

## **Data Capturing Format**

### The points to note regarding B.Ed.-Open and Distance Learning Programme of NSOU

Student Teachers are asked to carefully read the following points prior to fill in the **Data Capture Format** which is mandatory before proceeding to online admission and process accordingly.

- The entire admission process in B.Ed. ODL programme will be strictly restricted to the given list of untrained teachers as provided by the School Education Department, Govt. of West Bengal.
- No other person in any way will be eligible for enrolment to B.Ed. ODL programme as per the direction of Govt. of West Bengal.
- B.Ed. ODL programme will be conducted only at the NCTE recognized B.Ed Colleges in the state of West Bengal.
- The student teachers will be placed at the Study Centers on the basis of their on- line applications received at the NSOU end.
- NSOU may try to give priorities to the female teachers and physically challenged teachers to place them in the study centers within the district as far as practicable.
- To accommodate the total number of student-teachers, all the study centers within the State will be utilized and for that purpose cluster of districts have been made.
- Cluster of districts means a group of neighbouring districts. The study centres available within a cluster may be utilized to accommodate the intending teachers for admission to B.Ed. ODL course.
- Data capture format should be filled- in accordingly and the **Application Generated ID** thus created may be recorded for access in future.
- After screening of the **Data Capturing Format the second phase of online enrolment process will be initiated.**

#### **Admission Procedure:**

Steps to be followed are stated in the following:

**Step-1:** The applicant needs to fill-in and submit online the **Data Capture Format** and take note of the Application Generated ID.

**Step-2:** List out of Names of Screened Untrained Teachers in University Web Site/ Link(s) there in.

**Step-3:** Online Application for admission and taking a hard copy of same. A printed copy of the bank challan also be taken for payment of course fees at bank.

**Step-4:** The applicant needs to attach necessary documents with the filled-in computer generated application form and then is required to report to the Study Centre, of his/her choice during its working hours to have it checked and verified by the coordinator concerned.

**Step-5:** Course fees using the pre-printed challan collected at the time of online submission and stamped by the co-ordinator on verification needs to be submitted at any branch of Allahabad Bank. After due payment s/he must obtain from the bank two copies of Bank Challans, one copy for his/her own record and one copy for the University.

**Step-6:** Then s/he needs to submit within stipulated date the computer generated application form, necessary documents, photograph and university copy of the challan obtained from the Bank to the Study Centre. After submitting all the documents to the Study Centre s/he may like to have a photocopy of the computer generated application form signed and stamped by the person attending him/her in the Study Centre. This signed and stamped copy s/he may preserve as a proof of submission.