

Department of Education
University of Delhi

Guidelines for Candidates on B.Ed. Third Admission List

- **The Third Admission list of candidates shortlisted for admission to the B.Ed. Programme has been uploaded on the 3rd August (noon), 2017 at the University/Department website.**
- Candidates whose names appear in the Admission list will be eligible for admission to the B.Ed. Programme subject to fulfilment of eligibility conditions, verification of all required documents (mentioned below) and online payment of fee within the prescribed schedule for admission.
- The process for **allocation of institutions (colleges/department)** to the candidates has been **automatized** from this year. There is no offline counselling of the shortlisted candidates in the Department of Education. The shortlisted candidates will thus **directly report to the respective institutions** that they have been allotted to on the basis of their Ranks obtained in the Entrance Exam, Categories, Subject Categories and their Institutional Preference. In the case of CW candidates, the order of priorities as mentioned in the B.Ed. Prospectus as well as PG Bulletin of Information have been followed.
- **Candidates have to report directly to their respective allotted institution (i.e his/her Reporting centre which will also be his/her Place of admission) between 3rd to 5th August, 2017 (working hours: 10 am to 5 pm) for confirmation of eligibility conditions, verification of documents and online payment of Fee. The four reporting centres out of which he/she will be allotted one are:**
 - 1) **Central Institute of Education**, Department of Education,33,Chhatra Marg, University of Delhi,Delhi-110007. Tel. 011-27667509; 011-27667030
(The nearest Station to reach CIE is Vishwa vidyalaya on the Yellow Line of the Delhi Metro).
 - 2) **Maharshi Valmiki College of Education**, Geeta Colony, Delhi-110031.
Tel.011-22085191
(The nearest Station to reach MVCE is Shastri Park on the Red Line and Lakshmi Nagar on the Blue Line of the Delhi Metro).
 - 3) **Lady Irwin College**, Sikandra Road, New Delhi-110001. Tel: 011-23711222
(The nearest Station to reach LIC is Mandi House on the Blue Line of the Delhi Metro).
 - 4) **Shyama Prasad Mukherji College (for Women)**, Road No.57,Punjabi Bagh (West),New Delhi-110026 Tel: 011-25224499
(The nearest Station to reach SPMC is Shivaji Park on the Green Line of the Delhi Metro).

Note: (Candidates are required to report only at the institution which is allotted to them.)

- A candidate from SC/ ST/ OBC/PwD/ CW meeting the UR (unreserved) merit will appear in two or all lists (i.e. his/her name will appear in his/her category as well as UR category). The candidate will get both or all admission forms on his/her admission portal and can choose which one to use.

Admission Process:

- **The selected applicants will have to first log on to the PG admission portal to download the Admission Form using their registered email id and password and take a printout of the Admission Form. The Admission Form will have the information of the “Reporting Centre” (Allotted Institution) where the selected applicants have to report. The Reporting Centre for the B.Ed. applicants is also the “Place of Admission” (College/Department), where the applicant will be admitted. Applicants must carry this ‘admission form’ to the Reporting Centre.**
- Applicant shall report at the “Reporting Centre” along with the Admission Form and all the relevant documents (in original), for verification of the documents and eligibility criteria. **Only those candidates whose names appear in the Admission List, and who report at the “Reporting Centre”, within the scheduled time limit, will be eligible for Admission to the Course.**
- Those who report to the Reporting Centre, with all the documents (including qualifying examination marks-sheet), shall be marked **Verified and Reported** on the applicant’s Admission Form.
- The applicant shall then submit the **original documents** with the Place of Admission. If the candidate is found to be eligible and has brought all requisite documents, the candidate, after satisfaction of the competent college authority, may be marked as **Approved** by the college on the portal. **Once the candidate is Reported/Approved, a link for payment of fee will be generated for the candidate on his or her personal dashboard from where he/she may pay the fee as per the prescribed schedule specified by the University of Delhi.**
- The applicant will then be required to login to the admission Portal to make the online Admission Fee payment through one of the available online payment options. The admission to the programme shall not be considered complete till the payment of the online admission fee within the prescribed time limit.
- The applicants shall be considered in the “Admission List” even if their Qualifying Examination results are still awaited. Those applicants who do not have documents of the **qualifying mark-sheet and migration certificate** (if required) will be allowed to submit their required documents at least seven days (23rd August 2017) before the last date (31st August 2017) of admissions in University of Delhi. An **undertaking** in the suggestive format to this effect should be submitted by the candidate to the institution at the time of reporting for admission. These applicants can be marked as ‘Reported’ and can pay online application fee. Once the documents are submitted, their admission status will be changed as ‘Approved’ by the allotted institution at the portal.
- If the applicant fails to submit the required documents within the prescribed time limit then the applicant’s provisional Admission to that Programme will be cancelled automatically.

