

**ADMISSION INTO B.ED COURSE
(SELF-FINANCING MODE)
FOR THE SESSION, 2016-17**



INFORMATION BROCHURE

**RAJDHANI COLLEGE,
BHUBANESWAR-751003, ODISHA**

Applications are invited for admission into two years B.Ed program on Self-Financing mode.

- **Intake Capacity of the Institution:** 50 (Fifty)
 - Duration: 02 years
 - Subject Wise distribution of seats:
 - B.A B.Ed : **25 Seats (Arts)**
 - B.Sc B.Ed : Physical Science
 - B.Sc B.Ed : Biological Science
- } **25 Seats (Science)**
- Syllabus as prescribed by DTE & SCERT, Odisha will be followed.

Category of Candidates and Distribution of Seats:

Sl.No	Category	% Reservation	Seats to be allotted	PH (3%)	ESM (3%)	Green Card (1%)	OOT (2%)	In-Service Elementary (5%)	In-Service Secondary (10%)	Balance
1	SC	16.25	8	0	0	0	0	0	1	7
2	ST	22.50	11	0	0	0	0	1	1	9
3	SEBC	11.25	6	0	0	0	0	0	1	5
4	UR	50.00	25	1	1	0	1	1	3	18
TOTAL		100%	50	1	1	0	1	2	6	39

Total seats in each category shall be distributed between Arts and Science discipline candidates on 50:50 basis. Out of 50% of Science seats, there will be 25% of reservation for physical science and 25% for Biological Science subject. Out of the 50% seats for Arts candidates, reservation of seats shall be made for students having English Honours and Odia Honours at Graduation level @ 7.5% each. Rest 35% seats shall be for other Arts subjects.

If available seats in any category of Arts/Science happens to be odd number, in such case benefit shall go to the candidates having the higher career marks either in Arts/Science category.

Interchange of Seats:

- In case of non-availability of eligible candidates in Science/Arts Groups interchange of seats as per social category shall be permitted.
- In case of non-availability of eligible candidates in any one PH category (VI, HI, OH) and OOT (Andhra Pradesh, West Bengal, Jharkhand, Chhatishgarh) Categories, the vacant seats will be filled up by the other PH and OOT category candidates respectively.
- The candidates seeking admission for different special reserved category are required to apply separately for each special reservation.

- **The Seats earmarked for special reserved candidates and In-Service candidates shall be converted and added to total number of seats for direct admission under UR category if the specific categories of candidates are not available.**

Eligibility:

The candidate must fulfill all the eligibility conditions given below:

- She/he must be an Arts/Science Graduate, General candidates should have at least **50% marks in aggregate in the Bachelor's Degree Examination or in the Master Degree in Science/Social Science/Humanity** and SC, ST,SEBC and PH candidates should have 45% of marks in aggregate in the Bachelor Degree Examination or in the Master's Degree. She/he should have passed Graduation with at least two school subjects of minimum 200 marks each.

OR

- Candidates having Bachelor Degree in Engineering or Technology (B.Tech) with specialization in Science and Mathematics (as per AICTE syllabus) with 55% marks in aggregate for General candidates and 50% marks in aggregate for SC, ST, SEBC and PH candidates.
- The Science graduate candidates should have passed with two school subjects (with not less than 200 marks each) out of Physics, Chemistry, Mathematics, Botany, Zoology, Computer Science and Geography.
- For the Arts Graduate candidate, one of the subject shall be considered out of English, Odia, Hindi and Sanskrit and another subject shall be considered from the subject studied out of History, Geography, Economics, Indian Economy, Political Science, Landmarks in Indian History, Indian Geography, Indian Polity, Mathematics (Each subject of the above mentioned list should have been studied at the Graduation level with not less than of 200 marks)

N.B: The candidates who have passed Shastri qualification are not eligible to apply for the General B.Ed Course.

- She/he must have passed Odia as MIL up to HSC level or any such equivalent or higher examination or have passed Odia as a subject in specific examination conducted by BSE, Odisha of HSC standard or should have passed HSC Examination of BSE, Odisha in Odia medium with MIL other than Odia. Such candidates who have passed HSC Examination of BSE, Odisha without Odia as MIL should produce a certificate to the effect from the Headmaster of the concerned school that he/she has passed HSC Examination in Odia medium.

