

Guru Ghasidas Vishwavidyalaya, Bilaspur Chhattisgarh

## Department of Education

### SOP For New Admission

#### Department details

**Name of School:** School of Education

**Name of Department:** Department of Education

**Building No:** 34

**Name of Head & Contact No.** Prof. Sambit Kumar Padhi (9406212458)

**Help Desk In-charge & Contact No:** Mr. Ajay Mishra (9425514109)

**E-Mail Id of HoD:** [padhiggv@gmail.com](mailto:padhiggv@gmail.com) & [hodeduggu@gmail.com](mailto:hodeduggu@gmail.com)

#### Schedule of Provisional Admission Process

Sl.	Action/Activity	Date/Duration
1.	Declaration of first merit list for submission of fee (First round admission)	10/06/2025 ( First Round Merit List) (ONLINE)
2.	Submission of fee online by the candidates in Samarth Portal for first round admission	11/06/2025 to 14/06/2025 Fee Submission First Round (ONLINE MODE)
3.	Declaration of second merit list for submission of Fee (Second round admission)	17/06/2025 (Second Round Merit List) (ONLINE)
4.	Submission of fee online by the candidates in Samarth Portal for second round admission	18/06/2025 to 21/06/2025 Fee Submission Second Round (ONLINE MODE)
5.	Physical reporting and verification of documents by the candidates who got provisional admission in the first and second rounds	01/07/2025 to 03/07/2025 Physical verification of the documents (OFFLINE)
6.	Declaration of vacancy after physical verification and merit list for further admission	04/07/2025
7.	Offline counseling	14/07/2025
8.	Commencement of classes	23/07/2025

### Seat Details of Programme offered by Department (category wise)

Sl. No.	Programme	Total Seat Available	UR	OBC	SC	ST	EWS
1.	Two year B.Ed Programme	62	27	16	09	04	06
2.	Two Year B.Ed Special Education (HI)	33	16	08	04	02	03
3.	Two Year B.Ed Special Education (LD)	33	16	08	04	02	03
4.	Two year M.Ed Programme	62	27	16	09	04	06

**\*PH (Divyangjan) reservation applicable as per GOI guideline**

### Programme-wise Fee Structure (2025-26)

Sl. No.	Programme	Total Seat Available	Semester I	Semester II	Semester III	Semester IV	Total
1.	Two year B.Ed Programme	62	9100/-	6100/-	7050/-	6100/-	22,860/-
2.	Two Year B.Ed Special Education (HI)	33	9100/-	6100/-	7050/-	6100/-	22,860/-
3.	Two Year B.Ed Special Education (LD)	33	9100/-	6100/-	7050/-	6100/-	22,860/-
4.	Two year M.Ed Programme	62	9700/-	6700/-	7650/-	6700/-	30,750/-

### Documents required during physical verification

**Documents Required:** The following documents in **original** along with **03 sets of Self attested photocopies**, arranged in the same sequence must be submitted for the scrutiny/ document verification process by the Department. Kindly check the Admission Notification on the Website for final requirement.

**आवश्यक दस्तावेज:** मूल प्रति के साथ स्वप्रमाणित **03 छायाप्रति के सेट**, निम्नलिखित क्रम में व्यवस्थित कर के, विभाग में जांच/ दस्तावेज सत्यापन प्रक्रिया के लिए विचार हेतु प्रस्तुत करना होगा। अंतिम आवश्यकताओं के लिए प्रवेश-सूचना वेब-पटल पर देख लें।

