Babasaheb Bhimrao Ambedkar
Bihar University, Muzaffarpur

बाबासाहेब भीमराव अम्बेदकर
बिहार विश्वविद्यालय, मुजफ्फरपुर

Directorate of Distance Education
दूरस्थ शिक्षा निदेशालय

Student's Handbook & Prospectus
Bachelor of Education (B.Ed.) Programme
(Approved by NCTE & Recognised by UGC/DEB)

Dr. Pandit Palande
Hon'ble Vice-Chancellor,
B.R.A. Bihar University,
Muzaffarpur

Babasaheb Bhimrao Ambedkar
Bihar University, Muzaffarpur

Vice-Chancellor's Message

Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur was initially established in the name of University of Bihar (i.e. बिहार विश्वविद्यालय) in 1952 at Patna as the 2nd University in Bihar and as one of the fifteen oldest Universities in Independent India. During the past 62 years, the University has made tremendous contribution towards teaching & research.

The Centre for Distance Education (CDE) was established in the year 1995 with an aim to provide higher education to those, who could not attend regular colleges due to economic constraints and those who were employed and sought to upgrade their education qualifications.

After necessary preliminaries, The Centre for Distance Education (CDE) was renamed as DDE (Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur) in September, 2011.

The D.D.E. has already started various Professional Courses such as B.C.A., B.B.A. B.Sc.IT, BLIS, BJMC, B.A. (Hons. in Education), M.Sc.IT, MLIS, M.A. (Education), PG Diploma in Financial Management from Session 2012-13.

The D.D.E. has also started some new Professional Course such as M.C.A., M.B.A. & M.A. (Personnel Management & Industrial Relations) from Session 2013-14.
Now, recently the D.D.E. has started B.Ed. (Distance mode) from Session 2014-15 with the approval of the NCTE.

The D.D.E. is going to pioneer in starting M.Phil. Courses in whole of Bihar.
It is also to mention that the DDE is itself conducting the examinations of all Traditional / Professional Courses under DEB / UGC norms.

I extend my best wishes to all students studying through the Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur and hope that the education they acquire through the DDE will help them in their profession and to achieve their goals.

Dr. Pandit Palande
Vice-Chancellor

Babasaheb Bhimrao Ambedkar
Bihar University, Muzaffarpur

बाबासाहेब भीमराव अम्बेदकर
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Directorate of Distance Education
दूरस्थ शिक्षा निदेशालय

Student's Handbook & Prospectus

Website : **www.ddebrabu.net**
Phone & Fax : **0621-2243071 & 0621-2242495**
Email Id : **director.ddebrabu@gmail.com**
Lalankumar.ddebrabu@gmail.com

Bachelor of Education (B.Ed.) Programme

(Under Self-Financing Scheme)

(Approved by NCTE & Recognised by UGC/DEB)

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पूर्व क्षेत्रीय समिति
राष्ट्रीय अध्यापक शिक्षा परिषाद्
(भारत सरकार का एक विधिक संस्थान)

गुरुर्गुरुतमो धाम
NCTE

Eastern Regional Committee
National Council for Teacher Education
(A Statutory Body of the Government of India)

TO BE PUBLISHED IN GAZETTE OF INDIA PART-III, SECTION 4

Code No. ERCAPP1198
ERC/7-155.6.7/NCTE/B.Ed. (Open and Distance Learning System)./2013/18543 Date: 30/05/2013

Order

WHEREAS in terms of Section 14(1) of the NCTE Act, 1993, Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur, Plot No. 742, 743, Street Number- Main Road, Vill- Khabra, PO-BU Campus, Tehsil/Taluka- Muzaffarpur, City/Dist- Muzaffarpur, Bihar- 842001 has submitted an application to the Eastern Regional Committee of NCTE for grant of recognition for conducting B.Ed. (Open and Distance Learning System) Course with an annual intake of 500 (Five Hundred) by online on (mm/dd/yyyy) 09/30/2011 and hard copy of application submitted on (mm/dd/yyyy) 10/07/2011.

2. AND WHEREAS on scrutiny/perusal of the application submitted by the institution, the documents attached therewith, the affidavit and the input received from the visiting team in the form of report and videography, recommendation of the State Government, the Committee is satisfied that the institution/soceity fulfills the requirements under the provisions of NCTE Act, Rules and relevant Regulations including the Norms and Standards for the Secondary Teacher Education (B.Ed. (Open and Distance Learning System)) programme such as instructional facilities, infrastructural facilities, library, accommodation, financial resources, laboratory etc. for running the programme and has selected/appointed duly qualified teaching staff as per NCTE norms.

3. NOW, THEREFORE, in exercise of the powers vested under Section 14(3)(a) of the NCTE Act, 1993, the Eastern Regional Committee hereby grants recognition to Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur, Plot No. 742, 743, Street Number- Main Road, Vill- Khabra, PO-BU Campus, Tehsil/Taluka- Muzaffarpur, City/Dist- Muzaffarpur, Bihar- 842001 for conducting B.Ed. (Open and Distance Learning System) Course of Secondary (level) of two year duration with an annual intake of 500 (Five Thousand) subject to the condition that a Study Centre shall enroll not more than one hundred students in a given session from the academic session 2014-15 under clause 7(11) of NCTE (Recognition Norms & Procedure) Regulations, 2009.

4. The recognition is subject to fulfillment of the following:-

(i) The institution shall comply with the various other norms and standards prescribed in the NCTE regulations, as amended from time to time.

(ii) The institution shall make admission only after it obtains affiliation from the examining body in terms of clause 8(12) of the NCTE (Recognition Norms & Procedure) Regulations, 2009.

(iii) The institution shall ensure that the required number of academic staff for conducting the course is always in position.

(iv) All such other requirements as may be prescribed by other regulatory bodies like UGC, affiliating University/Body, the State Government etc, as applicable.

15 Neelkantha Nagar, Nayapalli, Bhubaneswar - 751012
Phone: (0674) 2395793, 2393252, 2396156 Fax: (0674) 2393873
E-Mail Id: ncteerc@hotmail.com Website: www.ncte-in.org

(v) The institution shall submit the Regional Committee a Self-Appraisal Report at the end of each academic year along the statement of annual accounts duly audited by a Chartered Accountant.

(vi) The institution shall maintain & update its website as per provisions of NCTE Regulations and always display following as mandatory disclosure:-

a. Copy of the Application Form
b. Land and Building Particulars
c. Staff Profile
d. Recognition Letter
e. Information for having fulfilled the norms & standard and other required conditions.

