



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 2023 – 2025

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 100th in National Institutional Ranking Framework (NIRF) in 2023.

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 10th October 2023. 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 form. Other documents to be sent through the email: bed-adm-2023@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
- **School 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 to CNI / Churches other than CNI candidates.**
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.

The relaxation of marks for SC/ST is as per norm.

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

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 Master Degree candidates the final semester Mark sheet is mandatory.)

Age-limit:

For Fresher students, General Category - 40 years and SC/ST category - 45 years (as on 30th June 2023).

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 meant 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.

For (iv) & (v) best of 4

four subjects & all subjects will be considered respectively, in calculation of Grade Marks.

If only grade is given in the Mark sheet, Conversion of grade to percentage of marks will be made

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 college.

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

Fee Structure:

Scottish Church College

FEE STRUCTURE: Department of Teacher Education (B.Ed.) (2023-2025)

Semester I, III (July-December 2023,2024) & Semester II, IV (January-June 2024,2025)

| Year | Adm. | Annual | Other | Lab Charge | Academic | Tuition | Library | Security | SUM | | | |
|-----------------|--------|----------|----------|--------------------|----------|----------|---------|----------|---------|--------|--------|--------|
| Semester | Fee | Charges | Fees | Geo, Life Dev. Fee | Sc. etc. | Fee | TOTAL | Caution | Deposit | TOTAL | Sem -I | Sem-II |
| | 1 time | (Yearly) | (Yearly) | Sc. etc. | (Yearly) | (Yearly) | | Deposit | | | | |
| Deputed 1st Yr. | 1000 | 8664 | 15620 | 1760 | 16500 | 4800 | 48344 | 2000 | 3000 | 53,344 | 34,004 | 19340 |

| | | | | | | | | | | | | |
|---------------------|------|------|-------|------|-------|------|-------|------|------|--------|----------|--------|
| Non-Deputed 1st Yr. | 1000 | 8664 | 16885 | 1760 | 13200 | 1200 | 42709 | 2000 | 3000 | 47,709 | 31186 | 16523 |
| | | | | | | | | | | | Sem -III | Sem-IV |
| Deputed 2nd Yr. | - | 8664 | 15620 | 1760 | 16500 | 4800 | 47344 | - | - | 47344 | 28004 | 19340 |
| Non-Deputed 2nd Yr. | - | 8664 | 16885 | 1760 | 13200 | 1200 | 41709 | - | - | 41709 | 25187 | 16523 |

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.**
- 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,**
- 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
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. Without Migration Certificate admission will not be granted.
8. Equivalennce Certificate must be obtained from the University of Calcutta if the degree is awarded by UGC recognised Other State Universities
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.)

COLLEGE RULES

1) Students are required to maintain regular attendance to be eligible for appearing in the University examination. They should follow the parameters given below:

i) Collegiate: Attendance of 75% and above (the remaining 25% covers absence due to medical and other reasons) is required to become eligible to appear for University examination.

ii) Non-Collegiate: Attendance of 60% and above (the remaining 40% covers absence due to medical and other reasons) is required to become eligible to appear for University examinations only after paying Non-Collegiate condonation fee of Rs. 100/- as per Calcutta University rules.

iii) Dis-Collegiate: Attendance below 60% - (25% covers absence due to all reasons including medical) implies that the student is not eligible to be sent up for University examinations as per Calcutta University norms.

2) If a student is absent for more than two consecutive weeks without prior permission / intimation, her name is likely to be struck off the register.

3) Students must pass the college examinations for being sent up for University Examinations. Any student absent in any examination on medical grounds must submit before the end of the examinations or within three days of its completion a medical certificate and a letter to the Vice-Principal from the guardian stating the grounds for his/her absence. Such cases may be considered with sympathy, but it must be understood that illness is not in itself a valid excuse. Sending up, in such cases will not be granted unless the student record is very good. Sending up lists is displayed on the notice board.

4) Students must wear and display visibly their Identity Cards during College hours inside the Campus. A student must produce Identity Card as and when demanded. It should be carefully preserved. In case of loss of Identity Card, a duplicate can be obtained only on permission by the Principal/the Vice-Principal and on payment of a fine of Rs. 70/- and preferably with a GD from the police station in this regard.

5) A student failing to clear the fees within notified date will have to secure re-admission on payment of full fees again with prior approval of the Principal/ Vice-Principal.

6) Students are expected to treat the members of the staff and their fellow students with courtesy both in and out of the College. There must be no disorderly or offensive conduct at any time.

7) Students must be in their classes and take their seats when the bell rings at the beginning of each period. They must not enter or leave the class room without permission.

8) College property, furniture, library books, etc. must be treated with due care.

9) Rules for the conduct of examinations are placed on the Notice Board and must be strictly observed.

10) Impersonation at roll call is a punishable offence. The Principal/Vice Principal has authority to impose fine or other appropriate punishment and in extreme cases may suspend or expel an offender.

11) Students are required to check the Notice Board for any important notice/ announcement before they leave the college every day.

12) Students are expected to be formally and decently dressed while in the College and Internship Schools.

13) Use of tobacco products including smoking, chewing tobacco products, playing cards, spitting and loitering is strictly prohibited within the College and Hostel campuses and shall invite punishment.