



The West Bengal University of Teachers' Training,  
Education Planning and Administration  
25/2 & 25/3, Ballygunge Circular Road, Kolkata – 700019

Memo. No. - WBUTTEPA/RO/ 494 /2018

Date: 06.09.2018

**NOTICE FOR CORRECTION IN THE CHECKLIST FOR REGISTRATION**

**For all colleges affiliated to WBUTTEPA and offering B.Ed. and M.Ed. Programme (2018-20)**

The following may kindly be noted:

**Point A**

- Find an e-mail and an attachment of a checklist of candidates admitted in your college with the statement of some basic relevant data.
- Download the file and get a printout of the same.
- Make corrections if required, on the print copy. **No name should be changed during this correction.**
- Get the corrected copy signed by the Principal / Teacher-in-Charge / Officer-in-Charge with official seal.
- If there is no case of addition of names, send the corrected checklist through e-mail to the undersigned **within three days** of receiving our e-mail.

**Point B**

- It may be found that some of the candidates listed in the previous submission are missing.
- This means that there are disputes with those candidates. The college should immediately report to the undersigned with all the supporting documents.

**Point C**

- It may happen that some of the names, not included in the previous submission of the college, need to be included.
- In this situation also the college should immediately report to the undersigned with all the supporting documents.

**Point D**

- In case no e-mail is received by the college before **20<sup>th</sup> September 2018**, inform the helpdesk over telephone and send an e-mail to helpdesk (helpdeskwbuttepa@gmail.com).
- **If there will be any discrepancy, report with all documents to the undersigned within two days from the date of receiving the e-mail from the WBUTTEPA. For official convenience, Principal / Teacher-in-charge / Officer-in-Charge / Secretary should be present on that date.**
- In case any college does not reports within two days from the date of receiving the e-mail from the WBUTTEPA, it will be understood that the college has received the mail and has found the check list to be O.K.

*P.K.Chanda*

**Dr. P.K.Chanda**  
**Registrar**