5. If the institution contravenes any of the above conditions or the provisions of the NCTE Act, Rules, Regulations and Orders made or issued there under, the Regional Committee shall withdraw the recognition as under the provisions of Section 17(1) of the NCTE Act.

6. Further, if the institution is not satisfied with the order, they may prefer an appeal under Section 18 of the NCTE Act in the "Online mode" available on NCTE's website www.ncte-india.org within 60 days of the issue of the order.

Sd/-
Regional Director

The Manager to Govt. of India
Department of Publications, (Gazette Section)
Civil Lines, Delhi - 110054.

C.C.

1) The Registrar/Director/Correspondent, Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur, Plot No. 742, 743, Street Number- Main Road, Vill- Khabra, PO- BU Campus, Tehsil/Taluka- Muzaffarpur, City/Dist- Muzaffarpur, Bihar-842001.

2) The Commissioner-cum-Secretary, Primary, Secondary & Higher Education, Govt. of Bihar, New Secretariat, Vikas Bhawan, Patna, Bihar-800015.

3) The Registrar, Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur, Bihar-842001.

4) The Director, Department of Secondary Education, Govt. of Bihar, New Secretariat, Vikas Bhawan, Patna, Bihar-800015.

5) The Secretary, Deptt. Of School Education and Literacy, Ministry of Human Resource Development, Govt. Of India, Shastri Bhawan, New Delhi-110001.

6) The US (Computer), National Council for Teacher Education, Hans Bhawan Wing-II, 1, Bahadur Shah Zafar Marg, New Delhi-110002.

7) Office Order file / Institution file.

Regional Director

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01 About the University

Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur was initially established in the name of University of Bihar (i.e. बिहार विश्वविद्यालय) in 1952 at Patna as the 2nd University in Bihar and as one of the fifteen oldest Universities in Independent India. Rai Bahadur Shyam Nandan Sahay was its founder Vice-Chancellor. Originally its jurisdiction extended over the entire State of Bihar (including the portion of present Jharkhand State) except the Colleges and P.G. (Postgraduate) Departments located in Patna which formed the part of Patna University.

Further, the Bihar University Act, 1960 bifurcated University of Bihar into three Universities as give below:-

1. Bihar University, Muzaffarpur
2. Ranchi University, Ranchi
3. Bhagalpur University, Bhagalpur

Furthermore, Magadh University, Gaya was created by separating it from Bihar University under Bihar University Act, 1960.
Later, Mithila University, Darbhanga was created in 1973 by getting it separated from Bihar University.

Once more, Bihar University was bifurcated into Bihar University, Muzaffarpur and Jay Prakash University, Chapra in 1990.
In 1992, Bihar University was renamed as Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur.

The present Territorial jurisdiction of B.R.A. Bihar University, Muzaffarpur is spared over 6 Districts of Muzaffarpur, Vaishali, Sitamarhi, Shivhar, East Champaran and West Champaran in North Bihar. The soil of this territorial jurisdiction of the University is credited to get the whole of the world enlightened with the splendid contributions in the field of Religious, Spiritual & Philosophical thoughts; Literature & Culture; Scientific, Mathematical & Astronomical knowledge and concept of Democracy (गणतंत्र) thousands and hundreds of years before Christ.

At present, B.R.A. Bihar University, Muzaffarpur is the epicenter of socio-economic transformation of North Bihar. It is facing uphill task of promoting the cause of higher education to the unprivileged classes of society of the whole of North Bihar. The area is socially, economically and educationally backward. There is need to produce skilled human resources to cope with the situation arising out of globalization and new economic policy.

Babasaheb Bhimrao Ambedkar
Bihar University, Muzaffarpur
Directorate of Distance Education

The P.G. (Postgraduate) Departments and the Colleges under the University impart teaching in the Faculties of Humanity, Social Science, Science, Commerce, Law, Medicine, Engineering, Business Management, Education, Prakrit & Jainology as well as in Homoeopathic, Ayurvedic and Unani Systems of Medicines. The territorial jurisdiction of this University still extends over the whole State of Bihar in respect of teaching in Homoeopathic, Ayurvedic & Unani Systems of Medicines.

The University is imparting higher education to desirous persons through 21 Postgraduate Departments, 37 Constituent Colleges, a number of affiliated Colleges and the DDE (Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur).
The teachers and students of this University are actively engaged in Research-works and in a number of Research Projects sanctioned by UGC, DST, ICHC, ICMR, Planning Board and other National Agencies.

In the field of Computer Education, the University has achieved remarkable progress. UGC sponsored Computer Centre was established in the University in 1997 with Prof. Ganesh Kumar as its founder Chairman and it is housed in the University Department of Mathematics. It is, of course, the 1st UGC sponsored Computer Centre in Bihar.
In view of growing need of promoting skills for greater employability of the over increasing number of youth and also with a view of giving them an opportunity to become useful as skilled human resource, B.R.A. Bihar University, Muzaffarpur has taken bold initiative of starting a number of Vocational & Professional Courses in Postgraduate Departments and Constituent & Affiliated Colleges of the University.

The University strongly feels that the Vocational/Professional Course need to be promoted in bigger way skillfully. So it has decided to start various Vocational/Professional Courses in the DDE (Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur). The DDE has started B.Ed. (Distance Mode), M.Phil., B.A. (Hons. in Education), M.A. (Education), BCA (Bachelor of Computer Science), MCA (Master of Computer Science), B.Sc.IT (Bachelor of Science in Information Technology), M.Sc.IT (Master of Science in Information Technology), BBA (Bachelor of Business Administration), MBA (Master of Business Administration), BLIS (Bachelor of Library & Information Science), MLIS (Master of Library & Information Science), PGDFM (Postgraduate Diploma in Financial Management),BJMC (Bachelor in Journalism & Mass Communication) from the Session 2013-14.

The University is striving tirelessly to overcome the challenging task of promoting and developing facilities for the relevant higher education to increasing number of young men and desirous persons in the Socially, Educationally & Economically backward region in North Bihar.

Bachelor of Education (B.Ed.) Programme
(Approved by NCTE & Recognised by UGC/DEB)

02 About the Directorate of Distance Education

The DDE (Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur) was established initially in the name of C.D.E. (Centre of Distance Education) in May, 1995 and after necessary preliminaries, it started functioning formally with effect from September, 1995. The Senate of B.R.A. Bihar University, Muzaffarpur at its meeting held on the 2nd March, 1997 accorded post-facto approval of the scheme of the Academic Council to open Centre for Distance Education in the University for imparting education to desirous candidates by correspondence and distance mode.

