

REVISED ON 23 April 2019

**IMPORTANT INSTRUCTIONS FOR FILLING APPLICATION FORM FOR
ADMISSION DURING ACADEMIC SESSION 2019-20**

Programme of Study

Army Institute of Education offers a residential full time professional pre-service teacher education programme of the duration of two academic years leading to Bachelor of Education (B.Ed.) degree affiliated to Guru Gobind Singh Indraprastha University (GGSIPU), New Delhi and recognized by the National Council for Teacher Education (NCTE).

During academic session 2019-20, it is also proposed to introduce two year B.Ed. Special Education (Learning Disability) programme affiliated to Guru Gobind Singh Indraprastha University (GGSIPU), New Delhi and recognized by the Rehabilitation Council of India (RCI).

Seats

The Institute has 100 seats for the B.Ed. programme and 30 seats for B.Ed. Special Education (Learning Disability) programme every year. Seats will be allocated to the aspiring wards, wives and widows of the serving / retired Army personnel from across the country on the basis of their merit in the **Common Entrance Test (CET)** conducted by Guru Gobind Singh Indraprastha University (GGSIPU), New Delhi.

Common Entrance Test (CET)

Visit university website (<http://www.ipu.ac.in>)

Only CET qualified applicants shall be considered for admission, through the University counselling, subject to fulfilment of eligibility and admission criteria

CET Code for B.Ed. Programme: BED122

CET Code for B.Ed. Special Education Programme: BEDSPL159

The prospective students are requested to refer to GGSIPU website for all details. The college does not offer management quota seats.

Application Form

1. All the candidates shall submit application forms only through **online mode** for all Common Entrance Tests CET (Admission Codes) 2019.
2. The application form is available at the University website <http://www.ipu.ac.in>
3. The application form along with the **Common Entrance Test Fee of Rs.1000/-** excluding processing charges and taxes, as applicable, shall be **available from 22th March, 2019, onwards.**

4. **Last date of application for B.Ed. programme has been extended till 06 May 2019.**
5. **Last date of application for B.Ed. Special Education programme is 29th April 2019 up to 4 p.m.**
6. Candidates can apply for both programmes by filling separate application forms online, available at <http://www.ipu.ac.in>.
7. The Application fee, the processing charges and taxes shall not be refundable under any circumstances.
8. Refer to Chapter 13 on Guidelines for Filling of Application Form in GGSIPU Admission Brochure (PART A) for Academic Session 2019-20.

Important Dates/Time

The application form for **B.Ed. programme (CET CODE BED122)** and **B.Ed. Special Education programme (CET CODE BEDSPL159)** shall be available on the university website <http://www.ipu.ac.in> from **22th March, 2019**.

CET Code	CET Name	Last Date of Application	CET Date	CET Time	Date of Declaration of Result (Latest By)
122	B.Ed.	Extended to 06 May 2019 Monday	19th May, 2019 Sunday	10.30 AM to 1.00 PM	Revised Date to be Notified by University
159	B.Ed. (Special Education)	29th April, 2019 Monday	13th May, 2019 Monday	10.30 AM to 1.00 PM	24th May, 2019 Friday

Note:

1. The applications should be submitted on or before the last date. On the last date of application, the application can be submitted by 4.00 PM only.

Important Instructions

1. The term "University" shall mean the **Guru Gobind Singh Indraprastha University**.
2. The **application forms** shall be available in the **online mode** only from the University Website: <http://www.ipu.ac.in>
3. The last date of application may be extended for any programme(s) / CETs.
4. It is the **responsibility of the candidates to ascertain whether he/she possess the requisite eligibility and qualifications for admission**. Applying for a particular CET, appearing for the written examination and qualifying the same does not

necessarily mean acceptance of eligibility (see Chapter 2 of University Admission Brochure 2019-20). Every applicant for a particular CET must satisfy the eligibility criterion as specified in GGSIPU Admission Brochure for academic session 2019-20 (or its amendments / corrections).

