

Instructions for B.Ed. Colleges Regarding Online Admission Counselling Process for the Session 2019-2021

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The following instructions are to be strictly adhered to & followed by respective colleges for admission to 2 years Regular B.Ed. Course during Online Admission Counselling Process for the Session 2019-2021:

1. For filling up of all types/categories of seats including other state and management quota seats in B.Ed. course, the colleges are strictly required to follow the eligibility and educational qualifications as mentioned under paragraph no. 3 (sub-section 3.1 to 3.7) in *Prospectus for B.Ed. Entrance Test-2019 at page number 11 & 12.*
2. Online Admission & Counselling system of the H.P. University will allocate B.Ed. candidates to various colleges (as per roaster) on the basis of choices/preferences given by the B.Ed. Entrance Qualified candidates through their Login IDs as per the instructions given at admission portal (www.admissions.hpushimla.in) under the heading **“Instructions for Candidates for Online Process of B.Ed. Counselling”**.
3. In order to check the admission status/allocation of B.Ed. candidates in the colleges as well as for approval of candidates admission, the respective college’s can Login at link **“B.Ed. College Login”** on the website www.admissions.hpushimla.in through their College Examination Principal Login Id and Password which was previously created by colleges at www.exams.hpushimla.in.
4. After completion of filling of choices of colleges by the candidate, each candidate will be intimated through his/her ID regarding the allotment of particular college. After knowing the allotment status, he/she will take printout of **“College Allotment Letter”** and he/she is required to visit the concerned allotted college for his/her counselling along with printout of **“Online Counselling Application Form of B.Ed. Session 2019-2021”** and **“College Allotment Letter”**. The candidate is also required to carry all original relevant documents.
5. The concerned college will constitute an “Admission Committee” for smooth admissions of the allocated candidates in their respective colleges. The college admission committee shall comprise of the following members:

<i>Chairman/President or his representative</i>	<i>- Chairman, Admission Committee</i>
<i>Principal of College</i>	<i>- Convenor, Admission Committee</i>
<i>Three Senior Most Faculty Members from B.Ed./M.Ed.</i>	<i>- Members, Admission Committee</i>
<i>Office Supdt./Office In-charge</i>	<i>- Member, Admission Committee</i>
6. The “College Admission Committee” will verify the documents/credentials of allocated candidates who report for admissions in the college within the stipulated time as per the admission schedule given on website of university. The college needs to verify the list of allotted candidates on their ID and match it with the candidate’s particulars. If candidate is found eligible, then colleges from their own Login IDs will approve the candidate’s documents verification for online payment. Now the candidate is required to make **“Online Payment”** through his/her Login ID and report back to the concerned college along with online payment receipt within stipulated time period. The college will now

finally approve online payment and candidate's admission in the college from their own Login IDs.

7. After the submission of the online admission fee, the candidate on his own wish, can also opt for upgrading/shifting to some other college during prescribed fee submission time. Such candidate has to fill his / her upgraded choice / preference of college during the next round of online filling of choices / preferences of colleges.
8. For fresh candidates as well as candidates opting for college up-gradation/shifting, the entire process of documents verification will be repeated during second and third round of online counselling process in the new allotted college. However, such candidates opting for up-gradation/shifting of colleges need not to submit the admission fee and levy charges again.
9. The candidates applying for first time either during 2nd round or 3rd round of online counselling shall be allotted seat in a particular preferred college depending on his/her merit and availability of seat in that college in the particular category.
10. A total amount of Rs.30040/- (Rs.25000/- as college admission fee + Rs.5040/- as university levy charges) will be paid by each admitted candidate only through online mode through his/her Login ID after the verification of documents in the self-financed college and the college will not charge any sort of counselling or admission fee from the candidates at this stage. The amount of Rs.25000/- paid by each admitted candidate shall be transferred to the concerned self-financed college immediately after the completion of Admission Counselling Process – 2019 by the university.
11. The candidates getting admission in Department of Education, H. P. University, Shimla or GCTE Dharamshala are required to pay an amount of Rs.5000/- only through online mode at the time of admission as part of total annual fee of two years B.Ed. course.
12. The college needs to regularly check B.Ed. admission portal (www.admissions.hpshimla.in) of the university & their Login IDs/Dashboards in order to check admission status.
13. In case, any candidate is not found eligible during counselling by the “Admission Committee” of the college, the college shall not approve his/her admission.
14. If even after completion of online counselling, the seats remain vacant in any college, then finally mop-up round of counselling (Offline/physical Counselling) will be conducted for left-out eligible candidates in H.P. University campus on the basis of merit and availability of seats in the college. In mop-up round, only those candidates will be eligible for counselling who have earlier applied through online mode during any of the previous rounds of online counselling. The preferences / choices filled through online mode by the candidates during any of the previous online round of counselling will be taken into consideration at the first instance during mop-up counselling. Afterwards, the new preferences / choices given by the candidate during mop-up round will be considered for his/her allocation to a particular college.

15. The college will charge total admission fee for B.Ed. (Regular) course as per latest notification of Government of Himachal Pradesh/H. P. University, Shimla.

Note: Any discrepancy found at any stage related to B.Ed. admissions 2019, the concerned college will solely be responsible for the same. It will be the responsibility of the concerned college to deal with any litigation/RTI pertaining to B.Ed. admissions; the University will have no role to play in that case and it shall not be liable for any flaw made by the concerned college.

Sd/-
Chairman
Online Admission Processing /Verification Committee,
Himachal Pradesh University, Shimla-5

Tentative Schedule for B.Ed. Online Counseling

Important Dates	EVENT
Schedule for First Round Counseling	
03.07.2019 to 09.07.2019	Candidates to fill in the preferences of colleges through candidate login ID on the website:-www.admissions.hpshimla.in
10.07.2019 to 12.07.2019	Allocation of Colleges to the candidate as per their selected preference list.
12.07.2019	Display of allocated college at Student Login ID.
13.07.2019 to 17.07.2019	i) Original Document Verification at the allocated college. ii) Online Submission of Admission Fee. iii) Fill the options to upgrade (change/shift) the allocated colleges if interested.
Schedule for Second Round Counseling	
18.07.2019 to 21.07.2019	Candidates to fill in the preferences of colleges through candidate login ID for Second round of counseling.
22.07.2019 to 24.07.2019	Allocation of Colleges to the candidate as per their selected preference list.
24.07.2019	Display of allocated college at Student Login ID.
25.07.2019 to 28.07.2019	i) Original Document Verification at the allocated college. ii) Online Submission of Admission Fee. iii) Fill the options to upgrade (change/shift) the allocated colleges if interested.
Schedule for Third Round Counseling	
29.07.2019 to 31.07.2019	Candidates to fill in the preferences of colleges through candidate login ID for Third round of counseling.
01.08.2019 to 02.08.2019	Allocation of Colleges to the candidate as per their selected preference list.
02.08.2019	Display of allocated college at Student Login.
03.08.2019 to 06.08.2019	i) Original Document Verification at the allocated college. ii) Online Submission of Admission Fee.
Schedule for Final Mop Up Round Counseling	
08.08.2019 to 09.08.2019	Offline/Physical Counseling at H.P. University.