

**Bharatiya Vidya Bhavan's**  
**Leelavati Munshi College of Education**

*K. G. Marg, New Delhi- 110001*

**Important Instructions for Students Seeking Admission in B.Ed. (2021-22)**

Students desirous of seeking admission in the present batch of B.Ed. (2021-22) must go through the following instructions before coming to the college for reporting:

1. Please download the college Admission Brochure from the college website and take a printout
2. Go through the conditions for eligibility and other mandatory requirements very meticulously
3. Go through all the forms and fill them up before reporting to the college.
4. In forms which need to get attested / verified, kindly do that. Otherwise, the admission will be provisional and not confirmed.
5. The students must get signatures of their parents / guardian on the places where required.
6. All students must submit an undertaking for adhering to any changes in fee structure of the college as notified by GGSIPU. There may be increase in the fee structure decided by the GGSIPU and Directorate of Higher Education (DHE).
7. The students must bring all documents required as given the admission brochure.
8. The **FEE structure** of the college is given as under:
  - i. Tuition fee: Rs 67,700
  - ii. University Fee: Rs 15,000
  - iii. Activity Fee: Rs 1,000
  - iv. Security Amount Rs 5,000 (refundable at the end of the course)

**TOTAL: Rs 88,700**  
Less: Paid at Univ. Rs 40,000 (or as per GGSIPU policy on date)

**Demand Draft to be submitted in college: Rs. 48,700/**

**OR**

**Receipt of online payment of Rs.48,700 made on fee payment portal of college website. ([www.blmce.ac.in](http://www.blmce.ac.in))**

**Note: DD must be drawn in favor of: BLMCE payable at New Delhi.**

**Students are required to bring the following documents at the time of counselling:**

**1) Mark-sheets and Degree: (Original certificate + 2 photocopies- attested by a Gazette officer or self-attested)**

- 1) Class X/ D.O.B (Marksheet & Certificate)
- 2) Class XII (Marksheet & Certificate)
- 3) Graduation (All years/ semesters) Marksheets & Degree
- 4) Post- Graduation (All years/ semesters) Marksheets & Degree
- 5) Aadhar card

**Note: -**

- a) Title of the papers appeared at the graduation and post-graduation stage must be clearly mentioned along with paper code in the photocopy of mark sheet or its back side.
- b) In case of students who have passed their qualifying examination through distance/open education from any recognized University/ Board/ Institution, the necessary documentary evidence related to location of his/her study centre i.e. study Centre proof, certificate from university imparting Open/distance education certifying the location of study centre must be submitted for verification of Delhi /Outside Delhi Candidates.
- c) The candidates who have passed the qualifying examination through Distance/Open Education system of any recognized University/Board and fail to provide the proof of his/her study centre issued by the respective Board / University of being in Delhi shall not be considered for Delhi region Seats and shall be considered for admission in the Outside Delhi Region Category.
- d) The candidate must bring in writing the certificate issued by the concerned University imparting Distance/ Open Education stating clearly that the study centre of the candidate is/was in Delhi or Outside Delhi. The I-card or any other document will not be considered as proof of study centre by the Admission Officer.

**2) CET documents: (Original + 2 photocopies)**

- Registration Details
- CET Roll no. cum Admit Card – In Case of lost CET Admit card, Student should submit a copy of FIR (Offline or Online).
- Provisional Allotment Letter
- Part Academic Fee Receipt (GGSIPU)

- 3) **Character Certificate (in Original):** From the head of the institution from which the qualifying examination is passed or from a Gazette Officer. It should not be more than six months old.
- 4) **Medical Certificate:** Certified by medical officer or MBBS Doctor with valid registration under MCI of India act
- 5) **Reserved Category Certificate (in the name of the student)**
- 6) **Undertakings**
- 7) **Demand Draft of Rs.48,700/- drawn in favor of BLMCE, payable at New Delhi.**

**Or**

Receipt of online payment made on fee payment portal of college website ([www.blmce.ac.in](http://www.blmce.ac.in))

**Note: Please take out a print of the payment mode.**

**In case of any doubts/ questions, please feel free to contact:**

**Dr Shalini Gupta: 70423 23284**

**Dr Poonam Sharma: 95992 22176**

**College Office: 011 2338 8869**

**Email: [blmce@bvbdelhi.org](mailto:blmce@bvbdelhi.org)**