1. CUET Application form, Score Card, Registration form  
CUET एप्लीकेशन फॉर्म, स्कोर कार्ड, एवं रजिस्ट्रेशन फॉर्म
2. High School (Class X) Mark sheet  
हाई स्कूल (दसवीं कक्षा) की मार्कशीट।
3. Higher Secondary (Class XII) Mark sheet  
हायर सेकेंडरी (कक्षा बारहवीं) की मार्कशीट।
4. Graduation Mark sheets **of all semesters/year** reflecting marks of all subjects including compulsory/core courses like language, EVS etc.  
ग्रेजुएशन मार्कशीट **(सभी सेमेस्टर/वर्ष के)** जो सभी विषयों के अंकों को दर्शाती है जिसमें अनिवार्य / मुख्य पाठ्यक्रम जैसे भाषा, ई.वी.एस. आदि शामिल हैं।
5. Post-Graduation Mark sheet (of all semesters/year) (if Applicable)  
पोस्ट-ग्रेजुएशन मार्कशीट (सभी सेमेस्टर/वर्ष के) (यदि लागू हो)
6. B.Ed. Marksheet (**of all semesters/year**) (in case of M.Ed.)  
B.Ed. मार्कशीट **(सभी सेमेस्टर/वर्ष के)** (एम.एड. हेतु)
7. Transfer Certificate / Migration Certificate (**Original needed**)  
स्थानांतरण प्रमाणपत्र / प्रव्रजन प्रमाणपत्र **(मूल प्रति आवश्यक)**
8. 04 Recent Passport Size photograph  
04 वर्तमान के पासपोर्ट साइज के फोटोग्राफ
9. AADHAR CARD आधार कार्ड
10. Valid and recent Caste Certificate ( for SC/ST/ OBC Non-Creamy Layer), & PH, and EWS certificate, as per GOI rule (if claiming admission under reserved category)  
वैध और हालिया जाति प्रमाण पत्र (एससी / एसटी / ओबीसी Non-Creamy Layer), और पीएच, और ईडब्ल्यूएस प्रमाण पत्र, भारत सरकार के नियम के अनुसार (यदि आरक्षित श्रेणी के तहत प्रवेश का दावा करते हैं)।
11. Fee receipt submitted online (शुल्क)

In case, any candidate will not report physically or will show inability to submit above said documents or found not-eligible for the programme, then his/her admission will be treated as cancelled after physical verification and seat will be declared as vacant for next round of admission.

यदि कोई अभ्यर्थी शारीरिक रूप से उपस्थित नहीं होगा या उपरोक्त दस्तावेज प्रस्तुत करने में असमर्थता दिखाएगा या कार्यक्रम के लिए अयोग्य पाया जाएगा, तो उसका प्रवेश शारीरिक सत्यापन के बाद भी रद्द माना जाएगा और प्रवेश के अगले दौर के लिए सीट रिक्त घोषित कर दी जाएगी।

1. **Please strictly follow the schedule for provisional admission process as mentioned above.**  
कृपया ऊपर बताए अनुसार अनंतिम प्रवेश प्रक्रिया के लिए अनुसूची का सख्ती से पालन करें।
2. **Merit list of candidates will be decided on the basis of CUET score. However, in case of any tie in marks of CUET, the admission will depend**

on academic scores of graduation, then, in case of further ties, on the score of 12<sup>th</sup> and 10<sup>th</sup> in respective cases. And if in case of further tie elder students shall be considered in merit.

उम्मीदवारों की मेरिट सूची CUET स्कोर के आधार पर तय की जाएगी। हालांकि, CUET के अंकों में किसी भी टाई के मामले में, स्नातक स्तर के शैक्षणिक प्राप्तांक के वरीयता के आधार पर प्रवेश दिया जायेगा। पुनः टाई होने के स्थिति में, क्रमशः कक्षा 12 तथा कक्षा 10 के प्राप्तांक में वरीयता अनुसार विचार किया जायेगा। इसके पश्चात् भी पुनः टाई होने के स्थिति में वरिष्ठ उम्मीदवार को वरीयता दी जायेगी।

3. **If the candidate did not submit valid caste, PH & EWS Certificate his/her candidature will be considered under unreserved (UR) category.**

यदि उम्मीदवार ने वैध जाति, पीएच और ईडब्ल्यूएस प्रमाण पत्र जमा नहीं किया है तो उसकी उम्मीदवारी पर अनारक्षित (यूआर) श्रेणी के तहत विचार किया जाएगा।

4. **The category shown in the application form will be considered as final and no change will be entertained.**

आवेदन पत्र में दिखाई गई वर्ग को अंतिम माना जाएगा और किसी भी बदलाव पर विचार नहीं किया जाएगा।

5. **After the scrutiny of documents, the merit list of short-listed candidates will be declared.**

दस्तावेजों की जांच के बाद शॉर्टलिस्ट किए गए उम्मीदवारों की मेरिट लिस्ट घोषित की जाएगी।

6. **Payment of fee will be done through online mode only.**

शुल्क का भुगतान ऑनलाइन मोड के माध्यम से किया जाएगा।

7. **Please visit regularly the university website [www.new.ggu.ac.in](http://www.new.ggu.ac.in) for any updates.**

कृपया किसी भी अपडेट के लिए नियमित रूप से विश्वविद्यालय की वेबसाइट [www.new.ggu.ac.in](http://www.new.ggu.ac.in) देखें।

