



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

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

Ref. No.: WBUTTEPA/COE/104/2022

Dated: 09 November, 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, issuance of admit cards, and submission of marks for the examinees of **M.Ed. 2nd Semester (Regular and Supplementary-II) Examinations 2022 [for the session 2021-2023]** and **M.Ed. 1st Semester (Supplementary-I) Examinations 2022 [for the session 2021-2023]** will be held on the following dates. User ID and Password will remain same.

Sl. No.	Activities	Dates
1.	Examination Form Fill-up	17.11.2022 to 18.11.2022
2.	Payment of Examination Fees	17.11.2022 to 24.11.2022
3.	Issuance of Admit Card	19.11.2022
4.	Submission of Internal & Practicum Marks	06.12.2022 to 12.12.2022

Examination fees for M.Ed. 2nd Semester [Regular] Examinations 2022

	2 nd Semester
Payable by the Candidate	Rs. 1150/-
To be retained by the College	(-) Rs.250/-
Payable to the University	Rs.900/-

Examination fees for M.Ed. 1st Semester (Supplementary-I) Examinations 2022 and 2nd Semester Supplementary –II Examinations 2022

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. 250** (for 2nd Semester) 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. 900** (for 2nd Semester) per candidate are 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 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:

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

A Bhattacharjee
09.11.2022
Prof. (Dr.) Amit Kumar Bhattacharjee
Controller of Examinations
WBUTTEPA

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