Age: The age limit as on **30.06.2016**

For SC, ST and SEBC Candidates	35 years	She/he should have not born before 30.06.1981
For Women Candidates of all categories	35 years	She/he should not have born before 30.06.1981
For General Candidates	30 years	She/he should not have born before 30.06.1986
For PH Candidates	40 years	She/he should not have born before 30.06.1976

Note: *The upper age limit is inclusive of age relaxation for relevant groups as admissible under rules.*

Residential Certificate

The candidates except Outlying Odia Tract (OOT) category must be permanent residents of Odisha. To that effect each candidate shall furnish a permanent residential certificate (issued after 30.06.2015) in the prescribed format issued in favour of him/her by the Tahasildar/Additional Tahasildar concerned.

Caste Certificate:

*In case of SC, ST and SEBC candidates, the Caste Certificate should be issued by the concerned Tahasildar/Additional Tahasildar. **The Caste Certificate shall be considered by virtue of birth only (Caste by marriage or adoption will not be considered).***

PH Certificate:

- Disability type-wise reservation of seats shall be made for the candidates under this category – Blind: 1%, Deaf: 1% and Orthopedically Handicapped: 1% as per **Resolution No. 3404 – 2R / 1-3/2004/Gen dated 13.02.2006 of the GA Department, Odisha.**
- The Blind and Orthopedically Handicapped candidates with disability of minimum 40% are eligible to apply.
- The Hearing Impaired candidates with disability of minimum loss of hearing of 40% or more are eligible to apply.
- Such candidates are required to submit PH Certificate issued in their favour in the prescribed form by District Medical Board. Candidates in possession of temporary disability certificate shall submit their latest renewal certificates. The candidates cannot claim reservation in two types of disabilities to fulfill the minimum percentage of disability.

- **The selected candidates shall be referred immediately to the Appellate Medical Board constituted at SCB Medical College, Cuttack/MKCG, Berhampur (RDC Division-wise) for verification.**
- **On the basis of the report of the Appellate Medical Board, the admission shall be given only to the candidates suggested by it.**
- However, such candidates shall pursue their studies within the existing facilities available in the institutions until special provisions are made for them.
- During examination, 20 minutes compensatory time per hour shall be allowed.
- If a candidate desires to take scribe of his own or wants the provision of a Scribe from the Examination Centre, he/she shall intimate the concerned Head of the Examination Centre one day before for making necessary arrangements.
- The Head of the Examination Centre shall verify the PH certificate of the candidate before allowing the candidate to use the Scribe as well as the identity proof of the Scribe, if arranged by the candidate himself.
- All PH candidates shall be allowed to give examination in the ground floor only.
- All other conditions mentioned in the letter No. WCD-DW I-Misc. 1/2013-18357/CS (W&CD) dated 17.09.2013 shall be followed.

OOT Candidates:

- Candidates from the Outlying Odia Speaking Tracts of Andhra Pradesh, Jharkhand, Chhatisgarh and West Bengal with required academic qualification/ conditions as indicated above are eligible to apply.
- They are required to submit permanent Residential Certificate to that effect in their favour by the competent authority of their respective state.
- Only those candidates who have pursued their studies up to High School Certificate Examination in their respective states will be considered for selection under the Outlying Odia Speaking Tract quota.
- They should have passed Odia as a subject of study in HSC examination or any such equivalent or higher examination or have passed Odia as a subject in special examination conducted by BSE, Odisha of HSC standard.

Kashmir Migrant: The following type of relaxation will be admissible in case of Kashmir Migrants in the matter of their admission (vide Government letter No. 6110/SME dated 15.04.2010)

- Extension in date of admission by about 30 days.
- Relaxation in cut-off percentage up to 10% subject to minimum eligibility requirement.
- Increase in intake capacity up to 5% - course –wise.
- Reservation of at least one seat in merit quota in technical / professional institutions.

- Waiving of domicile requirements.
- Facilitation of migration in second and subsequent years.

Ex-Servicemen Candidates:

The person who is retired from Defence Service (Army, Navy and Air-force) is to be considered as Ex-Servicemen except Central Army Police Force (CAPF). The son/unmarried daughter/spouse of Ex-Servicemen including self are eligible to apply on submission of Certificate issued by the Rajya Sainik Board, Nageswar Tangi, Odisha, Bhubaneswar in favour of his/her parents/spouse at the time of filling up of the Application Form. The certificate must reflect the name of ex-servicemen, the date of entry to the defence service and retirement, his relationship with the candidate, seal and signature of the concerned authority.

