



# The West Bengal University of Teachers' Training, Education Planning and Administration

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

Ref. No. WBUTTEPA/COE/053/2022

31.08.2022

## 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 and issuance of admit cards of **M.Ed. 4th Semester (Regular & Supplementary-II) Examinations 2022** and **M.Ed. 3rd Semester (Supplementary-I) Examinations 2022** will be done via online portal on the following dates. User ID and Password will remain the same.

| Sl. No. | Activities                  | Dates                    |
|---------|-----------------------------|--------------------------|
| 1.      | Examination Form Fill-up    | 13.09.2022 to 14.09.2022 |
| 2.      | Payment of Examination Fees | 13.09.2022 to 14.09.2022 |
| 3.      | Issuance of Admit Card      | 16.09.2022 onwards       |

### Examination Fees for M.Ed. 4<sup>th</sup> Semester (Regular) Examinations 2022

|                               |  |
|-------------------------------|--|
| Payable by the candidate      | Rs.1300/- (Rupees Thirteen Hundred Only)   |
| To be retained by the College | Rs.450/- (Rupees Four Hundred Fifty Only)  |
| Payable to the University     | Rs.850/- (Rupees Eight Hundred Fifty Only) |

### Examination fees for M.Ed. 3rd/4th Semester (Supplementary) Examinations 2022 (payable by the candidates)

|  |  |
|--|--|
| 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 Practical) | Rs.1300/- (Rs.450/- to be retained by the college) |

#### Note:

- An amount of Rs.450/- per candidate is to be retained by the college for meeting up the expenditure of Practical Examination including remuneration and conveyance of the External Examiner as prescribed by the University. Rs. 850/- per candidate is to be paid by the college to the University through SB Collect.
- Spot payment of remuneration and TA are to be made to the External Examiner.
- 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 → 'WBUTTEPAEXAM' 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.

*A Bhattacharjee*  
31.08.2022

**Prof. (Dr.) Amit Kumar Bhattacharjee**  
Controller of Examinations  
WBUTTEPA

Controller of Examinations  
The West Bengal University of  
Teachers' Training, Education  
Planning and Administration