The Course being imparted by this Centre by correspondence/distance mode are as under:-

i) B.A./B.Sc./B.Com. from the Session 1993-95 in the subjects in which there is no practical and teaching is imparted in regular Colleges of the University except involving practical.
ii) M.A./M.Sc./M.Com. from the Session 1993-95 in the subjects in which there is no practical and teaching is imparted in the University.
iii) The Centre for Distance Education will have the status of Postgraduate College/Institute and may introduce self-financing Vocational & Job-oriented Courses.

The name of the C.D.E. (Centre for Distance Education) has been changed to the new name DDE (Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur) by the Notification of Registrar of the University vide Memo No. 208/R dated 29.09.2012.

The DDE has performed well in all the years since 1995 and succeeded well in the University Examinations and many times succeeded in achieving highest/high ranks in the University Examinations.

03 Territorial Jurisdiction of the DDE

The territorial jurisdiction/limits in which the DDE shall exercise its power and perform its duties shall be the entire State of Bihar & other regions outside the State of Bihar. Any change in the Territorial Jurisdiction of the DDE may be decided by the Advisory Council of the DDE as per norms of the U.G.C. from time to time subject to the provision of regulation and statues.

04 Directorate Open to All

i) Every Indian National, irrespective of Caster/Colour/Sex/Creed/Socio-cultural Stratum/Economical Status/Employed/Unemployed, is eligible to seek admission in any programme in the DDE.

ii) Foreign Nationals either residing in India or abroad or non-resident Indians may seek admission in any Programme of the DDE as per Policy and guidance laid down by the Government.

05 Guidelines for Reservation

Reservation of seats is as per the Reservation policy of the Bihar Govt. and is subject to any change/amendment by the State Govt. from time to time.
The total number of seats and reservation for different categories as mentioned are as follows:-

1.	**Total No. of Seats**	-	**500**
2.	**Distribution of Seats**		
(a)	General Category (from Open Merit Category) 50%	-	**250**
(b)	Reserved Category 50%	-	**250**
	Total No. of Seats	-	**500**

Break up of Reserved Category

ST	-	**1%**	**05**
SC	-	**16%**	**80**
BC	-	**12%**	**60**
EBC	-	**18%**	**90**
WBC	-	**3%**	**15**
	Total	**50%**	**250**

Physically handicapped of Bihar - 3% (Category to which he/she belongs).
Such reserved category candidate, who is selected on the basis of his merit, shall be counted against 50% vacancies in the open merit category and not against the reserved category vacancies.

Women of Backward classes means women of all reserved classes and includes women of Schedule Castes, Schedules Tribes, Extremely Backward Classes and Backward Classes.

No other reservation shall be made except reservation percentage granted by the concerned educational institute and amended of reservation percentage granted by them from time to time for the candidates out of Bihar.

(a) After providing the opportunity for admission to the Candidates having descending order of merit of Lower Qualification as to marks obtained etc. fixed by the concerned educational institutions, if the reservation percentage of any reserved category is not filled shall be regulated in the following manner:-

(i) Exchange shall be possible between the Scheduled Castes and Scheduled Tribes.
(ii) Exchange shall be possible between the Extremely Backwards Classes and Backwards Classes.

(b) After having completed the procedure contained in clause:-
If the reservation percentage of any reserved category is not exhausted then candidates belonging to unreserved category shall be admitted against such vacancy on duly declared it deserved through the Administrative Department, during the Session by the Administrative Department for the said Session.

(c) In case of non-availability of suitable candidates for the vacancies reserved for women of Backward Classes, the vacancies shall be filled in order of preference as follows:-

(i) by the candidates of the Scheduled Castes
(ii) by the candidates of the Scheduled Tribes
(iii) by the candidates of the Extremely Backward Classes
(iv) by the candidates of the Backward Classes

06 UGC / DEB Recognition

Sl. No.	State	University	Duration of Recognition		Type of Recognition	Status of Recognition
			From	To		
25	Bihar	B.R.A. Bihar University, Muzaffarpur	Session 2013-14	Till the Committee visits and submit its recommendations and a decision is taken by the UGC/DEB (Distance Education Bureau)	Provisional Recognition	The UGC/DEB has given institutional recognition to offer programmes through distance mode, which are approved by all the concerned statutory bodies of the University

07 Validity of Admission Lists

Candidates who are offered admission in B.Ed. Course must join on or before the due date specified by the Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur. In case one fails to seek admission within prescribed period of time, he/she will lose claim of admission.

08 Incomplete & Late Applications

Incomplete and late application forms/re-registration form, wrong options of courses or electives, false information furnished, if any, will be summarily rejected without any intimation to the candidate concerned. Candidates are, therefore, advised to fill up the relevant columns carefully and enclose all the attested copies of the necessary certificates as and when asked for and submit the form to the Director, Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur, Bihar-842001.

09 Refund of Fee

The registration fee once paid will not be refunded under any circumstances. Prospectus once sold will not be refunded / replaced under any circumstances.

किसी भी परिस्थिति में पंजीयन / नामांकन / कार्यक्रम / परीक्षा-छात्रुल्क वापस नहीं किया जाएगा। साथ ही क्रय किया गया विवरणिका भी वापस / हस्तांतरित नहीं किया जाएगा।

10 The B.Ed. Programme

The B.Ed. Programme offered by Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur is an innovative course. This course imparts teaching with the help of self-instructional material (SIM) alongwith information technology and personal contact programme (PCP). It develops understanding and competencies among the in-service teachers in providing effective teaching-learning process at the secondary stage. B.Ed. Programme (Distance Mode) involves theoretical and practical aspects to develop the practicing teacher's knowledge, reasoning and attitudes.

B.Ed. Programme through distance mode is duly recognized by NCTE (Vide Letter No. ERC/7-155.6.7/NCTE/B.Ed. (Open and Distance Learning System)./2013/18543 Dated: 30/05/2013). This particular programme strengthens professional competency among in-service teachers, organizes learning experiences of school teachers, helps understand the nature of the learner and learning process, provides platform to acquire knowledge about various procedures techniques of evaluation, gives full sketch of school management, paves the way to develop competency for organizing instructional and student support activities and prepares a role model teacher for developing country like India to enhance socio-cultural, political, moral and educational values.