Green Card Holder Candidates:

The candidates under this category are eligible to apply (as Government Resolution **No. 29055/HFW dated 09.11.2012**) on submission of the prescribed Green Card of Health and Family Welfare Department, Government of Odisha issued by CDMO concerned.

The Green Card holder shall be treated under this category provided the dates of operation of parents are prior to 09.11.2012.

The name and date of birth of the candidate and name of the parents written on Green Card must be same as reflected in HSC Certificate of the candidate.

In-Service Candidates:

Eligibility:

- **General** candidates having **50% marks** and reserved category i.e. **SC, ST, SEBC, PH** having **45% marks**, in aggregate, either in Bachelor's Degree and / or in the Master's Degree or any other qualification equivalent thereto are eligible to apply.
- Untrained In-Service teachers except PET, Classical Teacher and Hindi Teacher validly appointed on regular basis against the sanctioned yardstick TGT posts in Government/Government Aided/Recognized High Schools and continuing as such are eligible to apply provided he/she must have completed at least one **year of continuous service** by the last date of submission of Application Form.
- In case of non-availability of teachers from the Government/Government Aided institutions, the names of untrained teachers from recognized schools may be sponsored by the concerned Directorates.
- Teachers validly appointed on regular basis against the sanctioned posts in Government/Government Aided/Recognized Elementary Schools having Graduate

qualification and continuing as such are eligible to apply provided he/she **must have completed at least three years of continuous service** by the last date of submission of Application Form.

- Not more than two In-Service candidates shall be selected from one institution in one academic session. All In-Service candidates shall submit an undertaking at the time of admission to the effect that they shall not claim any salary/stipend during the period of their training. He/she shall have to submit an affidavit to the effect that he/she shall continue in the school in question for a period of at least 10 years after completion of his/ her B.Ed training.
- The service seniority of the In-Service Candidates of Secondary schools will be counted from the date of joining against sanctioned TGT yardstick posts/date of recognition of Class X whichever is later.
- The service seniority in case of candidates of elementary schools shall be counted from the date of joining against sanctioned post in Government, Government Aided Elementary Schools/date of recognition of schools whichever is later. However, in case of elementary In-Service candidates , if the year of passing graduation is after the date of joining or date of recognition of school, the service seniority will be counted from the year of passing graduation.
- Other criteria as decided by the Director, Elementary Education/Secondary Education as the case may be.
- State level selection of candidates shall be made on the basis of recommendation by the Director, Elementary Education/Secondary Education as per the seats reserved for the category.

Selection for In-Service Candidates:

- The service seniority of the In-Service Candidates of Government/Government Aided/Recognized High Schools will be counted from the date of joining against sanctioned TGT yardstick posts/date of recognition of Class X whichever is later.
- The teachers from secondary level shall be selected by the Director, Secondary Education, Odisha as per selection criteria and a final list of selected secondary teachers along with their application forms shall be submitted to the Principal, Rajdhani College, Bhubaneswar within the stipulated date.
- In case of non-availability of teachers from the Government/Government Aided Institutions, the names of untrained teachers from recognized schools may be sponsored by the above Directorates. In case of sponsoring of untrained in-service teachers of recognized schools, the Block Education Officers and District Education Officers must Certify that no untrained in-service applicants of Government/Government Aided schools are available.

- The application of all sponsored in-service teachers must be countersigned by the Block Education Officers/District Education Officers, as applicable.
- The in-service teachers should submit their application forms to their respective Block Education Officers/District Education Officers within the stipulated date. After countersigned by the concerned authority, their application forms shall be forwarded to the Director, Elementary Education/Director, Secondary Education, Odisha within the scheduled date. **The filled in Application Form of any in-service Teacher sent to this College will not be entertained directly from the Block Education Officers/District Education Officers or from the candidate.**
- The service seniority in case of teachers of elementary schools shall be counted from the date of joining against sanctioned post in Government, Government Aided / Recognized Elementary Schools/ date of recognition of schools whichever is later. However, in case of elementary in-service candidates, if the year of passing Graduation is after the date of joining or date of recognition of school, the service seniority will be counted from the year of passing graduation.
- The teachers from elementary level shall be selected by the Director, Elementary Education, Odisha as per selection criteria. A final list of selected elementary teachers along with their application forms shall be submitted to the Principal, Rajdhani College, Bhubaneswar within the stipulated date.
- Other criteria as decided by the Director, Elementary Education/Secondary Education as the case may be.
- State level selection of candidates shall be made on the basis of recommendation made by the Director, Elementary Education/Secondary Education as per the seats reserved for the category.
- No recommendation of unreserved candidates in lieu of SC/ST candidates will be made by the sponsoring Directorates. The list sponsored by the Directorates should not be more than 100% of the earmarked seats for each category.

