

**Scottish Church College**  
**Department of Teacher Education**  
**(Affiliated to University of Calcutta)**  
**1&3 Urquhart Square**  
**Kolkata – 700006**

**Admission 2017 –Frequently Asked Questions**

**1. What should be the size of the photograph to be uploaded? PHOTO** 

*A very recent photograph with size and face coverage as shown on the right with 45 to 50 KB File size.*

**2. I could not pay the application fee on –line.**

*Print out the 3 – part bank challan and pay the fee at any branch of Indian Bank.*

**3. I could not take the print out of the bank challan. What should I do?**

*Submit the form once again, not forgetting to take the print out of the Bank challan and, pay the fee at ANY branch of **Indian Bank** with the challan.*

**4. What should I do after remitting the Application Fee?**

*Check your payment status on – line after FIVE days. Wait for the Counselling/Merit List to be published.*

**5. The payment status shows, “The fee not received by the college”. What should I do?**

*Normally the payment status is updated, latest THREE days after payment is received by the bank. Please check your Payment Status FIVE Working days after paying the fee in the bank.*

**6. Should I print the Application form?**

*Yes. There is provision for printing the form during submission. You print the Application form for future reference and Counselling session.*

**7. I made an error in entering annual income / contact no. How do I correct it?**

*Correct the error at the time of Counselling / Admission.*

**8. What all documents should I produce at the time of Counselling / Admission?**

*All documents as given in the Admission Information Brochure and two copies of recent stamp-size photograph.*

**9. When will the Merit List be published? Will it be published on – line?**

*The Merit List will be available on the website along with the dates of Counselling / Admission.*

**10. Is there any Hostel facility for students?**

*There are two hostel for girls..*

*Please check the College Hostel page on the website for details.*

**11. Can I apply for the B.Ed Programme if I have appeared for Part III Graduation?**

*No. Only a graduate or a post-graduate can apply for the B.Ed Programme (Ref. Eligibility Criteria in the Admission Information Brochure).*

**12. I have not completed my post-graduation. Can I apply?**

*Yes. Since this programme is a regular programme, attendance in 75% classes is mandatory. Moreover, the Post – Graduate degree should be completed in a date preceding or following the onset of the B.Ed Programme.*

**13. I do not have 50% in Honours, can I apply?**

*If the aggregate of your Pass and Honours marks taken together is 50%, you can apply.*

**14. I do not have 50% marks in Honours, but 50% marks in Post Graduation. Am I eligible?**

*Yes. (c.f. Eligibility Criteria in the Admission Information Brochure).*

**15. I do not have an Honours / Post – Graduation degree in any of the school subjects mentioned. Can I apply?**

*No. to apply in the B.Ed you have to study the school subjects in your Graduation / Post – Graduation. (If the school subjects have been studied as Elective Pass Papers, you can apply).*

**15. My subject is allied to one the school subjects mentioned in your list. What do I do?**

*You have to go to the Calcutta University and get an equivalence / permission letter from the Secretary, Faculty of the Education.*

**16. I am not sure about the school subject I will opt in this programme. How do I choose the subject?**

- *The school subjects to be chosen must be studied at the Graduation / Post – Graduation Level.*
- *Physics and Chemistry students will opt for Physical Science. B.E / B.Tech with 55% will also opt for Physical Science.*
- *Botany, Zoology, Physiology will opt for Life Science.*

**17. I am a school teacher. Can I consider myself as a deputed candidate?**

*If your deputation is sanctioned by the D.I. of schools of West Bengal, then only you will be considered as a deputed candidate.*

**18. I am a student from another University in West Bengal. What should I possess in order to apply?**

*You have to obtain Migration Certificate.*

**19. I am a candidate from Other University (OU) of another State. What are the special requirements?**

*You have to obtain Equivalent Certificate/Permission letter from the University of Calcutta.*

**20. I am a SC / ST/ PWD candidate. What are the relaxation norms for candidates like me?**

- *Age relaxation is of 5 (Five) years.*
- *Marks relaxation is of 5%.*

**21. I am a Deputed SC candidate. Will I get the 5% marks relaxation?**

*Yes. You will get 5% relaxation of marks.*

**22. My queries are not covered above. How do I get in touch with the college?**

*Send your sensible queries to [sccadmqueries@gmail.com](mailto:sccadmqueries@gmail.com).*