

**BERHAMPURUNIVERSITY**

(Accredited by NAAC with 'A' Grade)

**SCHOOL OF EDUCATION**

**PROSPECTUS**



**FOR ADMISSION INTO SELF-FINANCING COURSE IN  
BACHELOR OF EDUCATION [B.Ed.](2-YEAR COURSE)**

**2017-19**

**BERHAMPUR UNIVERSITY  
SCHOOL OF EDUCATION**

**PROSPECTUS FOR ADMISSION INTO SELF-FINANCING COURSE IN  
BACHELOR OF EDUCATION (2-YEAR COURSE)  
2017-19**

*The applicants before applying to the above course are advised to carefully go through the Prospectus and visit the University Website ([www.buodisha.edu.in](http://www.buodisha.edu.in)) to know about the profile of the University. They are also advised to visit the University Campus, Bhanja Bihar, if they so desire and see for themselves the available infrastructure and other facilities. If satisfied, they may apply to the said course. Once admitted, making any unreasonable demand thereafter shall not be entertained and it shall be treated as an act of indiscipline.*

**I. SCHEDULE**

- (a) Date of Notification: **16.06.2017 (Fri Day)**
- (b) Last date for receiving the downloaded filled-in Application Form along with required documents including fee: **10.07.2017.**

**II. COURSE OFFERED**

| Sl. No. | Course                        | Duration | No. of seats |
|---------|-------------------------------|----------|--------------|
| 1.      | Bachelor of Education (B.Ed.) | 2 years  | 50           |

**III. CATEGORY OF CANDIDATES AND DISTRIBUTION OF SEATS: 50**

| 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      |

- 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.**

**IV. ELIGIBILITY**

The candidate must fulfil 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 **10.07.2017:**

|  |                 |   |
|--|-----------------|---|
| For SC, ST and SEBC Candidates         | <b>35 years</b> | She / he should not have born before 10.07.1982 |
| For Women Candidates of all categories | <b>35 years</b> | She / he should not have born before 10.07.1982 |
| For General Candidates                 | <b>30 years</b> | She / he should not have born before 10.07.1987 |
| For PH Candidates                      | <b>40 years</b> | She / he should not have born before 10.07.1977 |

*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 15.07.2016) 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 fulfil the minimum percentage of disability.
- **The selected candidates shall be referred immediately to the Appellate Medical Board constituted at MKCG Medical College, Berhampur/SCB Medical College, Cuttack (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-DW1-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, Chhattisgarh 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 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/Air-Force) is to be considered as Ex-serviceman except Central Army Police Force (CAPF). The son / unmarried daughter / spouse of Ex-serviceman 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 Online Application Form. The certificate must reflect the name of ex-serviceman, 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 per 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.
- 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, School of Education, Berhampur University, Odisha** within the scheduled date.
- 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.

## V. ADMISSION CRITERIA/ SELECTION PROCEDURE:

Selection of the candidate will be made on the basis of career mark from HSC/ 10<sup>th</sup> onwards as per NCTE Norm.

## VI. FEE TO BE PAID ALONG WITH THE APPLICATION FORM

Candidates seeking admission into the above course are required to pay a Non-Refundable Fee towards the cost of application-cum-processing along with the application form in shape of **Account Payee Bank Draft of Rs. 500/- (Rupees five hundred) only for General Category candidates and Rs.400/- (Rupees four hundred only) for SC/ST candidates drawn in favour of the Officer-in-Charge, School of Education, Berhampur University payable at any Nationalised Bank, Berhampur-760 007, Odisha. Money orders and postal orders shall not be accepted under any circumstances.**

## VII. APPLICATION PROCEDURE:

Applicants are advised to apply in downloaded PDF form available in the University website: [www.buodisha.edu.in](http://www.buodisha.edu.in).

## VIII. SUBMISSION OF APPLICATIONS FOR ADMISSION

Candidates seeking admission into the course shall have to send their applications in the prescribed form duly filled in by them in their own handwriting along with the required documents, fee and a self-addressed envelope to the **Director, School of Education, Berhampur University by Registered/ Speed Post by 10.07.2017**.

