



# DIRECTORATE OF DISTANCE EDUCATION THE UNIVERSITY OF BURDWAN

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## Instructions regarding Online Admission to MBA Semester - II (Session: July, 2017 to June, 2019) programmes.

- 1) Candidates are directed to login his / her student profile.
- 2) Candidates have to click on the Semester-II (Session: July, 2017 to June, 2018) admission button.
- 3) Candidates will fill-up the admission form.
- 4) Candidates once click, system will automatically generate the Bank Challan for the Semester Admission and have 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**. Further the candidates have to Re-login (within 4 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 or wrong insertion of the Journal No. given by the bank after making payment of the requisite fees. Requisite fees are given below –

<b>For MBA Semester-II</b>	<b>:</b>	<b>Course Fee: ₹ 15000/-</b>
		<b>Examination Fee: ₹ 1,000/-</b>
		<b>Late Fee: ₹ 200/-</b>

- 5) After verification of the Journal No. By our office the candidates are directed to take a print out of the application form.
- 6) Candidates need to visit the **DDE Administrative Office** with the application form along with the following documents –
  - a) Original Bank Challan (University copy & Student copy).
  - b) Self signed photo copy of Enrolment Card.
  - c) Self signed photo copy of Sem-I Admit Card (for Sem-II Admission).
  - d) Original and self signed photo 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 Sem-II application forms but RA candidates are not submitted Sem-II application forms before the decision of the disciplinary committee of the Dept. of the Controller of Examinations, BU.**

**Schedule of Online Form Fill up and submission**

Without Late Fee (Form fill up) : 02.05.2018 to 05.05.2018

**(Late fee will be applicable on & from 06.05.2018 to 20 days before commencement of Examination).**

Date of form submission at DDE, B.U : 10.05.2018 and 11.05.2018

Time : 12 noon to 3.00 pm

**Our Website:**

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

**Director**