## **Fellowship & Scholarship Available:**

- (i) Merit scholarship of Rs. 10,000/- per year may be extended to any one student from each School of Studies, who secured the highest score in the examination of the respective course at the end of each year. Such Scholarship will continue till the student maintains first position along with an attendance record of 80% as per NCTE/RCI Norms in classes and a clear status in the Semester Examination and on the recommendation of the Director/Deans. In case of otherwise, the benefit will be shifted to the other highest scorer.
- (ii) Merit Scholarship of Rs. 15,000/- per year may be extended to one student who secures highest score among all Schools in the examination of respective course. Other eligibility of the student is the same as mentioned in Point One.
- (iii) An amount of Rs. 5000/- may be extended to students for the particular session, who have participated in any national level Sports or Games/Events as recommended by Director/Dean.
- (iv) An amount of Rs. 1,00,000/- (Rupees one lac) may be awarded to students for the particular session, who have participated in any International Sports/Games/Events as recommended by Director/Dean.
- (v) Full free ship may be extended to any one student in each department belonging to poor family background, subject to condition that the student maintains attendance record of 75% in classes, all clear status, and secure minimum of 60% marks in Semester Examinations (who is not a recipient of scholarship or financial aid from any other source) as recommended by Director/Dean.
- (vi) Free meal facility may be extended to all blind students (total blindness) residing in hostels of the GGV. Their actual mess bill will be reimbursed under the Students Welfare Scheme. The amount will be paid by drawing the bill in favour of the Warden of the concerned hostel.
- (vii) A sum of Rs. 5000/- per annum per student in the form of cash may be provided to all blind students (total blindness) of the GGV as financial assistance to purchase "Teaching Aid" every year, as recommended by Director/Dean of concerned School of Studies.
- (viii) Hand Driven tricycle may be provided to physically handicapped students for movement in the campus in only once during their entire tenure of education in the GGV. Further, students have an attendance record of 75% in the classes and on the recommendation of the Director/Dean of the concerned School of Studies.
- (ix) An amount of Rs. 11,000 (eleven thousand only) may be awarded to students, who have set an example in the campus of their extraordinary task as recommended by the Dean Student Welfare (DSW)/Chief Proctor/Chief Warden.
- (x) Full free ship of tuition fee is given to Single Girl Child for Postgraduate (PG) courses.
- (xi) Full free ship is given to the dependents of Martyrs.
- (xii) Full free ship for five poor students under Vice-chancellor (VC) Discretionary Category.

**Special Initiative of Guru Ghasidas University for Needy Students, GGV- Sudama Yojana:**

Guru Ghasidas Vishwavidyalaya Sudama Yojana (GGV-Sudama Yojana) is one of the flagship initiatives of the University, which is probably one of its kind of innovative concepts started in the GGV to cater financial support to the eligible students of the University. From this Yojana, those students who are financially weak or whose parents are unable to afford the university fees/hostel fees/teaching aides, etc., to continue their studies, shall be given financial assistance. This Yojana has been effective since 2024-25 and finally notified vide Notification No 4038/Estt/Admin/2024 dated 28.11.2024. The university has so far provided financial assistance to more than 60 needy students, which not only extends financial support to the aspiring students but also motivates them to complete their academic degree without much hindrance.

**Other Facilities**

**1. Railway Concession Form:** The railway concession form is issued by the Dean Students' Welfare to the students in accordance with the University OM vide No. 04/DSW/2024 dated 04.03.2024.

**2 . Grievance Redressal of Students under UGC e-Samadhan Portal:** Timely redressal of grievances of the students received from UGC e-Samadhan Portal is ensured by the Dean Students' Welfare.

**3. Life/accidental Insurance Coverage of Students:** Group Insurance Coverage for the enrolled students of GGV is facilitated by the University through United India Insurance Company of India.

**4. Other Support Systems to the Students:** Support system for the students is available round the clock. Students' representations are considered, processed and resolved in an expedited manner. An online payment support system is made available to the students by using a swipe machine. DSW/ADSWs participate in each induction programme be conducted by various departments for their newly admitted students. We encourage our students to participate in various cultural and other national-level events at the university and other higher education institutions. We strive for betterment of all kind of support to the students in the future

## **Department of Education**

**Guru Ghasidas Vishwavidyalaya, Bilaspur,  
(C.G.)**

### **Important Contact Numbers**

**Dean School of Education:** Prof. C. S. Vazalwar - 9425223875

**Head of the Department:** Prof. S. K. Padhi - 9406212458

**Chief Proctor-** Prof. P. K. Mishra - 9415301462

**Chief-Warden-** Prof. P. J. Mishra - 9413760046

**Dispensary-** Dr. Sarvesh Gauraha - 8982104246

**Anti Ragging Cell -** Prof. Sanjit Sardar - 9407928407