Admission Criteria/Selection Procedure:

Selection of the candidate will be made on the basis of career mark from HSC/10th onwards as per **NCTE Norms**.

How to obtain Admission Brochure and Application Form:

The Admission Brochure and Application Format is available in the College Website. The candidate is required to download application format from the Website: www.rajdhanicollege.org.in .

The filled in application form along with required documents and Bank Draft must be sent either by **SPEED POST/ REGISTERED POST** or be submitted **by hand** in the College Counter between **11 AM to 3 PM** in the working days. Candidates of all categories are required to pay **Rs. 500/-** (Rupees Five Hundred only) in form of Demand Draft from any Nationalized Bank in Favour of Principal, Rajdhani College payable at Bhubaneswar.

Documents to be submitted with the application form:

All candidates are required to submit the self attested photo copies of the following documents:

- HSC/10th certificates and mark sheets
- +2/12th certificates and mark sheets
- Degree certificates and mark sheets
- Post Graduation certificates and mark sheets
- Equivalency Certificate in case of any Degree obtained from University outside Odisha.
- Certificate of Headmaster of the schools to the effect that he/she has passed HSC in Odia medium (In cases who have passed from Board of Secondary Education, Odisha without Odia as MIL)
- Residential Certificate issued by Tahasidar/Additional Tahasildar.
- Caste Certificate in case of SC, ST, SEBC candidates by virtue of birth
- PH Certificate in case of PH candidates
- Ex-Serviceman Certificate in case of son/daughter/spouse of Ex-Serviceman
- Green Card in case of Green Card Holder
- Two self addressed envelopes

N.B: *Xerox Copies of all certificates/mark sheets shall be signed by the candidates in full*

Documents to be submitted with the application form for in-service Candidates.

All In-Service Candidates shall submit the Xerox Copies of the following documents attested by the Headmasters/Headmistress/Principals as mentioned below along with their application forms.

- All Certificates and Mark Sheets in Photo copies
- Copy of the appointment letter and joining letter
- Copy of the Service Continuance Certificate
- Copy of the first and last page of the Service Book in case of teachers serving in Government/Government Aided schools.
- Copy of the approved management at the time of appointment of in-service candidates.
- Copy of the resolution of Management in case of Non-Government aided recognized schools showing that the appointment has been regularized.

- Caste Certificate in case of SC, ST and SEBC candidates by virtue of birth
- The In-Service Candidates shall have to submit an affidavit to the effect that he/she shall continue in the school in question, for a period of at least 10 years after completion of his/her B.Ed training.

N.B: Xerox Copies of all certificates/mark sheets shall be signed by the candidates in full.

Fees:

Institution fees at the time of Admission:

- Admission fees of the College
- Course Fees @ **Rs. 45000/-** (Rupees Forty Five thousand only) for the **1st year** and **Rs. 45000/-** (Rupees Forty Five thousand only) for the **2nd year**.

*** No course fee and admission fee will be returned to the students after taking admission to the B.Ed course.**

N.B: However, in case of PH candidates, only tuition fees and admission fees will be exempted of the following categories of disabled students:

- Blind students who have used Braille for studies
- Deaf candidates with disability or more than 75%
- Orthopedically handicapped students with disability of more than 75%

Interpretation: The decision of the Admission Committee with regard to anything not covered in the Admission Brochure or as given rise to dispute in interpretation of any rule shall be final and binding.

How to apply: The application form duly filled in should reach the Principal, Rajdhani College, Baramunda, Bhubaneswar, Odisha , Pincode : 751003 latest by 08.07.2016, 4 PM. The College shall not be held responsible for any kind of postal delay. Application form incomplete in any respect or received after the last date shall be rejected. The cover envelop of the application form must be written as **“APPLICATION FOR THE ADMISSION TO B.ED COURSE”**

Detail Admission Programs:

SL. NO.	DATE	PROGRAMME
1	25.06.2016	Opening of admission and receiving application form
2	08.07.2016	Last date of receiving Application Form
3	18.07.2016	Display & Despatch of merit list (Website & Notice Board)

4	22.07.2016	Date of Admission
6	26.07.2016	Display & Despatch of Waiting List (Website & Notice Board)
7	28.07.2016	Reporting for Waiting List (Website & Notice Board)
8	29.07.2016	Admission for Waiting List
9	01.08.2016	Commencement of Class

N.B: *If a selected candidate fails to submit the documents and admission fees & course fees on the specified dates of admission, the claim for admission shall be forfeited.*





RAJDHANI COLLEGE, BHUBANESWAR
APPLICATION FORM FOR ADMISSION INTO
TWO YEAR B. ED COURSE (SELF-FINANCING) FOR THE SESSION 2016-17

(FOR OFFICE USE ONLY)

Index No.