11 Mode of Instructions

B.Ed. Programme through distance mode is quite different from full time and formal Course. The teaching is imparted through self-instructional material and also with the help of audio-visual programmes. Regular Counseling and practical activities are organized to facilitate teaching-learning process. The students of this course are required to submit assignments at the specified/allotted study centres. The marks obtained in the assignments are displayed and accordingly students are advised to improve their quality with the help of counselors.

12 Assignments

Admitted candidates will be required to submit three Assignments in each of the theory papers before the date fixed by the Directorate of Distance Education, otherwise he/she will have to submit it with late fine as mentioned in the Academic Calendar.

13 Eligibility

A. Bachelor/Master's Degree from a recognized University with at least 45% marks in aggregate (40% in case of SC/ST/OBC/BC/Blind/Physically Handicapped)
(Provided that the requirement of 45% marks shall not apply to persons appointed as teachers prior to the commencement of the National Council for Teacher Education (Regulations norms and procedure) Second Amendment Regulations 2010. This amendment was published in the Gazette of India on 26th July, 2010).
At least two years in-service working teaching experience in any recognized Government/Govt. Aided/C.B.S.E., I.C.S.E. Affiliated School/Educational Institution with salary as on 31st May.

पचपन प्रतिशत अंकों सहित स्नातक / स्नातकोत्तार डिग्री के साथ सरकारी या सरकारी मान्यता प्राप्त / सी.बी.एस.ई. / आई.सी.एस.ई. बोर्ड से संबंधन प्राप्त स्कूल में पढ़ाने का न्यूनतम दो वर्षों का शिक्षण अनुभव (अ.जा./ अ.ज.जा. / अ.पि.व. / पि.व. / दृष्टिहीन / शारीरिक विकलांग के लिए अंकों में पाँच प्रतिछात की छूट)।

पचपन प्रतिछात अंक के साथ स्नातक या स्नातकोत्तारः पचपन प्रतिछात अंक की आवछयकता राष्ट्रीय अध्यापक परिषद् (मान्यता, मानदण्ड और क्रिया विधि) द्वितीय संशोधन विनियम २०१० के लागू होने से पहले, शिक्षक के रूप में नियुक्त व्यक्तियों पर लागू नहीं होगी।

बी.एड. पाठ् यक्रम मात्र ऐसे कार्यरत (Working) छिक्षकों के लिए है जिन्होंने केन्द्रीय सरकार / राज्य सरकार / अर्द्धसरकारी संस्थान / सी.बी.एस.ई. / आई.सी.एस.ई. बोर्ड द्वारा स्थाई मान्यता प्राप्त किसी प्राईमरी / मिडिल / सेकेण्ड्री / हायर सेकेण्ड्री विद्यालय से स्थाई / अस्थाई रूपसे कम से कम दो वर्षों के छिक्षण का सवैतनिक अनुभव दिनांक ३१ मई तक प्राप्त कर लिया है। इन्टर कक्षाओं में प्राप्त छौक्षणिक अनुभव की गिनती उक्त कार्य के लिए नहीं की जायेगी। वैसे अभ्यर्थी जिनकी नियुक्ति शारीरिक छिक्षक या अनुदेछाक या कम्प्यूटर या संगीत शिक्षक / शिक्षिका के रूप में हुई है वे आवेदन के लिए योग्य नहीं समझे जायेंगे। बिहार महिला सामाख्या सोसाईटी के अन्तर्गत कस्तुरबा गाँधी विद्यालय की मात्र उन्हीं शिक्षिकाओं के आवेदन पर विचार किया जायेगा जिनकी विधिवत नियुक्ति पूर्णकालिक शिक्षिका के रूप में हुई है।

उपर्युक्त छात्तों का पालन नहीं करने वाले आवेदकों का आवेदन स्वतः निरस्त हो जायेगा।

The Teaching Experience Certificate will be accepted only on the prescribed proforma given as Appendix in the Prospectus/Hand Book. In case a candidate has served in more than one institution, he/she should use the photocopy of this proforma for submitting the teaching experience for each institution of service.
There will be no rounding of percentage of marks for determining the eligibility for admission to B.Ed. Programme.

B. The examination of foreign University/Boards which stands recognized by Association of Indian Universities, New Delhi are recognized for the purpose of admission to various programmes in the Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur.

14 Medium of Instructions

Medium of Instruction for B.Ed. Course (Distance Mode) will be English or Hindi. The candidates are required to exercise their option of medium of instructions in his/her application form. But, course materials will be supplied in Hindi only.

दूरस्थ माध्यम से बी.एड. कार्यक्रम के अनुदेश का माध्यम हिन्दी एवं अंग्रेजी होगा। अभ्यर्थी किसी एक विकल्प का चयन कर सकते हैं। लेकिन पाठय सामग्री केवल हिन्दी माध्यम से ही उपलब्ध कराया जाएगा।

15 Duration of the Course

The minimum period, required to complete the programme will be two years and the maximum period allowed for completion of this particular course will be four years. After four years, no candidate will be allowed to appear at the B.Ed. Exam.

बी.एड. कार्यक्रम को पूरा करने की अवधि न्यूनतम दो वर्ष तथा अधिकतम चार वर्षों की है। तदुपरान्त इस कार्यक्रम के किसी भी छात्र को परीक्षा में बैठने की अनुमति नहीं दी जाएगी।

16 Entrance Test

The entrance test is normally held during May/June/July every year. Hall Tickets / Admit Cards will be provided to the candidates before 15 days of entrance test. Mere permission to take Entrance Test would not amount to acceptance of candidate's eligibility for admission to B.Ed. programme. The final admission shall be subject to their merit in the entrance test and also production of proof of their eligibility along with original certificates and programme fee. Directorate reserves the right to change the date of Entrance Test.

17 Fee Structure

Students selected for admission to B.Ed. Programme have to deposit Rs. 36,000/- (Rupees Thirty Six Thousand) only in the form if Demand Draft (D.D.) in favour of **"Director, Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur"** A/c payable at Muzaffarpur only towards Programme fee for the entire programme at the time of admission. The programme fee does not include Term End Examination fee.

Candidates should mention their names and the Name of the Programme i.e. B.Ed. on the back of D.D. to ensure proper credit of their fees in the relevant A/c.

