



Baba Saheb Ambedkar Education University

(*Erstwhile The West Bengal University of Teachers' Training,
Education Planning and Administration*)

25/2 & 25/3, Ballygunge Circular Road, Kolkata - 700019

Ref. No.: BSAEU/COE/649/2024

09.07 2024

NOTICE

It is hereby notified to all concerned Principal/ T I C/ O I C of affiliated colleges under BSAEU that filling up of examination forms, payment of examination fees, issuance of admit cards and submission of marks for the examinees of **B.Ed. 1st Semester Examination (2023-25)** will be done via online portal on the following dates. User ID and Password will remain same.

Sl. No.	Activities	Dates
1.	Examination Form Fill-up	12.07.2024 to 15.07.2024
2.	Payment of Examination Fees	16.07.2024 from 4 PM onwards
3.	Issuance of Admit Card	17.07.2024
4.	Top sheet, Theory ASR and Seat Allocation will go live(For Examination Centres)	19.07.2024
5.	Theory Internal and Practicum Internal online submission of marks will go live	24.07.2024

Percentage of attendance condonation Fee*	Rs. 500/-
Review fee for each theory paper	Rs. 200/-

Examination Fees for B.Ed.1st Semester Regular Examination, 2023-25 (Payable by the candidate)

Examination Fee	Rs. 800/-
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*Attendance condonation fee is to be given by the candidates with attendance below 80% up to 50% in theory papers and 90% up to 50% in Practicum Papers. Candidates with attendance below 50% in any of the Theory Papers/Practicum Papers are not eligible for appearing at the examination.

All students are advised to write their Examination Papers in any one of the language i.e English, Bengali or Hindi. It is to be maintained that the students have to write and complete in only one of the above mentioned language throughout any particular course. Answering in several languages in one particular course/paper is not allowed and will be regarded as cancelled paper.

Note:

- An amount of Rs.200/- per candidate to be retained by the college for meeting up the expenditure of Practicum Examination including remuneration and conveyance of External Examiner as prescribed by the University. **Rs.600/-** (Rs.800.00-Rs.200.00) per candidate is to be paid by the college to the university through SB Collect.
- Spot payment of remuneration and TA is to be made to the External Examiner by the college.
- Hospitality and Contingencies for the practical examination are to be met up from the retained fund.
- The Practicum Examination fee retained at the college over the expenditure met up for the remuneration, conveyance and hospitality will have to be distributed to the Internal Evaluators and to the non-teaching staff.
- An utilisation certificate of the fund retained at the college for the practicum examination along with the copies of vouchers will have to be submitted to the Controller of Examinations immediately after the completion of the examinations.

The total amount of examination fees will have to be deposited by the colleges through the link and the following steps are given below

Steps to be followed for depositing the examination fees:

1. Colleges should visit the <http://www.onlinesbi.com>
2. Colleges should select 'SB Collect' from the menu.
3. On the 'SB Collect' page, the college should click the Check box at the end of the Disclaimer Clause to **proceed** for payment (I have read and accepted the terms and conditions stated above).
4. In the next page, the College should select 'State of Corporate/Institution' → (**West Bengal**) and 'Type of Corporate/Institution' → (**Educational Institutions**) from the drop down Menu and click GO.
5. Next the college should select from Educational Institution's name → '**BSAEU-EXAM**' from the drop down Menu and click **Submit**.
6. In the next page, the College should select Payment Category → '**EXAM FEES (REGULAR)**' from the drop down Menu and click GO.
7. In the next page the College should provide information (College Code, Name, Semester (1, 2, 3, and 4), No. of Candidate, and Amount). After that click Submit.
8. In the next page the details will be displayed on the screen with Exam Fees Amount. Please provide the other mandatory information for Bank transaction.
9. After confirmation of the payment details, the College can make payment through Net Banking/ Card Payment/ Other Payment modes.
10. In other Payment mode, the College can download and print the Pre-Acknowledgement payment challan and make the payment through any SBI Branch.
11. Please note the Bank Charges for each payment mode is different.

In case of payment of Supplementary examination fees, follow all the first five steps as is done in case of Regular examination fees. In the 6th steps college should select payment category – Exam FEES (SUPPLEMENTARY). Then follow the rest of the five steps.


09/7/24

Abhijit Biswas
Controller of Examinations (Acting)
BSAEU

Controller of Examinations (Acting)
Baba Saheb Ambedkar Education University
(Erstwhile WBUTTEPA)