



# 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/ 138/2023

17.03.2023

## NOTICE

It is hereby notified to all concerned Principal/ TIC/ OIC of affiliated colleges under BSAEU that filling of examination forms, payment of examination fees, issuance of admit cards and submission of marks for the examinees of **B. Ed. 1<sup>st</sup> Semester (Regular & Supplementary-II) Examinations for the session 2022-2024** 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	20.03.2023 to 23.03.2023
2.	Payment of Examination Fees	21.03.2023 to 24.03.2023
3.	Theory Internal and Practicum Internal online Submission of marks go live	28.03.2023 to onwards
4.	Issuance of Admit Card	29.03.2023
5.	Topsheet, theory ASR and Theory Absentee Entry will be live	30.03.2023

B.Ed. 1 <sup>st</sup> Semester (regular)examination Fees (payable by the candidate)	800
---	-----

Percentage of attendance condonation fee	Rs.500
Review fee for each theory paper	Rs. 200

Attendance condonation fee is to be given by the candidates with attendance below 80%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

Exam Fees for B.Ed. 1<sup>st</sup> Semester (Supplementary) Examination, 2022(Payable by the candidate)

Examination fee for one Supplementary Paper	Rs. 400
Examination fee for two Supplementary Papers	Rs.600
Examination fee for all Supplementary Papers (Theoretical)	Rs.700
Examination fee for all Supplementary Papers (Theoretical and Practical))	Rs.900(Rs.200 to be retained by the college)

### Note:

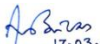
- An amount of Rs.200/- per candidate to be retained by the college for meeting up the expenditure of Practical Examination including remuneration and conveyance of External Examiner as prescribed by the University. Rs. 600/- (Rs.800.00-Rs.200.00) per candidate is to be paid by the college to the university 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 practical 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 practical 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:

- 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 6<sup>th</sup> steps college should select payment category – Exam FEES (SUPPLEMENTARY). Then follow the rest of the five steps.

  
17-03-23  
Mr. Abhijit Biswas  
Controller of Examinations (Acting)  
BSAEU

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