18 Admission

Admission will be offered on the basis of the merit list of the applicants in the Entrance Test and follow of reservation-rule of State Govt. of Bihar. The centres of the entrance test will be fixed and communicated by Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur.

The candidates will be required to submit only the filled-in application form without enclosures. The enclosures (documents) mentioned in the instructions for filling-in the application form are to be submitted later after receiving the letter of offer for admission to B.Ed. Course from Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur after the entrance test. No change in Programme Centre is permissible and permitted.

19 Programme Structure

The B.Ed. Programme (Distance mode) is amalgamation of theory and practical courses which helps in developing in-service teacher's knowledge, skill and attitudes. The entire programmes consist of four groups of courses. They are:

Group	**A**	**-**	**Core Courses**
Group	**B**	**-**	**Content based Methodology Courses**
Group	**C**	**-**	**Special Courses**
Group	**D**	**-**	**Practical Courses**

20 Course Description

Group A : Core Courses
(20 Credits 15 Theory + 5 Practical) (500 marks = 350+150)

Course No.	Course Code	Course Title	Credits	Marks/Weightage
1	EDU-01	Curriculum and Instruction	4	100
2	EDU-01	Psychology of Learning & Development	4	100
3	EDU-03	Education Evaluation	4	100
4	EDU-04	Education and Society	4	100
5	EDU-05	Teacher and School	4	100

Group B : Content based Methodology Courses of 200 marks
Considering qualification and teaching experience gained in school subjects, out of the following list of school subjects any two courses (each of 4 Credits/100 marks/weightage) are to be chosen:

Course No.	Course Code	Course Title	Credits	Marks/Weightage
6	EDU-06	Teaching of Science	4	100
7	EDU-07	Teaching of Mathematics	4	100
8	EDU-08	Teaching of Social Studies	4	100
9	EDU-09	Teaching of English	4	100
10	EDU-10	Teaching of Hindi	4	100

Group C : Special Courses of 100 marks
Out of the following list, one course has to be opted for:

Course No.	Course Code	Course Title	Credits	Marks/Weightage
11	EDU-11	Educational Technology	4	100
12	EDU-12	Computer in Education	4	100
13	EDU-13	Guidance and Counseling	4	100
14	EDU-14	Distance Education	4	100

In each of the above 8 courses of Groups A, B & C opted by the learner.

Group D : Practical Courses of 400 marks with 16 Credits
Out of the following list, one course has to be opted for:

Course No.	Course Code	Course Title	Credits	Marks/Weightage
15	EDU-15	School-based Practical	4	100
16	EDU-16	Workshop-based Practical	4	100
17	EDU-17	Practice Teaching-I	4	100
18	EDU-18	Practice Teaching-II	4	100

21 Evaluation

The system of evaluation, both for theory and practical work, is as follows:

22 Theory & Practical

Theory:- For theory courses, evaluation comprises of three aspects:

a) Self-evaluation exercises within each until of study (non-credit).

b) Continuous evaluation in the form of periodic compulsory assignments:- It carries a weightage of 30% for each course. The stories of the two best/qualified assignments out of the three along with one compulsory Practical assignment for each course will be considered for declaring the students' success in that course.

c) The term-end examination has a weightage of 70% of the total for each course. Terms end examination will be held in June / December every year. But for the candidates of academic year (July 2007), the first end examination will be held in June, 2008. The candidates are specifically instructed to send examination forms duly filled in to Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur, Bihar-842001.

Practical:- For Practical courses, evaluation comprises of three aspects:

a) Continuous evaluation of school-based activities and practice teaching.

b) Evaluation of performance in practical workshops.

c) Evaluation of practice teaching. (Selected by the Directorate)

The student will have to obtain at least D grade in each course in both continuous and terminal evaluations, separately. However, the overall average should be at least C grade for the successful completion of a course.If a student has missed any term-end examination of a course for any reason, he/she may appear in the subsequent term-end examination. This facility will be available until a student secures the minimum pass grade, but only upto a period of four years from the date of registration.

Grade	Qualitative Level	Point Grade	Percent (%)
A	Excellent	5	80% & above
B	Very Good	4	60 - 79.9 %
C	Good	3	50 - 59.9 %
D	Satisfactory	2	40 - 49.9 %
E	Unsatisfactory	1	Below 40%

The student will be declared successful, if he/she scores at least C grade in theory courses and practical course separately.

23 Correspondences

All queries relating to identity card, fee receipts, certificates, study material, assignments, examinations, data-sheets, result checking, etc. be made to Director, Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur, Bihar-842001.

ANNEXURE : APPENDIX-I

Sex Code	:	1.	Male	2.	Female
Marital Status Code	:	1.	Married	2.	Unmarried
		3.	Divorced	4.	Widow
Medium Code	:	1.	English	2.	Hindi
Category Code	:	1.	General	2.	OBC
		3.	EBC	4.	WBC
		5.	SC	6.	ST
Physically Handicapped Code:		1.	Yes	2.	No

Study Centres (of B.Ed. Course) :

1. **Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur.**
2. **Government Turki B.Ed. College, Turki, Muzaffarpur.**
3. **L.N. Mishra College of Business Management, Bhagwanpur, Muzaffarpur.**
4. **National Teachers Training College, Patna.**
5. **Jagannath Mishra B.Ed. Teachers' Training College, Muzaffarpur.**

INSTRUCTION FOR FILLING THE APPLICATION FORM

Please read the following instructions carefully before filling in the application form.
Filling in the Application Form:
Each column in the application for must be filled in by Black or Blue Ball Pen. Relevant information must be supported by necessary certificates as mentioned in the application form. These documents are only to be submitted after receiving letter of offer for admission to B.Ed. Course after the entrance test.

i) Secondary/Sr. Secondary/Higher Secondary School Certificates indicating the date of birth.
ii) Degree and Mark sheet of Graduate/Postgraduate
iii) Caster / Category certificate, if applicable.

Photocopies of Documents duly attested by a Gazette Officer and self-attested as well must be submitted after receiving letter of offer for admission after the Entrance Test.

Note: The format of Hall Tickets / Admit Cards has to be submitted with application form affixing a recent colour photograph duly signed by a Gazette Officer.

It may be noted that no documents stated below are to be submitted alongwith the application form:

INFORMATION HANDOUT FOR ENTRANCE EXAMINATION

Dear Candidate,

This booklet contains the question paper and related information for Entrance Test for admission to B.Ed. Programme of this University. You will be given a test booklet containing 120 objective types multiple choice questions sheet in the examination hall. You will notice from the test paper that is different from the usual School/College examinations. It is, therefore, necessary for you to know in advance about the type of questions and the way in which you are required to answer. This handout will help you in this respect.

