



The West Bengal University of Teachers' Training,  
Education Planning and Administration

25/2 & 25/3, Ballygunge Circular Road, Kolkata – 700019

Memo. No. - WBUTTEPA/RO/ 862/2019

Date: 02.09.2019

**NOTICE FOR REGISTRATION**

- Download of Registration form by the College from the University website on and from 02.09.2019. **Form must be printed on both side of a single page.**
- Date of submission of filled-in Registration Form: From **09.09.2019 to 12.09.2019 as per schedule**
- Documents to be submitted by the student-
  1. Application Form for registration (duly countersigned by the Principal/O.I.C/T.I.C.) **original copy plus one photo copy.**
  2. Photocopy (with attestation by the Head of the Institution) of the **online application form for admission** of each candidate.
  3. (For M.Ed. candidates the application forms of the candidates must have recommendation of the University for Admission. Copy of separate approval list of the University should be enclosed when the approval was not done on the application form).
  4. Self-attested photocopies of **B.Ed. Mark sheets** (for M.Ed. students only)
  5. Self attested photocopies of **Admit Card of 10<sup>th</sup> standard.**
  6. Self-attested photocopies of **all Mark sheets of Graduation** (Part I/Part II/Part III or all Semesters)
  7. Self-attested photocopies of **all Mark sheets of Post-Graduation** (Part I/Part II or all Semesters)
  8. Self-attested photocopy of **SC / ST / PWD / OBC-A / OBC-B Certificate.**
  9. Self-attested photocopy of **Aadhaar Card** (if any).
  10. **Migration certificate, in original.**
- Registration fee (to be submitted along with the filled-in Registration Form): **Rs. 500.00 per student. (Students already registered under this University will not be required to pay the Registration fee. However, all such candidates will be required to fill in the Registration form and submit requisite testimonials as above for documentation).**
- A college will submit the application forms for Registration of all the candidates at a time in a cover file along with a forwarding letter and separate list of admitted candidates from the principal stating the details of those candidates admitted and seeking registration mentioning serial number chronologically on the Registration Forms as per **Format – B1 & B2 (for B.Ed.) and Format – C (for M.Ed.).**
- Along with the above, the total amount of Registration fee collected from the students (**Rs. 500.00 per student and late fine of Rs. 200/- per student, if any**) as stated in the forwarding letter is to be deposited by the college through a single DD (in favour of WBUTTEPA COLLEGE, payable at Kolkata) along with three photocopies of the same.

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