- If the candidate fails to bring **any other document (other than migration certificate or qualifying mark-sheet, as specified in the list of documents)**, ten days from the date of reporting to the college, may be allowed for the candidate to furnish the requisite documents. Till that time, the candidate will be marked only as ‘Reported’. The candidate may be marked as ‘Approved’ after the specified documents have been provided, failing which his/her admission may be cancelled by the institution. An **undertaking** in the suggestive format to this effect should be submitted by the candidate to the institution at the time of reporting for admission.
- **Those Applicants, who do not report to the “Reporting Centre” within the scheduled time limit of the given “Admission list”, irrespective of the fact whether all other criteria of admission are fulfilled, shall NOT be considered for Admission in any of the subsequent lists.** Applicants are therefore advised to take admission in the lists where their names appear within the prescribed time limit as per the Admission Schedule.
- The certificates of Approved and Reported candidates shall be retained at the “Place of Admission”. The certificates will remain with the “Place of Admission” during the entire admission process.
- The “Place of Admission” shall promptly return the documents in case student withdraws/cancels the admission or student wishes to appear for counselling at any other university/ institute. In case the Reported candidate fails to submit the required documents within the prescribed time limit, then the earlier submitted certificates shall be given back to the candidate.
- In the case of equal marks in the Entrance Examination, candidates securing higher percentage of marks in the qualifying examination, as mentioned in the eligibility condition, will be offered admission first.
- It may be noted that the admission of an applicant is completed only after the payment of the Online Admission Fee on the Admission Portal within the prescribed time-limit is realized.
- No reallocation of institution/ college will be entertained to the B.Ed. programme. The reallocation procedure is not applicable for the B.Ed. programme even if the admission portal (common to all PG Courses) shows the option of reallocation of colleges. Upgradation of institutions/colleges is not allowed.
- No change of Subject category is allowed. The five subject categories are Science, Social Science, Languages, Other Languages and Other subjects.
- The names of candidates with lower ranks/ same rank may appear in the admission lists. This may be due to variation in seats per subject category or a case of a tie. The numbers of seats in various subject categories are different, as given in the B.Ed. Prospectus.

SCHEDULE for Admission to B.Ed.Programme for Academic Session 2017-18

(Kindly keep checking the website/portal for future updates).

Third List announcement, Verification of Documents, Approval of Admission and Payment of online admission Fee*:	3rd - 5 th August, 2017
Fourth List/Subsequent List announcement (if required), Verification of Documents, Approval of Admission and Payment of online admission Fee*:	Second week of August, 2017

***Note:**

1) For document verification and approval of admission, official working hours between 10 AM to 5 PM shall be observed.

2) After reporting/approval of admission, the applicant has to log on to the post-graduate admission portal to make online admission fee payment. This may be done till 12:00 noon of the next day of the given admission list deadline.

3) Department may decide to have further Admission Lists, depending on the vacant seats.

LIST OF DOCUMENTS REQUIRED FOR THE ADMISSION

The applicants shall be required to produce following documents in original with two sets of self-attested photocopies at the "Reporting Centre":

1. Print out of Admission Form showing Reporting Centre
2. Copy of Admit Card
3. Class X Board Examination Certificate
4. Class X Marks-Sheet
5. Class XII Marks-Sheet
6. Class XII Original Certificate
7. Provisional Certificate and Marks-Sheet of the Qualifying Examination
8. Character Certificate (recent, six months)
9. SC/ST/PwD/CW Certificate (in the name of the candidate) issued by the competent authority
10. An OBC (Non-Creamy Layer) Certificate* (in the name of the Candidate) issued by competent authority and valid for 2017.
11. Migration Certificate: Required for those students who have passed qualifying examination from outside Delhi University
12. At least two passport size self-attested photographs.

***NOTE:**

As per DOPT 2016 notifications regarding issue of OBC non creamy layer certificate; certificate which is issued after 1st April 2016 is valid for the admissions in all the colleges and Departments of Delhi University for the year 2017.

The admission of the applicant shall be considered in accordance with the rules of University of Delhi.

B.Ed. Admission Committee 2017