

Scottish Church College
Department of Teacher Education

Admission at a glance for the session: 2023-24

Admission Manual for B.Ed. Programme 2023 – 2025

Academic Session: 2023-24

Online applications are invited from the candidates for online admission to Semester 1 in B.Ed.course for the Academic Session 2023-24.

1. The Department of Teacher Education offers the **Bachelor of Education (B.Ed.) Programme and it is restricted to WOMEN STUDENTS only.**
2. The process of admission for the **B.Ed. Programme 2023-2025** of Scottish Church College will be **entirely online** and it is handled by Scottish Church College being the religious minority institution.
3. It is to be noted that the applicants seeking admission to this college are strongly discouraged to come to the college physically for any enquiry or for any other purpose from the beginning to the end of the admission process. They will not be allowed to enter the college premises under any circumstances. **The entire process will take place online and the only source for information, assistance, application forms and admission would be through the official college website.**
4. **The College will not be responsible for any other source of information or help.**
5. No application would be received after the last date of application as announced in the college website.
6. Any wrong information provided in the Application Form or during any time of the Admission process will lead to cancellation of Admission.
7. **Note:** Scottish Church College being a Religious Minority college has seat reservation for Christian candidates (CNI/ Churches Other than CNI). However, in the application form there is no separate category for Christians. Once the applicant says YES to her religion being Christianity in the form, she would be

considered as so, subject to uploading of relevant and correct documents. There is a provision of 5% reservation for management discretion and sports quota.

8. If an applicant is ST and Christian, College will not provide you this double benefit for admission. If a Christian applicant of Scheduled Tribe wishes to secure benefits in ST category, she should write NO in the space where she needs to specify whether she is a Christian. Otherwise the system will by default give preference to the Christian identity and consider the applicant as so. The applicant will lose her benefit as ST applicant in this case.
9. After submission of the application form, the process is final and complete. Please note that after this no modification of data is possible. Please ensure that no mistakes are made during the process of filling up of the application form.
10. After the last date of submission of online application, a **Full List (According to Merit)** will be published on the college website. Please note that this list is published for the applicant to check the lists of respective categories (Gen/Christian/SC/ST/PWD) for respective subjects and ensure that her application has been accepted and no inadvertent error has occurred in this respect.
11. If any unintentional error like non-inclusion of name or any other discrepancy is noted by the applicant or if the applicant has any academic enquiry regarding the above list, she may send a mail to that effect to **bed-enquiry2023@scottishchurch.ac.in**. Request for any correction will be entertained up to 24 hrs. from the time of publication of the provisional List. Any query/complaint received after this time will not be entertained.
12. The college will require **at least one day** to solve the possible issues raised by applicants.
13. Following this a **Final Merit List** will be published on the college website. The college will not entertain any further complaint/query after the publication of this list.
14. The **Admission process will then start with publication of Merit List for Admission**. The Merit Lists will be published on the college website in regular phases, according to availability of seats in each subject. **All concerned applicants are requested to check the college website REGULARLY (on a DAILY basis) for such information.**

All applicants must check the college website on the given date to see the Merit Lists for Admission in order to negate any room for error. We urge the applicants to kindly cooperate with us in this matter.

15. A specific time span will be given for each phase of admission during which an applicant listed in the particular merit list **MUST** take admission and pay the Admission Fees online through the link given in the admission portal to complete the process.
16. Failure to complete the admission through payment of admission fees by any selected applicant within the stipulated time will mean that the applicant will permanently lose her opportunity of getting admitted to the college.
17. **Please note that all admissions done through the online system are provisional subject to physical verification of original documents by the College.**
18. The admitted students are **to report to the college physically on 10th October 2023, the date of commencement of classes.** They should bring with all the uploaded testimonials and documents in original and a photo copy of each document for verification on that day.
19. Admission will stand cancelled if the documents are found not in conformity with the declaration in the forms submitted online. The admission fee submitted in such cases would be considered forfeited by the college. Therefore, all applicants are requested to be very careful while submitting relevant information and uploading of testimonials during the online process of application/admission.
20. In case the applicant wishes to cancel her admission in this college, she is required to fill up the cancellation form and submit it online. Once the cancellation is approved by the college authority the applicant can take a print out of the cancellation receipt.

PLEASE CHECK THE
COLLEGE WEBSITE
REGULARLY FOR
UPDATES.