**No application shall be accepted in person. The application received beyond the stipulated date shall be summarily rejected.**

## IX. POSTAL ADMISSION PROCEDURE

For admission into the course, the University has adopted Postal Admission System. The procedure of postal admission is as follows:

**Merit List Candidates: After completion of the process of selection, the Merit List and the Waiting List shall be uploaded in the University website and Intimation Letters shall be sent to the individual candidates through Speed Post.**

After receipt of the Intimation Letter (Merit/Waiting List) for admission, the candidate is required to submit all the documents in **original (as listed below)** along with the course fee of **Rs.50,000/- (Rupees fifty thousand only)** drawn in favour of the **Officer-in-Charge, School of Education, Berhampur University payable at any Nationalise Bank, Berhampur, Odisha by Registered/ Speed Post so as to reach within the stipulated date.**

**NB: (1) Money orders and postal orders shall not be accepted under any circumstances.**

**(2) University Authorities shall not be responsible for postal delay.**

### **Documents to be submitted:**

- Admission Fees
- Original Intimation Letter
- CLC in original
- Conduct Certificate in original
- Original Registration Receipt in case of Berhampur University Students
- Original Migration Certificate in case of Other University Students (may be submitted later prior to registration for the examination)
- All Certificates and Mark sheets in original
- Equivalency Certificate in case of any Degree obtained from University outside Odisha

- Certificate of Headmaster of the school to the effect that he/she has passed HSC in Odia medium (in the cases who have passed from Board of Secondary Education, Odisha without Odia as MIL).
- Residential Certificate issued by Tahasildar / Additional Tahasildar.
- Caste Certificate in case of SC, ST and SEBC candidates, by virtue of birth
- PH Certificate in case of PWD candidates
- Two recent stamp size coloured photographs.
- One set of Self-attested photocopies of all certificates and mark sheets.

**The admission to the course shall be made strictly on merit.** The original documents and the fees deposited of the wait-listed candidates those who fail to get admission will be returned by **Registered Post/Speed Post**. However, desirous candidates can take back the original documents by submitting an application to the Director, School of Education, Berhampur University before the completion of the admission process. The admitted candidates shall collect their original documents (except CLC/TC, Migration Certificate and Conduct Certificate) in person from the **Director, School of Education** after the completion of the admission process.

**The decision of the Director, School of Education in all matters relating to admission shall be final and binding.**

## X. INTERNSHIP

Students admitted into the course have to undergo internship, etc. as per NCTE Regulations **at their own cost and risk** as per Rules.

## XI. FEE AND CHARGES

**A Course Fee of Rs. 50,000/- (Rupees fifty thousand only) per year is to be paid at the time of Admission and readmission.**

**In addition to the above fee the following fee are to be paid at the time of admission:**

| Sl. No. | Nature of Fees   | Amount in Rs. |
|---------|--|---------------|
| 1.      | University Registration Fee (only for other University students)                 | 100.00        |
| 2.      | University Recognition Fee (only for other University students)                  | 100.00        |
| 3.      | Calendar   | 50.00         |
| 4.      | Magazine   | 50.00         |
| 5.      | Identity Card  | 50.00         |
| 6.      | Abstract of Attendance   | 10.00         |
| 7.      | Medical Aid  | 100.00        |
| 8.      | Library Fee  | 200.00        |
| 9.      | Student's Aid Fund   | 25.00         |
| 10.     | Admission / Re-admission (equal to one month's tuition fee)                      | 12.00         |
| 11.     | Puja subscription (Ganesh and Saraswati Puja)                                    | 100.00        |
| 12.     | University Athletic Fee (Sports Council)   | 60.00         |
| 13.     | Common Room Fee  | 40.00         |
| 14.     | Transport Charge for each academic session (subject to change from time-to-time) | 3200.00       |
| 15.     | Fee for Cultural Activities (University)   | 40.00         |
| 16.     | NIS  | 05.00         |
| 17.     | Red Cross  | 05.00         |
| 18.     | Social Service (NSS)   | 10.00         |
| 19.     | Utility Fee ( <b>one-time</b> )  | 1000.00       |
|         | Total  | 5157.00       |

## XII. TRANSPORT FACILITIES

Transport facilities for the students are arranged by the University depending on the availability of private transport, on payment of requisite fee by the students as fixed by the University from time-to-time. The transport charges may be enhanced depending on the increase in POL (fuel) and maintenance charges. However, the University does not give any guarantee to provide transport facilities. In case no transport operator agrees to provide transport, then the students have to make their own arrangements for their conveyance.

