

PATNA UNIVERSITY, PATNA
ASHOK RAJPATH, PATNA – 800 005
Master of Education (M.Ed.) Entrance Test, 2016
Guidelines to fill up the MEET - 2016 Application Form Online

(How to Apply?)

What all you need to do for completing the online application process for appearing in the MEET – 2016 and admissions in P.G. Department of Education of Patna University.

As an applicant you would need the following:

1. A Mobile Number/e-mail id for registration and for receiving all future notifications/communications
2. Access to facilities of computer with internet connectivity, B/W printer and scanner.
3. A recent passport size colour photograph
(To be scanned for uploading in "jpeg" format only. File size of scanned photograph should not be more than 50KB).
4. Your signature using **Blue/Black** pen on white sheet (To be scanned for uploading in "jpeg" format only. (File size of scanned signature should not be more than 50KB)
5. Access to an online payment facility / service such as
 - I. Net Banking
 - II. Credit card
 - III. ATM-cum-Debit card
 - IV. If you do not have Net Banking facility/Credit Card or ATM-cum Debit Card, you can pay the fee in cash at any branch of Allahabad Bank through the Challan downloaded from the Entrance Test Portal. You will be able to download the duly filled up Allahabad Bank challan from the Entrance Test Portal only when you select the "cash payment" option while filling the application form online.

All applicants should note that-

- i) **No document** is required to be submitted along with the application form submitted online.
- ii) **Original certificates** issued by competent authority supporting your filled in details will be asked from you ONLY at the time of admission.
- iii) If data provided in the online application is not supported by appropriate documents then your application / claim for admission shall be summarily rejected.

How to complete Registration for the Patna University M. Ed. Entrance Test (MEET)- 2016 through www.patnauniversity.ac.in for Online Application Process.

Step 1: Please click on "**Apply Online for MEET**" button given on the home page of the MEET 2016 Portal at www.patnauniversity.ac.in

Step 2: On clicking the link, you will be directed to a new page which is the registration form portal for MEET-2016 .There will be two links provided on this page under the name- “Download prospectus” and “Download Instruction” in the bottom of web page. You should download both Prospectus and instruction on your desktop. Please go through the instructions carefully before proceeding to apply. Now, Click the button named "**Apply**" to proceed ahead.

Steps to be followed for filling the online application

The entire process of filling online application form can be completed in four stages. The four stages are:

1. Click on the apply button and complete sign up process.(Refer detailed instruction downloaded)
2. Please note that, if applying for M.Ed. course, do it after confirming your eligibility. Start filling up the application form through the dashboard provided after login (Refer detailed instruction downloaded). Fill up the details in the application form which will have following sections:

Applicant Details

- i. Upload scanned image file of your Photograph and Signature [as specified in para 3 & 4 above]
 - ii. Correspondence Address, Details of Parents and academic qualification details.
3. Final Review of details entered in the Application Form and if they are correct then 'Confirm' the submission. Else, edit the details before confirming submission.
 4. Application Submission & Fee Payment through payment gateway.

Important Dates related to M.Ed. Entrance Test (MEET)- 2016/ Admissions:

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|--|---|---|
| 1. Publication of Admission Notice | : | 23.06.2016 |
| 2. Date of submission of Application Online | : | 25.06.2016 to 15.07.2016 |
| 3. Date of Downloading Admit Card from the website | : | 21.07.2016 onward |
| 4. Date of Entrance Test | : | 25.07.2016
(2.00pm to 3.40pm) |
| 5. Date of Publication of Entrance Test Result | : | 01.08.2016 |
| 6. Date of Publication of Admission List | : | 02.08.2016 |
| 7. Admissions begin on 1st list | : | 03.08.2016 |
| 8. Last date of Admissions on 1st list | : | 08.08.2016 |
| 9. Date of Publication of Admission List IInd (if needed): | : | 09.08.2016 |
| 10. Admissions begin on 2nd list | : | 10.08.2016 |
| 11. Last date of Admissions | : | 11.08.2016 |
| 12. Date of Commencement of Classes | : | 12.08.2016 |

Fees for Application & Entrance Test

A consolidated fee of Rs. 1500 will be charged for Prospectus, Application, its processing and Entrance Test Fee which will be paid online through Debit Card/Credit Card/Net banking/Bank Challan at the time of filling online application form.

Eligibility for appearing at the Entrance Test

The candidates seeking admission to the M.Ed. programme should have obtained at least 50% marks or an equivalent grade in one of the following programmes:

- (i) B.Ed.
- (ii) B.A.Ed./B.Sc.Ed.
- (iii) B.El.Ed.
- (iv) D.El.Ed./D.Ed. with a Graduate Degree (with 50% mark in each).

3. The applicant is not allowed to take admission in any other course simultaneously with the M.Ed. Course.

Seats available for admission

50 (Fifty)

Reservation & Related Information

Reservation of seats for the candidates of reserved categories shall be as per state Government's rule. The reserved category candidates shall have to submit a copy of the certificate mentioning that the candidate belongs to a particular reserved category from an officer not below the rank of SDM.

Thereof 3% seats will be reserved for Person With Disability (PWD) candidates i.e. Visually Impaired (1%), Hearing Impaired (1%), & Orthopedically Handicapped (1%). These 3% seats are within the intake limit: Percentage of disability will be taken into consideration at the time of selection. The 3% seats of PWD candidates will be filled-up within the seat limit fixed for the particular category to which the

PWD candidate belong to. Candidates belonging to the PWD category shall have to submit a copy of the disability certificate issued by the District CMO/ Civil Surgeon with the Application Form.

Reservation of seats will be applicable only when the candidate fulfils the minimum eligibility conditions and must have obtained the minimum qualifying marks (i.e. 50%) at the entrance test.

The Visually Impaired candidates will be provided “Writers” by the University. The qualification of the “Writers” will be decided by the University as per provisions prevailing in the Patna University. However, such candidates should apply to the Controller of Examinations, Patna University in this regard giving the Entrance Test Application Form Number at last 15 days prior to the date of Entrance Test (MEET) and obtain a written permission.

Where to get the Admit Card

Admit Card for M.Ed. Entrance Test (MEET)- 2016 can be downloaded by the applicants form the website of Patna University (www.patnauniversity.ac.in). The applicant must carry his/ her valid downloaded Admit Card for the Entrance Test to the examination hall. After downloading admit card from the admission portal, the candidate shall affix a passport size photograph on the space provided. The photograph should be same as uploaded online in the Application Form. After verification of the candidature, the candidate shall put his/her signature in the space provided in the presence of Invigilator. Invigilator will also certify the candidate’s presence. Before leaving the Examination Hall after the end of examination, the candidate shall submit both OMR Sheet and Admit Card to the Invigilator.

Note: For further details see the Prospectus of MEET-2016