



# 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/ 446 /2024

15.01.2024

## NOTICE

It is hereby notified to all concerned Principal/ T I C/ O I C 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 **M. Ed. 2nd Semester Regular and Supplementary II 2023 (for the session 2022-24) and 1st Semester Supplementary-II** [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	16.01.2024 to 17.01.2024
2.	Payment of Examination Fees	16.01.2024 to 18.01.2024
3.	Issuance of Admit Card	19.01.2024 onwards
4.	Top Sheet, Theory ASR and Seat Allotment	20.01.2024

### Examination Fees for M.Ed. 2nd Semester (Regular) Examination, 2022-24

	2 <sup>nd</sup> Semester
Payable by the candidate	Rs. 1150/-
To be retained by the college	(-) Rs. 250/-
Payable to the University	Rs. 900/-

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

### M.Ed 1<sup>st</sup> Semster Supplementary II and 2<sup>nd</sup> Semester Supplementary II

Examination fee for one supplementary paper	Rs 400/-
Examination fee for two supplementary papers	Rs.600/-
Examination fee for all supplementary papers(Theoretical)	Rs. 850/-
Examination fee for all supplementary papers(Theoretical and Practicum)	Rs.1300/-(Rs.450/- to be retained by the college)

\*Attendance condonation fee is to be given by the candidates with attendance below 80% but not below 50% in theory papers and 90% but not below 50% in practicum papers. Candidates with attendance below 50% in any of the Theory papers/Practicum papers are not eligible for appearing at the examinations.

### NOTE:

- NOTE: An amount of Rs. 250/- (for 2nd Semester) per candidate are 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.900/- (for 2nd Semester) per candidate are to be paid by the college to the University along with the filled in examination forms. The total amount of examination fee is to be paid by the college in favour of BSAEU-EXAM through online portal
- Spot payment of remuneration and TA is to be made to the External Examiner.
- Hospitality and contingencies for the practical examinations are to be met up from the retained fund
- The Practical Examination fees retained at the college over the expenditure met up for remuneration, conveyance, and hospitality of External Examiner will have to be distributed to the Internal Evaluators and to the non-teaching staff members.
- 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:**

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

  
15/1/24

**Abhijit Biswas**  
**Controller of Examinations**  
**BSAEU**

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