## XII. HOSTEL FACILITIES

Hostel facilities can be provided in the P.G. Hostels for Boys and Girls subject to availability of seats after allotment to the regular P.G. students. **Accommodation in the Hostels cannot be claimed as a matter of right.** Students seeking hostel accommodation shall have to apply to the **Director, School of Education** after admission into the course. Hostel seats will be allotted to *bona fide* students based on the merit list. However, students residing at a distance of above 25 Kms. from the campus shall be given preference over other students. The Director, School of Education shall finalise the list of students basing on the above principle and send the list to the Warden, P.G. Hostels.

Further, irrespective of their position in the merit list of admission into respective department the SC/ST/PH students shall be given preference for admission into hostel.

The Director, School of Education will act as local guardian, if no local guardian is provided by any student at the time of admission into the hostel.

The Warden is authorised to frame any other Rule(s) as and when required for admission and smooth administration of hostels. The decision of the Warden shall be final in all matters concerning admission/readmission of boarders in the hostels.

Accommodation of temporary guests in the hostel could be considered by the Warden and such boarders have to deposit guest fees to the respective hostel @ Rs. 100/- per person per day. The following fees are to be paid at the time of **admission** of students of Part-I and **readmission** for Part II into the hostel:

| Sl. No. | Nature of Fee | Amount in Rs.                                      | Remarks |  |
|---------|---------------|--|---------|--|
| A.      | (i)           | Hostel Admission Fees                              | 100.00  | <b>Total Rs. 3,300/-</b> onetime payment in form Demand Draft  |
|         | (ii)          | Hostel Maintenance Fees                            | 200.00  |  |
|         | (iii)         | Electricity and Water Charges @ Rs. 150 per month  | 1800.00 |  |
|         | (iv)          | Hostel Rent @ Rs. 100/- per month                  | 1200.00 |  |
| B.      | (i)           | Hostel Caution Money (refundable)                  | 500.00  | One time collection at the Office of the Superintendents of the concerned hostels at the time of admission   |
|         | (ii)          | Mess Advance (Adjustable)                          | 1500.00 |  |
| C.      | (i)           | Hostel Annual Day                                  | 300.00  | <b>Total of Rs. 4,550/-</b><br><b>(B + C = 2000 + 2550)</b> to be Deposited by the boarders in the respective hostels at the time of admission and readmission into the hostels in the shape of Bank Draft / Bank Deposit. |
|         | (ii)          | Hostel Common Room Charges                         | 200.00  |  |
|         | (iii)         | Hostel Games , Sports and Gym                      | 100.00  |  |
|         | (iv)          | Hostel Establishment Charges @ Rs. 100/- per month | 1200.00 |  |
|         | (v)           | Maintenance Fee                                    | 300.00  |  |
|         | (vi)          | Magazine   | 100.00  |  |
|         | (vii)         | Identity Card for Boarders                         | 50.00   |  |
|         | (viii)        | Medical Aid  | 200.00  |  |
|         | (ix)          | Republic and Independence Day                      | 100.00  |  |



#### **XIV. COMMENCEMENT OF CLASSES**

Classes will commence on the date and time to be notified by the Director, School of Education.

#### **XV. DISPUTES**

All disputes concerning admission and studentship are subject to the exclusive jurisdiction of the Civil Courts and legal forums at Berhampur (Ganjam). All admissions are provisional and can be cancelled at any time for any valid reason such as misconduct, forgery, etc.