STRUCTURE OF THE ENTRANCE TEST PAPER FOR B.Ed.

The Question booklet contains 120 objective questions each carrying one mark from the following aspects.
Maximum Marks allotted to the test is 120. OMR Sheet provided for answering. The composite time for the complete test is Two Hours.

Sl. No.	Aspects	No. of Questions	Marks
1.	General English Comprehension	15	15
2.	General Hindi	15	15
3.	Logical & Analytical Reasoning	25	25
4.	General Awareness	40	40
5.	Teaching-Learning & the School	25	25

Subject competence will be based in the curriculum of classes prescribed by the NCERT/CBSE.

The number of questions in each section is indicative of general scope and design of the question paper. However, the actual question paper might some-what vary in the contents, their distribution and their level of difficulty.

All the above test items will be given in a composite test booklet, which will be printed in English and in Hindi. You may attempt the test in any order you like. Since the questions in the test Booklet are objective type, answers are not required to be written in words or sentences. For each question, there are four answer choices suggested and only one of them is correct. You have to select and tick in correct answer from amongst the given answers. There will be no negative marks for wrong answers.

GENERAL INSTRUCTIONS

1. Write your complete Enrollment No. as indicated in your Hall Ticket / Admit Card. Also write your correct name, address with Pin Code if required in the space so provided. Put Your Signature on the response sheet with date in ink prescribed. Ensure that the Invigilator in your examination hall also puts his signature with date on the booklet at the space provided. You should use only Ball Pen (Black/Blue) to mark the answers to the questions on the Response Sheet. Write also 1,2,3,4 in the prescribed box.

2. Do not make any stray marks on the booklets.

3. Write correct information in numerical digit in Enrollment No. and Exam. Centre Code columns.

4. Each Question is followed by four probable answers which are numbered 1,2,3,4. You should select and show only one answer to each question considered by you as the most appropriate or the correct answer. Select the most appropriate answer.

5. No credit will be given if more than one answer is given for a question. Therefore, you should select appropriate answer.

6. You should not spend too much time on any more questions. If you find any particular question unanswerable, leave it and go to the next. If you have time after answering all the questions you may go back to remaining unanswered ones.

7. No Calculators, Mobile, Books, Slide-rules, Foot-rules, Note-books or written notes, etc. will be allowed inside the Examination Hall.

8. You should follow the instruction given by Centre Superintendent and Invigilators at the examination venue. If you violate the instruction you will be disqualified.

9. The test booklet and Response Sheet would be supplied to you by the Invigilators. After the examination is over, you should hand over the Response Sheet to the Invigilator before leaving the Examination Hall. Any candidate, who do not return the Response Sheet, will be disqualified and the University may take further action against him/her.

10. Candidates arriving late will not be permitted to enter the examination hall. The reporting time is 12:15 PM. The examination will start at 1:00 PM & will be over at 3:00 PM.

11. All rough work is to be done on the booklet itself and not on any other paper. Scrap paper is not permitted. For arriving at answers you may work in the margins, make some markings or underline in the booklet itself.

GENERAL INSTRUCTIONS

12. University reserves the right to cancel scores of any candidates who impersonates or uses malpractices. The examination is conducted under uniform conditions. The University would also follow a procedure to verify the validity of scores of all examinees uniformly. If there is substantial indication that your performance is not genuine, University may cancel your score.

HOW TO FILL UP THE INFORMATION ON THE ANSWER SHEET

At the end of this handout a sample response sheet is given. You may fill up your own information in this answer sheet so that you may correctly fill up the actual examination answer sheet in the examination hall. While filling up the response sheet you should follow the following guidelines.

Write your complete enrollment no. as indicated in your Hall Ticket. Also write your correct name, address with pin code in the space so provided. Put your signature on the response sheet with date in ink prescribed. Ensure that the Invigilator in your examination hall also puts his signature with date on the booklet at the space provided. You should use only **Blue/Black Ball Pen** to mark the OMR Sheet/Answer Sheet to the questions on the booklet. **Do not use pencils.**

GENERAL INSTRUCTIONS

1. No Calculators, Books, Mobile/Pager, Foot-Rules, Note-Books or written notes, etc. will be allowed inside the examination hall.
2. You should follow the instructions given by Centre Superintendent and Invigilators at the examination venue. If you violate the instructions you will be disqualified.
3. Any candidate found copying or receiving or giving assistance in the examination will be disqualified.
4. Candidates should bring their hall tickets duly affixed with their latest photographs attested by a gazette officer, failing, which they will not be allowed to appear at the examination/entrance test. The Hall ticket should be got signed by the Invigilator. In the event of his/her qualifying the entrance test, this Hall ticket should be submitted to the Director, Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur, with the programme fee of Rs. 36,000/- (Rupees Thirty Six Thousand) only for seeking admission in B.Ed. programme. The fee received without Hall ticket will be summarily rejected. The Hall ticket will be attached with original application form submitted by you after due verification.