5. The applicants are advised that since the form filling as well as admit cards shall be made available through the online mode only, they must **keep the details of their login id and the password secure and safe.**

6. Applicants should be **careful in choosing the CETs** that they apply for, as no change would be permissible after the application has been submitted.

7. **The language of the CET for B.Ed. shall be in both English and Hindi.** The Question Paper shall be set both in English and Hindi Language (Except the English Comprehension Section which shall only be in English).

8. The University may add or remove programmes of studies from any or all CET Codes.

9. After the application for any CET is submitted, if there is any **mistake in date of birth, spelling mistake in name of applicants or the parents name or in the choice of category/region claimed for the purpose of availing reservation, the applicant must submit an application in physical form** (together with applicable processing fees of Rs. 500/-) to: Reception, Examination Division, Guru Gobind Singh Indraprastha University, Delhi. **This application must be submitted within 5 working days of the last date of form submission together with the applicable fees.** After this no request for any correction shall be entertained by the Examinations Division. Window for making correction shall be notified by the University before / during counselling for admissions.

10. **A Separate Application Form has to be filled-in for each programme (s) having distinct CET Code.**

11. **No separate intimation will be sent to the candidates regarding declaration of results and commencement of counselling/ admission. Result will be declared on University Website (<http://www.ipu.ac.in>).** Detailed schedule of first counselling/admissions will be notified prior to commencement of respective counselling, on the University Website (<http://www.ipu.ac.in>).

12. The University will declare and display the ranks of only those candidates who are declared as qualified in the CET-2019. **The admissions will be made only out of these qualified and eligible candidates strictly in order of merit.** The rank of candidates who do not qualify in CET-2019 will not be declared.

13. Applicants should **retain a printout of the CET application form as proof of application.**

14. **In all communications** regarding submission of application or otherwise related to admissions, the **copy of the application form must be submitted** as otherwise the communication would be deemed incomplete and no processing would be performed on the communication, without any notice to the applicant.

15. **There will be no rounding-off of the percentage of marks of qualifying examination** while deciding the basic eligibility of any candidate for admission e.g. if a candidate obtained 49.99% marks in his/her qualifying examination, then it will not be rounded-off to 50%.

16. If a candidate clears the qualifying examinations in a particular year (A), and in the subsequent year (B) appears in the improvement examinations, then in the year B or later, if the candidate applies on the basis of the qualifying examination, the best marks obtained in the two result of the examination held in the year A or B, for a specific subject, shall be used for calculation / verification of eligibility for all papers for which result was declared by the examining body of the qualifying examinations.

17. For ascertaining the eligibility conditions, combination of marksheets, shall be allowed, only and only if the marksheets are from the same Board. If any particular candidate changes the Board e.g. CBSE to NIOS, an appropriate proof of accepting the marks of earlier Board shall be required, by the new Board. Thus, such candidate shall supply the one complete marksheet making him eligible.

18. **The tentative schedule of counselling** together with all appendices **shall be notified on the University website <http://www.ipu.ac.in> on or before 28.03.2019** while the detailed schedule shall be notified after declaration of merit/result of the CET.

19. **The list of documents** required shall be informed through the detailed counselling schedule as notified on the University website <http://www.ipu.ac.in>.

20. **The candidates are advised to check their status** with the help of the **login id and password**.

21. **Write (enter) the complete e-mail address and phone number in the application form carefully.** Please note that this e-mail address and phone number may be used by the University for future communications.

22. **No admitted student pursuing a programme of study from the Guru Gobind Singh Indraprastha University is allowed to pursue any other (2nd or more) degree / diploma programme of study from any University including GGSIPU at any given moment of time.** If at any stage it is found that an admitted student has registered for more than one programme of study in GGSIPU or any other University, simultaneously then the admission of such a candidate shall be cancelled from all programmes of studies of GGSIPU.

23. Only filling the application for admission (Common Entrance Test) shall not, *ipso facto*, entitle a candidate to get admission to a programme.

