.U Registration Number **restored by November 2018 for Mathematics & Computer Science** and **by February 2019 for M.A. (except Mathematics) / M.Com. / B.Ed.** Courses in the manner as stipulated in the relevant University rules. However, they will be required to submit the Restoration form to be downloaded from the Directorate website for Restoration furnishing Migration Certificate in original from the University last attended along with original B.U. Registration Certificate. They must submit the attested Photocopy of the Registration certificate to the Directorate as soon as they receive it in the 'Restored' form.

14. **Date of Submission of Form: 4th October, 2018 to 20th October, 2018**

ELIGIBILITY CRITERIA

- **Candidates are eligible if they have (For both Fresher's & In-Service).**
 - a. Diploma in Pre-School Education (DPSE) or
 - b. Diploma in Elementary Education (PTT) or
 - c. Bachelor of Elementary Education (B.El.Ed.) or
 - d. Diploma in Physical Education (D.P.Ed.) or
 - e. Bachelor of Physical Education (B.P.Ed.) or
 - f. Diploma in Elementary Education (D.El.Ed.) or
 - g. Diploma in Arts Education (Visual Arts/Performaing Arts)

2. At least 45% marks at Degree level (Under-Graduate).

N.B:



THE UNIVERSITY OF BURDWAN

DIRECTORATE OF DISTANCE EDUCATION

BARDHAMAN

WEST BENGAL – 713104

Ph: 0342 2657 804/912

- Reservation and relaxation in marks will be followed as per norms.
- Candidates who have completed **D.EL.Ed.** in (2 years) **ODL** mode and **Montessori** are **not eligible** for this course.
- **Marks of U.G. Level:** Candidates who have passed with Honours should only submit their honours marks and who have completed 10 + 2 + 3 year or equivalent degree in General (pass) course should only submit their total marks.
- **Selection of 1st Method Subject:** Candidates from General (pass) course will normally choose one subject from their Graduation as 1st Method subject while candidates from Hons. Course will normally choose their Hons. Subject as 1st Method Subject.
- **P.G. Level:** Candidates who have P.G. in a particular subject can also apply and choose it as 1st Method subject.

FEES DETAILS

1. **COURSE FEES: ₹ 25000.** (Twenty Five Thousand) per Part (say, Part-I/Part – II)
2. **REGISTRATION/RESTORATION FEES: ₹ 200** (Two Hundred) only for other University students.

Visit our website: [http:// www.dde.buruniv.ac.in](http://www.dde.buruniv.ac.in)

Director