#### **XVI. RAGGING**

**Ragging in any form is strictly prohibited. Severe action shall be taken as per rules against those involved in ragging. As per the U.G.C guide line 6.1 (d & e) of the regulation (F-1-16/2007 (CPP – II/dated 17 June 2009), it is mandatory for all the applicants to submit an affidavit in a non-judicial stamp paper as per the prescribed *proforma* enclosed in the prospectus, if admitted.**

**NB: THE UNIVERSITY RESERVES THE RIGHT TO AMEND OR ALTER ANY OF THE PROVISIOS IN THIS PROSPECTUS WITHOUT ASSIGNING ANY REASON.**

**(Prof. R.P. Mahapatra)  
Director, School of Education  
Berhampur University**

**SCHOOL OF EDUCATION  
BERHAMPUR UNIVERSITY**  
Bhanja Bihar, Berhampur-760 007 (Ganjam) Odisha

**2017-2019**

|                       |
|-----------------------|
| <b>For Office Use</b> |
| D.D. No _____         |
| Date _____            |
| Name of Bank _____    |

|  |
|--|
| PASSPORT SIZE<br>PHOTOGRAPH TO<br>BE PASTED ON<br>THE FRONT<br>(self-attested) |
|--|

**APPLICATION FOR ADMISSION INTO BACHELOR OF EDUCATION (B.Ed.)  
2-YEAR COURSE**

Berhampur University Registration No. (if any): \_\_\_\_\_

1. a) Name of the applicant to be written in BLOCK letters as recorded in H.S.C. : \_\_\_\_\_

2. a) Father's Name : \_\_\_\_\_

b) Mother's Name : \_\_\_\_\_

c) Guardian's Name : \_\_\_\_\_

3. Date of Birth as recorded in H.S.C./ Matriculation Certificate or equivalent (in figures) :

|    |    |      |
|----|----|------|
| DD | MM | YEAR |
|    |    |      |

: (in words):  
\_\_\_\_\_

4. SEX: Put tick Mark (✓) in the box : MALE  FEMALE

5. Nationality : \_\_\_\_\_

6. Whether the candidate belongs to

|                 |         |
|-----------------|---------|
| Scheduled Caste | Yes/ No |
| Scheduled Tribe | Yes/ No |
| OBC/SEBC        | Yes/ No |
| General         | Yes/ No |

7. Educational Qualifications (enclose self-attested photocopies of all certificates & mark sheets):

| Name of the Examination | Stream<br>(Arts/Sc/Engg.) | Name of the<br>University/Board | Class/<br>Division | Year of<br>Passing | % of Marks in<br>Aggregate |
|-------------------------|---------------------------|---------------------------------|--------------------|--------------------|----------------------------|
| H.S.C.                  |                           |                                 |                    |                    |                            |
| +2/Intermediate         |                           |                                 |                    |                    |                            |
| Graduation              |                           |                                 |                    |                    |                            |
| Post-Graduation         |                           |                                 |                    |                    |                            |

8. Graduation : ARTS  SCIENCE
9. Subject taken at Graduation Level : Pass, Honours and Major Elective (Other than Minor Elective)

| PASS PAPER | HONOURS PAPER | MAJOR ELECTIVE PAPER |
|------------|---------------|----------------------|
|            |               |                      |

10. Name of the College/Institution last attended/studied (The C.L.C./T.C. in Original must be enclosed) Mention the T.C./C.L.C. No. and date of issue : \_\_\_\_\_
11. Details of fee deposited towards cost of Application and Processing Fee: Rs. \_\_\_\_\_/- D.D. No. \_\_\_\_\_ Date \_\_\_\_\_
12. Permanent Address of the applicant (Enclose Domicile Certificate by birth from the appropriate authority) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Mobile No. \_\_\_\_\_  
 Email Id: \_\_\_\_\_
- Present Address of the applicant for correspondence: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Mobile No. \_\_\_\_\_  
 Email Id: \_\_\_\_\_
13. Hostel Accommodation: REQUIRED / NOT-REQUIRED

Date \_\_\_\_\_

\_\_\_\_\_  
(FULL SIGNATURE OF THE APPLICANT)

### **DECLARATION**

I do hereby declare that the particulars furnished in this form are correct and true to the best of my knowledge and belief. I also declare that, if any of them is found to be otherwise at anytime, I shall be liable for such penal action as may be imposed on me by the University. If admitted, I do hereby agree to abide by all the rules of the University that may be enforced from time to time.