24. Only qualifying the Common Entrance Test shall not, *ipso facto*, entitle a candidate to get admission to a programme.

25. It will also be the **sole responsibility of the candidates** themselves to make sure that they are eligible and fulfill all the conditions prescribed for admission.

Eligibility Conditions

a. B.Ed. Programme Educational Qualifications.

Candidates with at least fifty percent marks either in the Bachelor's Degree and/or in the Masters degree in Sciences/ Social Sciences/ Humanities, Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55 % marks or any other qualification equivalent thereto, are eligible for admission to the programme.

The College strictly adheres to the norms of GGSIPU New Delhi for Admission Criteria & Course Content. GGSIPU New Delhi shall follow NCTE guidelines/ regulations for the B.Ed. programmes for admissions and implementation.

b. B.Ed. Special Education Programme Educational Qualifications.

Candidates with at least fifty percent marks either in the Bachelor's Degree and/or in the Masters degree in Sciences/ Social Sciences/ Humanities, Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55 % marks or any other qualification equivalent thereto, are eligible for admission to the programme.

The College strictly adheres to the norms of GGSIPU New Delhi for Admission Criteria & Course Content. GGSIPU New Delhi follow Rehabilitation Council of India (RCI) guidelines for the B.Ed. Spl. Education programmes for admissions and implementation.

Note:

As per GGSIPU norms, Widows, Wards and Wives of Serving/ Ex Servicemen Army Personnel will be allowed 5% relaxation of marks in the minimum eligibility requirement or as specified by the statutory body governing the programme of study.

Relaxation as mentioned above and elsewhere in University Admission Brochure, will be granted to only those candidates, who are able to produce necessary relevant supporting documents as per the Admission Brochure before the Admission Officer present at the Venue of the Document Verification / Counselling /Admission. Therefore, for seeking those relaxations, necessary documents must be obtained in advance by all candidates from the Competent Authority as prescribed. (Refer Appendix 1: Undertaking for Defence Category in GGSIPU Admission Brochure (PART B) Academic Session 2019-20.

c. Age Limit.

As on 01.08.2019 candidate should not be beyond 35 years of age as per GGSIPU New Delhi Admission norms.

d. Age Relaxation.

Candidates desirous of applying for age relaxation as per norms above should apply in writing to Registrar, Guru Gobind Singh Indraprastha University. The application should reach the Academics Division of the University **on or before 24th April, 2019** at the

address: Incharge (Admissions), Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, N.Delhi 110078. Late applications shall be summarily rejected.

The upper age limit may be relaxed upto a maximum of five years in exceptional cases by the Admission Officer (designated) of the concerned programme if he/she is satisfied with the merit of the case. Candidates exceeding the upper age limit upto five years may provisionally apply/ appear in the Common Entrance Test. However, they would be required to submit to the satisfaction of the Admission Officer an explanation regarding the gap period, i.e., the details of the period spent by him/her after passing the qualifying examination to justify the relaxation. Such explanation should be in the form of an application to the concerned Admission Officer along with supporting documents (if any). Any relaxation of age beyond this shall be given by the Registrar of the University. The candidates desirous of applying for age relaxation should apply in writing to Registrar, Guru Gobind Singh Indraprastha University. The application should reach the Admission Division of the University on or before 21 May, 2019 at the address: Incharge (Admissions), Guru Gobind Singh Indraprastha University, Dwarka, Sector 16C, Delhi 110078. Late applications shall be summarily rejected.

If a candidate takes admission on the basis of a false age claim, the admission of such a candidate shall be cancelled with forfeiture of entire fees paid, as and when such cases are detected.

e. Responsibility for Ensuring Eligibility.

It is the responsibility of the candidates to ascertain whether he/she possess the requisite eligibility and qualifications for admission. Appearing for the written examination does not necessarily mean acceptance of eligibility.