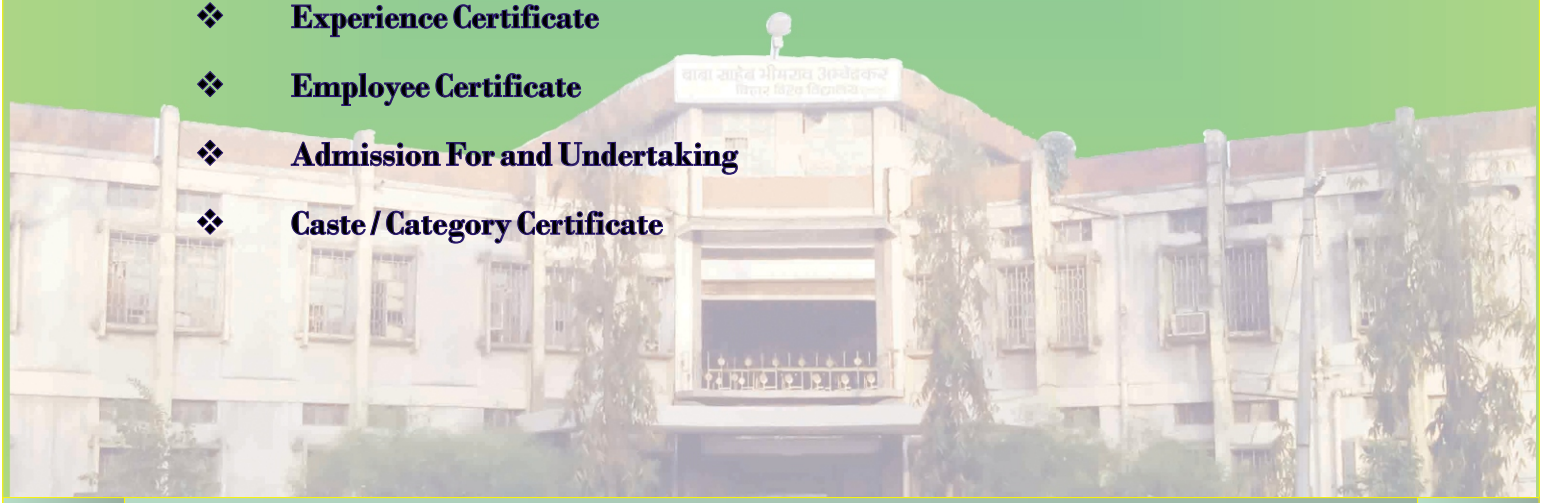
DECLARATION OF RESULT AND RESULT CARD

Result card indicating qualifying/non-qualifying status in the entrance test would be announced by the Director, Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur, Bihar-842001, and the same will be displayed on the website of DDE i.e. www.ddebrabu.net. Those who have qualifying status will submit their programme fee for of Rs. 36,000/- (Rupees Thirty Six Thousand) only in the form of D.D. (Demand Draft) drawn in the favour of **"Director, Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur"** Fund A/c, payable at Muzaffarpur. Such candidate will also submit the original call letter and the score card to the Director, Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur, alongwith Demand Draft for requisite fee latest by the last date so intimated. Relaxed qualifying standards would be applied to students belonging to reserved categories. In case you have not indicated the category you belonging to, you will be considered as a general candidate. SC/ST Candidates of other states will get reservation on per Bihar Govt. Rules.

You will be solely responsible for the accuracy in indications made by you in the B.Ed. admission form and no review will be possible.

24 Sample Forms for Entrance Test

- Application Form for Admission
- Experience Certificate
- Employee Certificate
- Admission For and Undertaking
- Caste / Category Certificate



Babasaheb Bhimrao Ambedkar
Bihar University, Muzaffarpur
Directorate of Distance Education
दूरस्थ शिक्षा निदेशालय

Admission Notice

(For Professional / Technical Courses)

1. B.C.A. 2. B.B.A 3. B.Sc.IT 4. BLIS 5. BJMC
6. B.A. (Hons. in Education) 7. M.C.A. 8. M.B.A.
9. M.Sc.IT 10. MLIS 11. M.A. (Education)
12. Postgraduate Diploma in Financial Management
13. M.A. (Personnel Management & Industrial Relations)
14. M.Phil. (Education, Computer Science, Library Science, Management, History, Hindi, Pol. Science, Sociology, Mathematics, Commerce, Persian etc.)

(For Traditional Courses)

For Bachelor's & Master's Degree: History, Pol. Science, Economics, Sociology, Hindi, English, Urdu, Persian, Maithili, A.I.H.&C. Sanskrit, Mathematics, Commerce.

(List of Authorized Study Centres for B.Ed.)

1. Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur.
2. Government Turki B.Ed. College, Turki, Muzaffarpur.
3. L.N. Mishra College of Business Management, Bhagwanpur, Muzaffarpur.
4. National Teachers Training College, Patna.
5. Jagannath Mishra B.Ed. Teachers' Training College, Muzaffarpur.

Administrative Officer-cum-
Programme Officer

Director

Dr. Vivekanand Shukla
Registrar,
B.R.A. Bihar University,
Muzaffarpur

Sri Lalan Kumar
Administrative Officer, DDE,
B.R.A. Bihar University,
Muzaffarpur

Dr. Ganesh Kumar
Director, DDE,
B.R.A. Bihar University,
Muzaffarpur

Education Across the Boundary

It was initially established in the name of C.D.E. (Centre for Distance Education) in 1995. Now-a-days it is named as Directorate of Distance Education (abbreviated as D.D.E.) since 29.09.2011.

Students are studying in different subjects at Graduate level (General & Honours) and in Postgraduate level in Faculties of Humanities, Science, Social Science and Commerce excepting those subjects in which Practical Classes are essentially required.

The D.D.E. has already started various Professional Courses such as B.C.A., B.B.A. B.Sc.IT, BLIS, BJMC, B.A. (Hons. in Education), M.Sc.IT, MLIS, M.A. (Education), PG Diploma in Financial Management.

The D.D.E. has also started some new Professional Course such as M.C.A., M.B.A. & M.A. (Personnel Management & Industrial Relations) from Session 2013-14.

Now, recently the D.D.E. has started B.Ed. (Distance mode) from Session 2014-15.

The D.D.E. is to start M.Phil. Courses, 81 Short-term Job-oriented Professional Courses and Traditional Courses involving practicals also in near future.

The D.D.E. has stolen a march with exemplary all round development under inspiring guidance of Hon'ble Vice-Chancellor Prof. (Dr.) Pandit Palande with active co-operation of Registrar Prof. (Dr.) Vivekanand Shukla and under dynamic & visionary leadership of its Director Prof. (Dr.) Ganesh Kumar.

Form No. ……………

B.R.A. Bihar University, Muzaffarpur

Directorate of Distance Education

APPLICATION FORM FOR ADMISSION

Bachelor of Education (B.Ed.) Programme (2014-16)

Affix your latest passport size photograph (4cm x 5cm) duly attested by Gazette Officer

The application form duly completed in all respects in the given application form with duly signed declaration should be sent to Director, Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur-842001 only so as to reach on or before the due date notified in the advertisement. No separate documents (enclosures) are to be attached with this application form.

Please fill the Application in BLOCK LETTERS only

1. Programme Code ☐☐☐ **2. Medium Code** ☐ **a) Hindi - H b) English - E**

3. Name
Leave one box blank after First, Second and Surname

4. Name of Father/Mother/Husband
Strike out whether not applicable

5. a) Address for Correspondence
(Do not give Box No.)
Leave a blank box between each unit of address like House No., Street Name, P.O. etc.)

