



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

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

Ref. No.: WBUTTEPA/COE/018/2022

01 April 2022

NOTICE

It is hereby notified to all concerned Principal/ T I C/ O I C of affiliated colleges under WBUTTEPA that filling of examination forms, payment of examination fees, issuance of admit cards and submission of marks for the examinees of **M. Ed. 1st Semester (Regular & Supplementary-II) Examinations 2021** [for the session 2021-23] will be done via online portal on the following dates. User ID and Password will remain same.

Sl. No.	Activities	Dates
1.	Examination Form Fill-up	13.04.2022 to 18.04.2022
2.	Payment of Examination Fees	13.04.2022 to 24.04.2022
3.	Issuance of Admit Card	18.04.2022 onwards
4.	Submission of Internal & Practicum Marks	29.04.2022 to 10.05.2022
5.	Submission of Theory External Marks	29.04.2022 to 10.05.2022

Considering the good intention of the Government of West Bengal, the examination fees have been reduced to Rs.500/- only per examinee in each semester. However this fees structure should not be treated as precedence. The total amount of examination fees will have to be deposited by the colleges through the link and following steps are given below.

Steps to be followed for depositing the examination fees:

1. Colleges should visit the <http://www.onlinesbi.com>
2. Colleges should select 'SB Collect' from the menu.
3. On the 'SB Collect' page, the college should click the Check box at the end of the Disclaimer Clause to **proceed** for payment (I have read and accepted the terms and conditions stated above).
4. In the next page, the College should select 'State of Corporate/Institution' → (West Bengal) and 'Type of Corporate/Institution' → (Educational Institutions) from the drop down Menu and click GO.
5. Next the college should select from Educational Institution's name → 'WBUTTEPAEXAM' from the drop down Menu and click **Submit**.
6. In the next page, the College should select Payment Category → 'EXAM FEES (REGULAR)' from the drop down Menu and click GO.
7. In the next page the College should provide information (College Code, Name, Semester (1,2,3,4), No. of Candidate, Amount). After that click Submit.
8. In the next page the details will be displayed on the screen with Exam Fees Amount. Please provide the other mandatory information for Bank transaction.
9. After confirmation of the payment details, the College can make payment through Net Banking/ Card Payment/ Other Payment modes.
10. In other Payment mode, the College can download and print the Pre-Acknowledgement payment challan and make the payment through any SBI Branch.
11. Please note the Bank Charges for each payment mode is different.

In case of payment of Supplementary examination fees, follow all the first five steps as is done in case of Regular examination fees. In the 6th steps college should select payment category – Exam FEES (SUPPLEMENTARY). Then follow the rest of the five steps.

A. Bhattacharjee
01.04.22

Prof. (Dr.) Amit Kumar Bhattacharjee

Controller of Examinations

WBUTTEPA

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