



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.: WBUTTEPA/COE/126/2022

24.01.2023

NOTICE

It is hereby notified to all concerned Principal/ T I C/ O I C of affiliated colleges under WBUTTEPA that filling of examination forms, payment of examination fees, issuance of admit cards and submission of marks for the examinees of **B. Ed. 3rd Semester (Regular & Supplementary-II) Examinations 2022** [for the session 2021-23] 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	06.02.2023 to 08.02.2023
2.	Payment of Examination Fees	06.02.2023 to 11.02.2023
3.	Issuance of Admit Card	08.02.2023
4.	Practicum External Award List access will be given to all colleges (to download and handed over to External Examiner)	10.02.2023
5.	Submission of Internal & Practicum Marks	Within 22.02.2023

B.Ed. 3rd Semester Examination Fees (payable by the candidate)	Rs. 800/- (Rupees Eight Hundred Only)
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NOTE:

- An amount of Rs. 500/- per candidate is to be retained by the college for meeting up the expenditure of Practical Examination including remuneration and conveyance of External Examiner as prescribed by the University. Rs. 300/- (Rs.800/- - Rs. 500/-) per candidate is to be deposited by the college to the University.
- Spot payment and 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 from the retained fund.
- The practical examination fee retained at the college over the expenditure met up for remuneration, conveyance and hospitality will have to be distributed to the Internal Evaluators and to the non-teaching staffs.
- An utilisation certificate of the fund retained at the college for the practical examination along with the copies of vouchers will have to be submitted to the Controller of Examinations immediately after the completion of the Examination.

Steps to be followed for depositing the examination fees:

- Colleges should visit the <http://www.onlinesbi.com>
- Colleges should select 'SB Collect' from the menu.
- 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).
- 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.
- Next the college should select from Educational Institution's name → **'BSAEU-EXAM'** from the drop down Menu and click **Submit**.
- In the next page, the College should select Payment Category → **'EXAM FEES (REGULAR)'** from the drop down Menu and click GO.
- In the next page the College should provide information (College Code, Name, Semester (1,2,3,4), No. of Candidate, Amount). After that click Submit.
- 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.
- After confirmation of the payment details, the College can make payment through Net Banking/ Card Payment/ Other Payment modes.
- In other Payment mode, the College can download and print the Pre-Acknowledgement payment challan and make the payment through any SBI Branch.
- 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.

A. P. Bhattacharjee
24.01.2023

Prof. (Dr.) Amit Kumar Bhattacharjee
Controller of Examinations
BSAEU

Controller of Examinations

Baba Saheb Ambedkar Education University

(Erstwhile WBUTTEPA)

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