

ADMISSION POLICY

1. Preamble

Bhavan's Tripura Teacher Training College is committed to a fair, transparent, ethical, humane, equitable and consistent admission process. The admission policy is based on the ethics of Bharatiya Vidya Bhavan which endeavours to provide quality education for all youth with values and social commitment. The policy abides by the core values, ethics and code of conduct of the institution. The institution shall ensure equity, accessibility and inclusiveness in the admission of students to its programmes. The admission shall be open to all aspiring youth irrespective of any caste, creed, religious, linguistic, geographic and communal distinction.

2. Scope

This policy and guidelines are applicable to prospective teachers seeking admission and stakeholders involved in the admission process.

3. Admission Committee

The admission committee will be constituted with the direction of the Principal who is the operational head of the committee. The committee is responsible for executing the Admission Policy and Guidelines. Due fairness shall be observed by the members of the committee in admission related operations.

3.1 Composition of the Admission Committee

The Admission Committee shall comprise of:

- i. Chairman/Director of the Management – Chairperson
- ii. Principal – Ex-officio
- iii. Coordinator – Admissions
- iv. Faculty nominees
- v. Office Superintendent

3.2 Roles and Responsibilities

The Admission Committee has the following roles and responsibilities:

- i. Define and modify the admission policy and guidelines in line with the requirements of teacher education.
- ii. Define and approve the admission procedure of the institution.
- iii. Identify and adhere to the recognizing/affiliating body norms of admissions.
- iv. Implement the eligibility criteria, norms, reservation criteria for the programmes of the institution.
- v. Monitor and review the admission process.

4. Reservation Policy

4.1 Government of Tripura Reservation Norms

Being the self-financed institution it is difficult to follow reservation policy and keep any seat vacant under reservation. Otherwise, the institution shall abide by the following reservation norms specified by the Government of Tripura for admission to programmes in higher education institutions:

Category	Reservation
SC	17 %
ST	31 %

4.2 Students from Neighbourhood Locality

The admission committee shall provide preferential consideration with regard to prospective candidates from the neighbourhood community who seek admission.

5. Eligibility Criteria

The institution shall abide by the eligibility criteria of NCTE (National Council for Teacher Education) and affiliating bodies (Tripura University and SCERT Tripura) for admissions to the undergraduate (B.Ed) and Diploma (D.El.Ed) courses of Teacher Education programmes respectively.

5.1 Eligibility criteria for undergraduate programme (B.Ed)

Candidates with at least 50% marks either in the Bachelor's Degree and/or in the Master's Degree in Science/Social Sciences/Humanity, 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 B.Ed programme (relaxation up to 5% marks in case of SC/ST/OBC candidates).

5.2 Eligibility criteria for diploma programme (D.El.Ed)

Candidates with at least 50% marks in the Higher Secondary (+2 Stage) or its equivalent examination are eligible for admission to the D.El.Ed programme (relaxation up to 5% marks in case of SC/ST/PWD candidates).

6. Office of Admissions

A functional office shall be responsible for executing the admission process of the institution. It shall be responsible for pre-admission, online and offline admission process and enrollment. The office shall implement the admission criteria, norms and process for each programme in every academic year. The institution shall adopt an online application process for all programmes.

6.1 Pre-admission procedure

Pre-admission process consists of:

- i. Preparation of the tentative calendar for admission process in various programmes
- ii. Updating programme details and fee structure in the website
- iii. Preparation of prospectus, posters, advertisements and notices
- iv. Schedule and organise the admission counselling
- v. Notification of counselling/admission dates of various admission programmes

6.2 General admission procedure

- i. Scrutiny and screening of online/offline applications received from prospective students
- ii. Verification of eligibility fulfilment
- iii. Data entry for preparing merit list
- iii. Preparation of selection lists (main & wait lists) for counselling
- iv. Conduct of admission counselling/interview
- v. Preparation of selection list and result announcement.

7. Admission Process

The admission process is specific to each programme. The following guidelines shall be adopted for admission to various programmes:

7.2 Admission Process for B.Ed Programme

- a. Prospective candidates shall apply online to seek admission to UG programme.
- b. Selection for counselling shall be published on Website and local newspaper.
- c. Counselling shall comprise of: i) document verification and ii) interview with admission panel.
- d. Admission to the programme shall be based on the merit list prepared by the following mechanism:
 - i. 10% of the percentage of total marks obtained in Madhyamik Examination.
 - ii. 10% of the percentage of total marks obtained in Higher Secondary Examination.
 - iii. 10% of the percentage of total marks obtained in UG (2 years/Pass).
 - iv. 12% of the percentage of total marks obtained in UG (3 years/Pass) examination.
 - v. 15% of the percentage of total marks obtained in UG (3 years/Hons') examination.
 - vi. 5% of the percentage of total marks obtained in PG examination.
 - vii. 20% of the percentage of total marks obtained in Integrated Master Degree Program (5 years)
- e. The result of the counselling shall be announced on the college website and notice board.
- f. Admission of the selected candidates shall be complete after the submission of the required original documents and payment of the admission fee.

7.3 Admission Process for D.El.Ed Programme

- a. Prospective candidates shall apply online/offline to seek admission to D.El.Ed programmes
- b. Selection for counselling shall be intimated through notification published on the college website and notice board and local newspaper.
- c. Counselling shall comprise of: i) document verification and ii) interview with admission panel.
- d. Admission to the programme will be based on the marks secured in qualifying degree and performance in counselling.
- e. Admission to the programme shall be based on the merit list prepared by the following mechanism:
 - i. 10% of the percentage of total marks obtained in Madhyamik Examination.
 - ii. 10% of the percentage of total marks obtained in Higher Secondary Examination.

- f. The result of the counselling shall be announced through e-mail or telephone.
- g. Admission of the selected candidates shall be complete after the submission of the required original documents and payment of the admission fee.

8. Fees to be Charged:

As per the order of Bharatiya Vidya Bhavan Agartala Kendra management.

9. Documentations:

Documents/Certificates received from students are kept in college only up to the completion of verification by the Institution and not retained thereafter.

10. Management Quota:

Generally there will be no management quota regarding admission in B.Ed/D.El.Ed programme. In case any candidate gets admission from main merit list or waiting list and thereafter surrender, then the vacant seat will be treated as management quota.

11. Admission Cancellation Policy

The provisional admission of a candidate to B.Ed/D.El.Ed Programme shall be cancelled under the following circumstances:

- i) Failure to submit all relevant marksheets, migration certificate, and other essential documents on or before the last date specified by the institution.
- ii) False information, errors in certificate, and failure to meet the eligibility conditions.
- iii) Adoption of unfair means and influence through touts to seek admissions in the college.
- iv) Absent from classes in the first month without intimation to the college authority.

12. Refund Rules

The institution shall follow the fee refund norms in the event of admission cancellation or surrender of admission seat within the stipulated duration declared by the institution to the candidates during admission.



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