Physical Fitness

1. The applicant must be in good mental and physical health and should be free from any physical / mental defect which is likely to interfere with his/her studies including active outdoor duties required of a professional.
2. Accordingly, all the students shall be required to submit a Medical Certificate indicating fitness from a Doctor with valid registration under the Medical Council of India Act, at the time of admissions / counselling (refer Appendix 6 of GGSIPU Admission Brochure (PART C) for Academic Session 2019-20.

Syllabus for B.Ed. CET CODE 122

- i. English Comprehension- 15%
- ii. Mental Ability and Reasoning - 40%
- iii. General Awareness – 25%
- iv. Aptitude for Teaching – 20%
- v. The Question Paper shall be set both in English and Hindi Language (Except the English Comprehension Section which shall only be in English).

Syllabus for B.Ed. Special Education CET CODE 159

- i. English Comprehension- 15%
- ii. Mental Ability and Reasoning - 40%
- iii. General Awareness – 25%
- iv. Aptitude for Teaching – 20%

This CET shall be conducted in English / Hindi Language.

NOTE: Level of questions asked shall be as per the level of qualifying examinations for entry to the programme of study or as specified.

General Guidelines for Common Entrance Examinations (CET)

1. The written examination conducted are OMR based in general unless specified otherwise.
2. The test centers for the common entrance tests conducted by the University shall only be in the National Capital Territory of Delhi.
3. For marking / writing on the OMR answer sheet, a black/blue ball pen should (only) be used.

Scheme of Test (CET)

1. The test paper will contain 150 objective-type questions. Out of these for multiple choice questions, only one correct; or most appropriate answer should be selected and marked on the OMR answer sheet.
2. Each multiple choice question shall carry four marks. There will be negative marking for incorrect answer. One mark will be deducted for each incorrect answer.
3. The written test will be of two-and-a-half-hour duration and will carry 600 marks.
4. The medium of the tests shall be in English and Hindi.
5. Candidates should bring a black ball point to the Examination hall for writing/marking responses (darkening the ovals) on OMR answer sheets. Use of pencil is not allowed.
6. For those who are unable to appear in the test on the scheduled date for any reason, retest will not be held by the University under any circumstances. No refund of fee is permissible.

CET Admit Card

1. The **Admit Card will be available online**, on or before 5 days of the date of the CET.
2. The **Admit Cards may be downloaded** from the candidates individual account using log-in ID and password from the website which was used for filling up the application form.
3. **No candidate will be allowed to enter the Examination Hall without the valid CET Admit Card 2019**, issued by the University.
4. Candidates are required to carry two printouts of the admit card at the time of CET.
5. Candidate must **preserve the CET Admit Card till the admission procedure is over**.

6. **Request for issue of duplicate Admit Card will not be entertained** by the University after the Common Entrance Test (under any circumstances).
7. No claim of having filled up the Application Form and non-receipt of admit card will be admissible after the CET.
8. Impersonation is a punishable offence. **No candidate will be permitted to appear in CET without the Admit Card.**
9. **In case of non-receipt of Admit Card** the candidate may contact Office of Controller of Examinations (Operations) at GGSIP University, Sector 16C ,Dwarka, New Delhi 110078 at least 5 days before the scheduled commencement of respective CET. The application in this regard must be supported by a copy of the printed version of the application form and proof of payment of requisite fee for the CET. Without the submission of these two documents, no application in regard to non-receipt of admit cards shall be entertained, the application in this regard shall be deemed incomplete and rejected without intimation to the applicant.

Online Counseling Procedure and Subsequent Admission

1. **Online counseling will be done by University** for B.Ed. and B.Ed. Special Education programmes.
2. The detailed instructions about the online counselling, User Manual, FAQs shall be available on the University website <http://www.ipu.ac.in> & www.ipuadmissions.nic.in. **Candidates are advised to go through the details thoroughly at these sites before registration.** This information shall be available before the start of the online counselling. Aspirants / candidates should keep seeing the University website(s) in this regard.
3. For tentative counseling schedule summary refer Chapter 14 of GGSIPU Admission Brochure (Part C) for Academic Session 2019-20.

For any queries and further details please contact:

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