



# DIRECTORATE OF DISTANCE EDUCATION THE UNIVERSITY OF BURDWAN

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## Instructions regarding online admission to M.A / M.Com Part II programmes

- 1) Candidates are directed to login his / her student profile.
- 2) Candidates need to click on the Part II admission button.
- 3) Candidates will fill-up the admission form. (Candidates are advised to read & chose one or more special paper form the following cases)

In case of PHILOSOPHY, candidates will only select special paper which is mentioned at Part - I stage. Special paper will not be changed at Part II stage.

In case of SANSKRIT, all the candidates will select Group E as Special Paper; there is no other option for special paper.

In case of BENGALI, for Paper VII & VIII, candidates will select either KATHA SAHITYA or NATAK or MADHYA YUGER BANGLA SAHITYA.

In case of ENGLISH, for Paper VII, candidates will select either Option A or Option B or Option C or Option E and for Paper VIII, candidate will select either Option B or Option E.

In case of HISTORY, for Paper VII & VIII, candidates will select either ANCIENT INDIA (Group A) or Modern India (Group C).

In case of POLITICAL SCIENCE, for Paper VII & VIII, candidates will select either Public Administration & Local Government or International Relations.

In case of COMMERCE, Paper XIII & XIV is optional paper. Candidates will select for Paper XIII either Computer Applications in Business – I or Entrepreneurship Development and for Paper XIV, candidates will select either Computer Applications in Business – II or Information Technology & E-Commerce.

- 4) Candidates once click, system will generate the Bank Challan for the Part - II Admission and are to take print out of the Bank Challan for online admission and deposit the requisite fees as mentioned in the challan to the **nearest branch of SBI**. A candidate is to log on to his / her online system once again (**within 5 days of submission of application form**) to insert the Journal No., Branch Code, Branch Name and Date of Deposition given by the bank on the challan. The online application will be treated incomplete without insertion of the Journal No. given by the bank after making payment of the requisite fees. Requisite fees are given below –

A) For M.A. : Course Fee ₹ 5,000/-  
Examination Fee ₹ 500/-  
Incidental Charge for Study Centre Rs. 500/-  
(If the candidate admitted at the study centre)

B) For M.Com. : Course Fee ₹ 5,000/-  
Examination Fee ₹ 500/-  
For Computer Applications ₹ 1,000/-  
Incidental Charge for Study Centre ₹ 500/-  
(If the candidate admitted at the study centre)

5) After payment verification of the Journal No. by our office the candidates are directed to re-log in into the system and take a print out of his / her online Application Form.

6) Candidates are directed to visit the **DDE Administrative Office, Vidyasagar Bhavan, B.U. / Study Centres** for submitting the application form along with the following documents –

- a) Bank Challan (University Copy)
- b) Self signed Xerox of Enrolment Card
- c) Self signed Xerox copy of Part I Admit Card.
- d) Self signed Xerox copy of BU Registration Certificate.

7) After submitting the documents the candidates will be provided the study materials on the same day if available.

**N.B. Expelled candidates may be submitted Part II application forms but RA candidates are not submitted Part II application forms before the decision of the disciplinary committee of the Dept. of the Controller of Examinations, B.U.**

**Date of online Form fill-up: 12/12/2016 to 20/12/2016**

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**Late fee will be applicable ₹ 200/- extra on & from 21/12/2016 to 10 days before commencement of said examination.**

**Date of Submission of Online Forms**

**Time: 12noon to 3pm**

Sl.No.	Subject(s)	Enrolment No.	Date
1	BENGALI	101501000001 to 101501000500	22.12.2016
2	BENGALI	101501000501 to 101501001000	23.12.2016
3	BENGALI	101501001001 to 101501001500	26.12.2016
4	BENGALI	101501001501 to 101501001976	27.12.2016
5	ENGLISH	101502000001 to 101502000400	22.12.2016

<b>6</b>	<b>ENGLISH</b>	<b>101502000401 to 101502000859</b>	<b>23.12.2016</b>
<b>7</b>	<b>PHILOSOPHY</b>	<b>101506000001 to 101506000350</b>	<b>26.12.2016</b>
<b>8</b>	<b>PHILOSOPHY</b>	<b>101506000351 to 101506000645</b>	<b>27.12.2016</b>
<b>9</b>	<b>SANSKRIT</b>	<b>101503000001 to 101503000500</b>	<b>28.12.2016</b>
<b>10</b>	<b>SANSKRIT</b>	<b>101503000501 to 101503000995</b>	<b>29.12.2016</b>
<b>11</b>	<b>HISTORY</b>	<b>101504000001 to 101504000375</b>	<b>28.12.2016</b>
<b>12</b>	<b>HISTORY</b>	<b>101504000376 to 101504000752</b>	<b>29.12.2016</b>
<b>13</b>	<b>POL.SC.</b>	<b>101505000001 to 101505000217</b>	<b>30.12.2016</b>
<b>14</b>	<b>COMMERCE</b>	<b>101507000001 to 101507000208</b>	<b>30.12.2016</b>

**Director**