



DIRECTORATE OF DISTANCE EDUCATION THE UNIVERSITY OF BURDWAN

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

Session: 2016-2018

- 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 ₹ 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. Golapbag, Purba Bardhaman / Study Centres** for submitting the application form along with the following documents –

- a) Bank Challan in original (University Copy & Student 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: 30.10.2017 to 15.11.2017 & late fee will be applicable ₹200/- extra on & from 16.11.2017 to 15 days before commencement of Part – II examination.

Date of Submission of Online Forms**Time: 12 noon to 2.00 pm & 3.00 pm to 4.00 pm**

Subject(s)	Enrolment No	Date(s) of submission of online application form along with documents and issuance of study materials (if available)
Bengali	101601000035 to 101601000835	27.11.2017
	101601000836 to 101601001187	28.11.2017
	101601001188 to 101601001549	29.11.2017
	101601001550 to Rest	30.11.2017
Sanskrit	101603000001 to 101603000275	04.12.2017
	101603000276 to Rest	05.12.2017
History	101604000001 to 101604000200	06.12.2017
	101604000201 to Rest	07.12.2017
English	101602000001 to 101602000225	08.12.2017
	101602000226 to Rest	11.12.2017
Commerce	101607000001 to 101607000075	12.12.2017
	101607000076 to Rest	13.12.2017
Philosophy	101606000001 to 101606000201	12.12.2017
	101606000202 to Rest	13.12.2017
Political Science	101605000001 to 101605000100	14.12.17
	101605000101 to Rest	15.12.17

<http://www.dde.buruniv.ac.in>

Director