

Scottish Church College

Department of Teacher Education (For Women Only)

Recognised by the National Council for Teacher Education (NCTE)
(Affiliated to University of Calcutta)

1&3 Urquhart Square

Kolkata – 700006

Website: www.scottishchurch.ac.in

Bachelor of Education (B.Ed.) Programme

Admission Information Brochure 2025– 2027

The Scottish Church College was founded in July, 1830 by Rev. Dr. Alexander Duff of the Church of Scotland and his fellow missionaries like Rev. William Smith, with assistance from Raja Ram Mohan Roy, one of the great social reformers of our country. The B.T. department for lady graduate students was started in 1934 at Lady Jane Dundas Hostel on Cornwallis Street with 35 women "teacher trainees". The B.Ed. department was shifted to a three-storied building at 1, Urquhart Square in 1945. **The department is affiliated to the University of Calcutta, recognized by the National Council for Teacher Education (NCTE) and accredited by the National Assessment and Accreditation Council (NAAC) in 2022 (3rd Cycle) and ranked 88th in National Institutional Ranking Framework (NIRF) in 2024.**

The Department of Teacher Education offers the **Bachelor of Education (B.Ed.) Programme** for those who want professional training in teaching and for the Secondary (V-X) and Higher Secondary (XI-XII) teachers deputed by the schools which are recognized by the West Bengal Board of Secondary Education, West Bengal Council of Higher Secondary Education and West Bengal Madrasah Education Board, provided the deputation is sanctioned by the Government of West Bengal. Our institutional mission and goal is to impart liberal education to women students and to produce intellectually sound, morally upright, socially concerned and spiritually oriented women who will serve not only the schools for which the programme is designed but also the community at large, meeting the challenges of a rapidly changing world.

Admission Relevant Information

The Academic Session of the B.Ed. Programme covers a period from 1st July to 30th June. This year the session will start from **18th September 2025**. College timing is from 10:00 am to 5:30 pm from Monday-Friday and 10:00 am to 2:00 pm on Saturday. Admission in the B.Ed. Programme in the Department of Teacher Education is restricted to **Women Students** only. *School Internship Programme is done in English and Bengali Medium Schools only.* Application for admission must be made on the online mode through application form available in the College website: www.scottishchurch.ac.in.

Admission related documents i.e. Age proof, Mark sheets of Qualifying Examinations to be uploaded through the Application Form. Other documents to be sent through the mail ID: bed-adm-2025@scottishchurch.ac.in after submitting the form. Admission will be given strictly in accordance with the norms prescribed by the NCTE, West Bengal Government and the University of Calcutta.

- **Duration:** **2 Years:** The B.Ed. programme shall be of **duration of two Academic Years [divided into four semesters]** as per NCTE Regulations 2014
- **Sanctioned Intake:** Basic Unit: 50 students
- **Method Subjects offered:** English, Bengali, History, Geography, Philosophy, and Life Science
- **Selection of School Subject:** The candidate must select only **ONE School Subject** studied either at the Graduation and/ or Post Graduation level.

Reservations of Seats:

1. Being a Christian Minority Institution, the College **reserves 30% seats for Christian minority applicants** satisfying the minimum requirements prescribed by NCTE and the Calcutta University. **Among Christian Applicants, preference is given first to CNI candidates and then to candidates belonging to Churches other than CNI.**
2. Reservation of Seats for Scheduled Castes (SC), Scheduled Tribes (ST) and Person with Disability (PWD) will be as follows:
 - i) SC/ST 20%
 - ii) PWD - 03%

Scheduled Caste/Scheduled Tribe from other states will not get the reservation facility for SC/ST.
3. 5% Seats are to be reserved for untrained deputed teachers of classes V – XII.
4. The ratio for Home University students and Other University students shall be 80:20 Reservation of seats for B.Ed admission (only for fresher category)
 - i) Calcutta University..... 80%
 - ii) Other University (OU)..... 20%
5. There is a provision of 5% reservation for management discretion.

Eligibility for Applying:

1. Qualification:

Candidates with at least 50% marks either in the Bachelor's Degree and/or in the Master's Degree in Sciences /Social Sciences/Humanities, Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55% marks or any other qualification equivalent thereto, are eligible for admission to the programme. **Requirement of 50% (fifty) marks shall not apply for persons appointed as teachers prior to the**

commencement of the NCTE, (Regulations, Norms & Procedure) Second Amendment Regulations, 2010 as laid down at para 8(i) of the aforesaid Gazette.

Minimum qualification for applying B.Ed. Course is Graduation.

The relaxation of marks for SC/ST is as per norm. Students with 50% marks in General Category and 45% marks in Reserved Category (SC and SC) are eligible to apply.

Only the candidates who have passed the Bachelor's Degree and / or Master's Degree are eligible to apply. **For Bachelor's & Master Degree candidates the final semester Mark sheet is mandatory.**

The candidate must have studied the subject (selected as Method subject) for at least 300 marks.

2. Age-limit:

For Fresher students, General Category - 40 years, and SC/ST category - 45 years (as on 30th June 2025).

For Deputed Students (All Categories) - No age bar.

Procedure of Selection:

● **Deputed Candidates** shall be selected only on the basis of period of approved service as per Government norms. Teachers teaching in classes V to XII only can apply as Deputed Teachers. Selection of Deputed Teacher of Higher Secondary School / Secondary School / Madrasah affiliated to W.B.B.S.E / W.B.B.M.E will be made on the basis of the period of approved services in the School / Madrasah. In case applicants having equal service in Secondary School / Madrasah, preference will be given to the candidates having higher Academic Qualifications. In case of both the Period of Service and Academic Qualifications are equal, selection will be made on the basis of percentage of marks obtained by the candidates in different examinations in their career and candidates having higher grade marks will be selected (**Grade Marks calculation will be done as instructed for fresher candidates**).