I do hereby again declare that, I have not been admitted to any other course(s) nor shall appear at any other examinations as long as I pursue the course. I do hereby agree that any instance of indiscipline and disobedience of rules may result in such disciplinary action against me as may be deemed fit.

Date \_\_\_\_\_

\_\_\_\_\_  
(FULL SIGNATURE OF THE APPLICANT)

- N.B.:** - (i) Application should be filled-in by the applicant in his/her own hand-writing.  
 (ii) Incomplete application will be summarily rejected.  
 (iii) Payment of fees on instalment basis/phased manner is not permissible

**FOLLOWING DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION FORM**

**(One set of following self attested photo copies of all certificates and mark sheets)**

1. HSC/SSLC/SSC Certificate and Mark Sheet.
2. Intermediate/+2 Certificate and Mark Sheet.
3. Bachelor Degree Certificate and Mark Sheet (all Three Years Mark Sheet).
4. Post-Graduate Degree Certificate and Mark Sheet (all Two Years Mark Sheet).
5. Transfer/College Leaving Certificate of the Institution for which it is available.
6. Conduct Certificate from the Head of the Institution for which it is available.
7. Migration Certificate in respect of students other than Berhampur University.
8. Registration Receipt in case of students of Berhampur University.
9. **One Demand Draft of Rs.500.00 towards Application-cum-Processing Fee (in original).**
10. Four nos. of self addressed unstamped envelopes.
11. Self attested copy of valid (preferably latest) Residential Certificate.
12. Self attested copy of cast certificate for reservation category.
13. Self attested copy of PH (Physical Handicap) latest renewal certificate duly valid by competent authority of Medical Board.
14. One set of attested copies of all the above documents signed by the candidate must be submitted.

**ANNEXURE - I**

**AFFIDAVIT BY THE STUDENT**

I, ..... (*full name of student with admission/registration/enrolment number*) s/o d/o Mr./Mrs./Ms. ...., having been admitted to .....(*name of the institution*), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (*hereinafter called the "Regulations"*) carefully read and fully understood the provisions contained in the said Regulations.

- 2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4. I hereby solemnly aver and undertake that
  - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_

Signature of deponent

Name:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at .....(place) on this the .....(day) of .....(month),..... (year) .

\_\_\_\_\_

Signature of deponent

Solemnly affirmed and signed in my presence on this the ..... (day) of .....(month), .....(year ) after reading the contents of this affidavit.

OATH COMMISSIONER

**ANNEXURE - II**

**AFFIDAVIT BY PARENT/GUARDIAN**

I, Mr./Mrs./Ms. .... (full name of parent/guardian) father/mother/guardian of..... (full name of student with admission/registration/enrolment number), having been admitted to .....(name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

- 2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4. I hereby solemnly aver and undertake that
  - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_

Signature of deponent  
Name:  
Address:  
Telephone/Mobile No.:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at .....(place) on this the .....(day) of ....(month) , ..... (year) .

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the .....(day) of .....(month), ..... (year ) after reading the contents of this affidavit.

OATH COMMISSIONER

**SCHOOL OF EDUCATION  
BERHAMPUR UNIVERSITY  
Bhanja Bihar, Berhampur-760 007 (Ganjam) Odisha  
2017-2019**

**INDEX CARD**

**Sub: Application for admission into Bachelor of Education (Self-financed) Course for the session 2017-2019.**

Your application for admission **Bachelor of Education (Self-financed) Course for the session 2017-2019** has been received. Your index number is ..... You will be intimated about your admission in due course of time.

Please quote the Index Number for future correspondence with the School of Education.

**Director, School of Education**

**BY BOOK POST**

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Address to be filled in by the Applicant

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