

**INSTITUTE OF EDUCATION AND RESEARCH**

**KHULNA UNIVERSITY  
KHULNA**



**Post Graduate Diploma in Education (PGDEd)  
ADMISSION GUIDELINE  
Session: 2017-2018**

## 1. PGDEd program

Institute of Education and Research of Khulna University invites application from the qualified candidates for admission in its Post Graduate Diploma in Education (PGDEd) Program, 2017-2018 session. Applicants would be admitted in 1 year PGDEd Program.

## 2. Eligibility for Admission

- 2.1. Candidates passing Bachelor degree or its equivalent in any field from any university may be admitted to the program of study leading to the Postgraduate Diploma in Education on recommendation of the Admission Committee.
- 2.2. To be eligible for admission to the PGDEd Program, a candidate must have to obtain at least:
  - i. A second division (in grading system a GPA 3.00 in a scale of 5.00 ) in SSC;
  - ii. A second division (in grading system a GPA 3.00 in a scale of 5.00) in HSC;
  - iii. Students passed in 'O' level and 'A' level examinations shall obtain at least C grade in both the examinations;
  - iv. A second class (in grading system a CGPA 2.25 in a scale of 4.00) in Bachelor examination from any university.
- 2.3. Candidates shall be selected for admission in PGDEd program on the basis of his/her past academic records, work experience in education sector and/or if necessary, on the performance in admission tests decided by the Institute.

## 3. Components of Admission Test

- 3.1 The PGDEd admission test will be conducted on the basis of viva-voce.
- 3.2 Ranking of the eligible candidates would be prepared out of total 50 marks in the following way:

Item	Marks
Viva-voce	20
Weight on Result of SSC, HSC & Bachelor/Equivalent degree	20
Weight on job experience in Education sector	10
<b>Total</b>	<b>50</b>

*Notes: The candidate must pass in the viva-voce. This distribution of marks is subject to change as decided by the concerned Admission Committee 2017-2018.*

#### 4. Important Dates and Relevant Information

- 4.1 Distribution of admission form:**  
19 April, 2017 to 6 June, 2017 from office of the Director, Institute of Education and Research (IER), 1<sup>st</sup> floor, Shaheed Syed Nazrul Islam Bhaban, Khulna University, Khulna during office hours (9.00AM - 5.00PM) on payment of TK. 1000/- (one thousand) only by cash.
- 4.2 Submission of admission form:**  
The completed Application Forms should be submitted to the same office during office hours within the stipulated days as mentioned in section 4.1.
- 4.3 Publication of the list of eligible candidates with roll numbers:** 7 June, 2017.
- 4.4 Date & Time of Viva-voce:** 8 June, 2017 (2.00 PM – 5.00 PM)
- 4.5 Publication of result:** 13 June, 2017.
- 4.6 Admission from merit list:** 18 June, 2017 (10.00AM – 12.00PM)
- 4.7 Reporting from waiting list (if necessary):** 20 June, 2017 (10.00AM – 12.00PM)
- 4.8 Admission from waiting list (if necessary):** 20 June, 2017 (12.00PM – 2.00PM).
- 4.9 Class starts:** 9 July, 2017 (tentative)

#### 5. Application Guidelines

Every candidate will have to send the application form filling up by himself/herself to the Chairman, PGDEd Admission Committee 2017-2018, Office Room of Institute of Education and Research (1<sup>st</sup> Floor, Shaheed Sayed Nazrul Islam Bhaban), Khulna University, Khulna directly or by post during office hour (9.00AM – 5.00PM) of working days. Incomplete or erroneous form will be rejected. If the application sent by post is reached after the dead line will also be rejected. The candidate will have to collect his/her admit card for admission test by his/her own responsibility from the same office.

The following papers need to be attached with the application form:

- a. attested copies of the main certificate, mark sheet / transcript of all academic degree and work experience in education sector
- b. 02 (two) passport sized photographs attached in the selected places of the form.

#### 6. Medical Test

Doctor of Khulna University will examine the health of the selected candidates. If any kind of physical and/or mental disorder is identified for which, it is impossible for a candidate to participate in the academic activities of this university, he/she will be disqualified for admission.

#### 7. Rules for Admission

- 7.1 The candidates of the merit list would be admitted from 10.00AM – 12.00PM in the scheduled admission day. If any candidate fails to be admitted in the scheduled date and time, selection of the candidate would be cancelled. i.e. after the expiration date and time of admission, the candidates of merit list will not be allowed to take admission in any circumstances. If any seat is vacant after the admission from the merit list, candidate from the waiting list will be admitted according to his/her merit position.
- 7.2 The candidates in the waiting list must have to report in the scheduled date and time.
- 7.3 The admitted students would have to complete their course registration according to the schedule. If any student fails to do registration in the due time, his/her admission will be cancelled and within the next seven (07) working days, candidate from the waiting list will be admitted in that blank seat(s).
- 7.4 The eligible candidates must have to submit the academic transcript and certificate to the Admission Committee for verification at the time of admission.

### **8. Special Guidelines**

- 8.1 The Admission Committee reserves all the rights to change any kind of rules and regulations related to admission.
- 8.2 It is not possible to ensure seat in residential Halls of Khulna University to the newly admitted students.
- 8.3 The candidates will have to collect all sorts of necessary information related to PGDEd admission from the notice board of Institute of Education and Research, 1<sup>st</sup> Floor, Shaheed Sayed Nazrul Islam Bhaban, Khulna University, Khulna.
- 8.4 Candidates who have been appeared for final examination can also apply, but he/she has to produce original certificate before viva-voce.
- 8.5 Number of seats for PGDEd program in the session 2017-2018 is 40.

**(Professor Shahnewaz Nazimuddin Ahmed, Ph.D)**

Chairman

PGDEd Admission Committee 2017-2018

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