● **Fresher (Non-Deputed) candidates** will be selected on the basis of Academic Merit only. Weightage given for Academic Performance and the calculation of Grade Marks are as follows:

Weightage given for Academic Performance:

i)	(a) Ph.D/ D.Phil	05
	or	
	(b) M.Phil	03
ii)	Two year Post Graduate Degree in school subject as per NCTE norm	35
iii)	(a) Bachelor Degree with Hons./ Spl. Hons./ Major subject / B.E / B.Tech	30
	or	
	(b) Bachelor Degree with Pass/General	10
iv)	Higher Secondary (10+2), or its equivalent	20
v)	Madhyamik Pariksha or its Equivalent	10
	Total:	100

Calculation of Grade Marks

Name of Examinations:

*Academic Performance Grade Marks

i) (a) Ph.D. / D.Phil	05
or	
(b) M. Phil	03
ii) Two year Post Graduate Degree in school subject as per NCTE norm	35 (% of marks x 0.35)
iii) (a) Bachelor Degree with Hons/Spl. Hons/Major subject/B.E/B.Tech	30 (% of marks x 0.30)
or	
(b) Bachelor Degree - General	10 (% of marks x 0.10)
iv) Higher Secondary (10+2), or its equivalent	20 (% of marks x 0.20)
v) Madhyamik Pariksha or its Equivalent	10 (% of marks x 0.10)

Total Grade Marks=

*Academic Marks will be awarded only at single stage of Under Graduate and Research Degree Level. Weightages in respect of UG, PG and higher degrees will be given only if the said degree is in the concerned method subject.

For (ii) and (iii), aggregate of total Marks in **ALL subjects** in the Bachelor's Degree and in the Master's Degree will be considered in calculation of Grade Marks.

For '(iv) - Higher Secondary (10+2), or its equivalent', **best of 5 subjects**, & for '(v) – Madhyamik Pariksha or its Equivalent', **ALL subjects** will be considered in calculation of Grade Marks.

If CGPA or such other Grade is given in the Mark sheet, conversion of Grade to Percentage of Marks will be made by the candidate on her own. Supporting documents from the concerned Universities are to be submitted.

Weightages in respect of UG, PG and higher degrees will be given only if the said degree is in the concerned method subject.

- Reservation of 5% seats for **Deputed Teachers** and 95% for the **Freshers** for admission to B.Ed. courses will be followed as per Government norm. In the event of these seats remaining unfulfilled, they may be **de-reserved and** offered to fresher, with prior approval of the University.

- The Method Subject should be in the form of subject quota depending on the number of subjects being offered by the Department of Teacher Education of the college.

- Students would be selected strictly on the basis of merit.

Documents to be Produced at the time of Verification:

● For Deputed Candidates Only:

1. The filled in online application form
2. Approval letter of concerned District Inspector of School

3. Appointment letter
4. Joining letter in school
5. Managing Committee Resolution copy countersigned by the D.I. (if approved)
6. A No-Objection-Certificate (NOC) from the school authority with a statement that the candidate is a teacher of classes V-XII.
7. Released order from school duly signed by the Head Master/Secretary/Administrator/ will be submitted at the time of admission
8. All Academic Mark Sheets
9. Caste Certificate for SC/ST candidates
10. Disability certificate for PWD candidates
11. Baptism certificate for Christian candidates and a Letter from the Parish Priest
12. Migration Certificate is required for candidates of UGC recognised Other University (OU) within and outside the State of West Bengal other than the Home University i.e. Calcutta University. Without Migration Certificate admission will not be granted. Migration Certificates can be submitted latest within two (2) weeks of admission.
13. Equivalence Certificate must be obtained from the University of Calcutta if the degree is awarded by UGC recognised Other Universities (OU) outside the State of West Bengal, and must be submitted along with the form and other documents.
14. Age verification certificate (Admit Card of Class X or Equivalent)
15. Proof of Nationality

(Original and duly attested Photo Copies of all documents must be produced to prove candidature at the time of Counselling and Admission.)

[Deputed teachers will get their deputation allowances from their respective Schools/Institutions vide Modification order no. 490-SE(S) dt. 11.5.2009 issued by Secretary, School Education, Govt. of West Bengal bearing letter no.1022-SE(S) 2P-1/09 dt. 2.9.2011.]

● **For Non-Deputed Candidates Only:**

1. The filled in online application form
2. Age verification certificate (Admit Card of Class X or Equivalent)
3. All Academic Mark Sheets
(One should apply as Under Graduate or Post Graduate only when she can produce the respective Final Mark Sheets on the day of application. No further documents in this respect will be entertained once applied).
4. Caste Certificate for SC/ST candidate
5. Disability certificate for PWD candidates
6. Baptism certificate for Christian candidates and a Letter from the Parish Priest
7. Migration Certificate for candidates of UGC recognised Other University (OU) within and outside the State of West Bengal other than the Home University i.e.

Calcutta University can be submitted latest within two (2) weeks of admission. Without Migration Certificate admission will not be granted.

8. Equivalence Certificate must be obtained from the University of Calcutta if the degree is awarded by UGC recognised Other Universities (OU) outside the State of West Bengal, and must be submitted along with the form and other documents.
9. Proof of Nationality

(Original and duly attested Photo Copies of all documents must be produced to prove candidature at the time of Counselling and Admission.)

One should apply as Under Graduate or Post Graduate only when she has completed the degree and can produce the final marksheet of the respective examination on the day of application. No further documents in this respect will be entertained once applied.