Assessment Point:

Full Signature of
Assessing Officer

Full Signature of
Verifying Officer

Roll No.

(Principal)

Fill the application by putting tick (✓) mark or words in appropriate box.
 Leave one box empty between words, wherever applicable
 Read the instruction given in the Information Brochure before filling up the form

Paste
Passport Size
Photograph

1. Name of the Applicant:
 (In Capital Letter)

2. Date of Birth:

3. Age as on 30.06.2016:
 (Year) (Month) (Days)

4. Name of Father:

5. Name of Mother:

6. Name of Natural Guardian:
 (If parents not alive)

7. Course Applying for:

BA-B.ED:

B.SC-B.ED (PHYSICAL SCIENCE):

B.SC-B.ED (BIOLOGICAL SCIENCE):

8. If you are an In-Service Candidate mention Elementary or Secondary:

9. Reservation sought in:

SC			ST		SEBC		
ESM			OOT		PH		GREEN CARD

10. Whether Odia or English Hons. is taken:

Odia Hons.

Eng Hons.

11. Have you passed Odia as MIL up to HSC level /Any such equivalent/Higher Examination/Passed Odia as a subject in specific examination conducted by BSE, Odisha of HSC standard/passed HSC Examination of BSE, Odisha in Odia medium with MIL other than Odia?

Yes/No

12. Have you passed at least two school subjects of 200 marks each from the following subject areas including/excluding the language subjects (All language subjects like English, Hindi, Odia, Sanskrit shall be treated as one subject)?

Yes/No

Subject Studied (Arts):

English		Odia		Hindi		Sanskrit	
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Other Subjects:

History		Economics		Indian Economics	
Pol.Sc		L.I.H		Indian Geography	
Indian Polity		Mathematics			

13. Have you passed with two school subjects (with not less than 200 marks each) out of Physics, Chemistry, Mathematics, Botany, Zoology, Computer Science and Geography?

Yes/No

14. Academic Career:

Examination	Board/University	Year of Passing	Division & Distinction	Marks Secured	Maximum Marks	% of Marks Secured	Subjects Taken
B.S.E or Equivalent							
H.S (+2)/12 th or Equivalent							
B.A/B.Sc (Hons./Pass)							
B.A/B.Sc (Other than Hons.)							
Any other Examination							

15. Draft Details:

Name of the Bank

DD No. Date:

16. Address:

PERMANENT ADDRESS WITH PIN CODE	MAILING ADDRESS WITH PIN CODE
Name:	Name:
C/o:	C/o:
Dist. -	Dist. -
PIN :	PIN :

Email ID:

Mobile No.

DECLARATION AND UNDERTAKING BY THE APPLICANT

I hereby declare that all informations furnished in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected after the admission at later stage, I fully own the responsibility of my candidature for the course applied for, be treated as cancelled and I may be debarred/any action as per rules and regulations can be initiated against me.

I further undertake that I will not involve in any ragging activities in the College and Hostel premises, failing which criminal case will be filled against me.

Signature of Father/Legal Guardian:
Date:

Full Signature of Applicant
Date:

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ACKNOWLEDGEMENT SLIP
(To be filled by the applicant)

Index No. allotted

FOR OFFICE USE

Name of the Applicant:

Course applying for:

BA-B.ED B.SC-B.ED (PHYSICAL SCIENCE) B.SC-B.ED (BIOLOGICAL SCIENCE)

Date of Receipt:

Receiving Officer

FOR IN-SERVICE CANDIDATE ONLY

This is to certify that Mr. /Ms. _____ Son
/ Daughter of _____ is working in
_____ (Name of the School)
Primary/Secondary School under the BEO/DEO of _____
circle. His / Her Date of joining in the school is _____.

Countersigned by DEO/BEO
(With Seal)

Signature of the Candidate