Pin Code

b) Telephone No. (if any with STD code)

c) Mobile No. (if any)

6. Date of Birth **7. Sex Code** ☐ a) Male-M b) Female-F **8. Category Code** ☐
a) General-1 b) BC-2 c) EBC-3 d) WBC-4 e) SC-5 f) ST-6

9. Marital Status Code ☐ **10. Whether Physically Handicapped** ☐☐
a) Married-1 b) Divorce-2 c) Widow/er-3 d) Unmarried-

11. Nationality

12. State

13. Educational Qualifications: (Graduation and onwards)

Name of Degree	Year of Completion	Subjects	Percentage of Marks	University

14. Total full time teaching experience: ………………………………years

15. Teaching Experience (Please give details chronologically including present employment)

Name of the school with address	Nature of post (temporary/permanent with years)	Type of School (Recognised/Unrecognised)	Post held (PGT TGT/Primary Teacher/Asst. Teacher)	No. of Years

EXPERIENCE CERTIFICATE

(PLEASE USE THIS FORMAT ONLY)

1. **Name of the Teacher-student : …….....**
2. **Name of the School : …….....**
3. **Pay scale : …….....**
4. **Salary : …….....**
5. **Date of appointment : …….....**
6. **Employer : …….....**
7. **Date of Joining : …….....**
8. **Classes in which teaching : …….....is imparted**
9. **Subject of teaching : …….....**
10. **Salary paid : …….....**
11. **School affiliated from : ……...Board**
12. **Name and address of the board : …….....**
13. **Whether the Board is State/Central level…….....**
14. **Period of affiliation…….from……..……to……**

- **The information given above is true to the best if my knowledge and belief.**
- **Any discrepancy if any will be of my responsibility.**

Principal

EMPLOYMENT CERTIFICATE

This is to certify that Mr./Ms./Mrs. …….. has been teaching in this school since …… as Postgraduate/Graduate/ Primary/Assistant Teacher teaching at Sr. Secondary/Secondary/Primary level and he/she is a full time teacher of this school. He/she has …….. years of teaching experience. This school is Govt. /Govt. aided/unaided and is duly recognized by the Central or a State Government or a union territory.

Signature of Principal/Headmaster/Headmistress
Name:……
Designation:……
Address:……
……..
(Seal/Stamp)

Place:……
Date:……

DECLARATION BY APPLICANT

I hereby declare that I have read and understood the conditions or eligibility for the B.Ed. programme for which I seek admission. I fulfill the minimum eligibility criteria and I have provided necessary information in this regard in the applications form. I shall provide proof of my eligibility alongwith the original certificates in the event of qualifying for admission after Entrance Test. I have carefully gone through the rules of the University as printed in the Prospectus and I undertake to abide by the rules. In the event of any information being found incorrect or misleading at any state or at any time my candidature shall be liable to be cancelled by the University and I shall not claim for refund of fee paid by me to the University.

Date: …… **(Signature of the Applicant)**

B.R.A. Bihar University, Muzaffarpur

Directorate of Distance Education

Phone & Fax: 0621-2243071, Website:- www.ddebrabu.net, Email Id:- director.ddebrabu@gmail.com

(Recognized by HRD, Govt. of Bihar, ERC, NCTE and DEC, New Delhi)

(To be used after receiving call letter for admission)

Admission Form and Undertaking
Bachelor of Education (B.Ed.)

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To

The Programme Officer,
Directorate of Distance Education,
B.R.A. Bihar University,
Muzaffarpur-842001 (Bihar).

Enrollment No. : .....

Sir,

I have to request you to kindly admit and enroll me with Directorate of Distance Education as a student of B.Ed. (Distance Mode) Programme (.....) (Details are given below).

1. **Name of the Candidate (IN CAPITAL LETTERS)** : .....
2. **Name of the Candidate (IN HINDI)** : .....
3. **Father's/Guardian's Name** : .....
4. **Date of Birth** : .....
5. **Permanent Address** : .....
6. **Address for Correspondence** : .....
7. **Category** : .....
8. **Sex (Male/Female)** : .....
9. **Rural/Urban** : .....
10. **Marital Status** : .....
11. **Contact No.** : .....
12. **Educational Qualifications: (Matriculation onwards):-**

Name of Degree	Board/University	Year of Completion	Subjects	Marks Obtained	Percentage of Marks
10th					
Intermediate					
Graduation					
Post Graduation					

13. **Institution where studied last with Board/University:**.....
14. **(i) Methodology Courses:** EDU | | | | EDU | | | |
    (ii) Special Course: EDU | | | |
15. **Details of Teaching Experience:**

Name of the School with Address	Nature of Post (Temporary/Permanent with years)	Type of School (Recognized)	Post held (PGT/TGT/Primary Teacher/Asst. Teacher)	No. of Years

Signature of the Candidate

UNDERTAKING / DECLARATION BY THE APPLICANT

I ..... hereby declare that I have read and understood the conditions for the eligibility of the Course/Programme for which the I seek admission. I declare that I fulfill the minimum eligibility criteria and I have provided necessary information in this regard in the admission form. In the event of any information being found incorrect or misleading, my candidature shall be liable to be cancelled by the University at any stage and I shall not be entitled for refund of any fee paid by me to the University. I also declare the I am not pursuing any other distance mode programme of any University. I also declare that I am not admitted in DPE programme of IGNOU or any other distance programme.

Date: ..... **(Signature of the Candidate)**

FOR OFFICE USE ONLY

Eligible: Admit in .....Programme

Enrollment No. :.....

Not eligible : Rejected.

Details of Admission Charges:

D.D. No.	Date	Amount	Name of the Bank
		Rs. 36,000/- (Rupees Thirty Six Thousand) only **Rs. 100/- (Rupees One Hundred) only**	

Assistant **Administrative Officer**

CASTE / CATEGORY CERTIFICATE

(For SC / ST / BC / EBC / WBC Candidates)

This is to certify that Mr./Ms./Mrs. .....Son/Daughter/Wife of Sri ..... of Village ..... Town ..... Dist ..... State/UT ..... Belongs to ..... caste category/Scheduled Tribe/BC/EBC as per list of Govt. of Bihar.

Mr./Ms./Mrs. ..... and his/her family reside in Village/Town ..... Dist ..... State/UT .....

Signature of DM/SDO/BDO/CO

Place: ..... **Name: .....**

Date: ..... **Seal/Stamp: .....**