



THE UNIVERSITY OF BURDWAN

DIRECTORATE OF DISTANCE EDUCATION

BARDHAMAN

WEST BENGAL – 713104

Ph: 0342 2657 804/912

INSTRUCTIONS REGARDING ONLINE ADMISSION TO P.G. PROGRAMMES FOR THE ACADEMIC SESSION: 2018-2020

1. **Candidates are directed to read & understand the instruction and filled in the application form carefully before submission. Incomplete form will be treated as cancelled.**
2. **Please select your preferable Study Centre after selecting the course.**
3. Candidates are requested not to change their mobile number, once entered during online application. Candidates will receive One Time Password (OTP) in his/her mobile number and E-mail I.D. The OTP needs to enter into the appropriate field to verify his/her application registration.
4. After filling in the required field in the online form, candidates are to assign his/her password defined by them using at least 6 alpha-numeric characters (alphabets, e.g., a,b,c,..... and numerals, e.g., 1,2,3,.....) for logging back to their own form. Application ID generated after submission of form will be the user name of his/her profile. **Candidates are requested to remember their Application ID for future use.**
5. Candidates are to take a print out of the Bank Challan for online admission and deposit the requisite fees as mentioned in the Challan to a nearest branch of **State Bank of India**, then candidate is to log on to his/her online form once again **(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 insertion of the Journal No. given by the bank after making payment of the requisite fees. The requisite fees for different courses are as follows:



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| | | |
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| For M.A./M.Com. Courses | Rs.5,700 | inclusive all for BU students who will be admitted at DDE |
| | Rs.5,900 | inclusive all for other university students who will be admitted at DDE |
| | Rs.6,200 | inclusive all for BU students who will be admitted at Study Centre (except Bardhaman centre) |
| | Rs.6,400 | inclusive all for other university students who will be admitted at Study Centre (except Bardhaman centre) |
| For M.A. in Mathematics | Rs.7,700 | inclusive all for BU students who will be admitted at DDE |
| | Rs.7,900 | inclusive all for other university students who will be admitted at DDE |
| | Rs.8,200 | inclusive all for BU students who will be admitted at Study Centre (except Bardhaman centre) |
| | Rs.8,400 | inclusive all for other university students who will be admitted at Study Centre (except Bardhaman centre) |
| For M.Sc. in Computer Science | Rs.11,200 | inclusive all for BU students who will be admitted at DDE |
| | Rs.11,400 | inclusive all for other university students who will be admitted at DDE |
| | Rs.11,700 | inclusive all for BU students who will be admitted at Study Centre (except Bardhaman centre) |
| | Rs.11,900 | inclusive all for other university students who will be admitted at Study Centre (except Bardhaman centre) |

6. After verification of the Journal No. the candidates are directed to re-login on the system and upload his/her recent clear (light colour background) **colour passport size photograph** (without signature) **and signature** (black



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BARDHAMAN

WEST BENGAL – 713104

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or blue pen) separately.

7. After uploading the photograph and signature, **candidates need to take print out of the application form.**
8. Candidates need to visit the DDE Administrative Office or Study Centre(s) with all the original documents for verification along with the Application Form & University copy of the Bank Challan print out as per scheduled mentioned in the SMS/E-mail or website notification.
9. During verification the candidates must produce the following documents in **original and photocopies** (Xerox):

Application Form

Bank Challan – University Copy

Admit Card of S.F. or equivalent examination

Marksheet of S.F. or equivalent examination

Marksheet of H.S. or equivalent examination

Marksheet of UG examination

Marksheet of PG examination (as the case may be)

B.U. Registration Certificate (applicable for BU students)

Caste certificate /PWD certificate.

10. Admission will be confirmed after the verification of original documents.
11. If the Application Form, submitted at DDE or Study Centre, is complete in all respect, the candidate will be provided the Study Materials on the same day (if available).



THE UNIVERSITY OF BURDWAN

DIRECTORATE OF DISTANCE EDUCATION

BARDHAMAN

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12. If false information is provided by any candidate, his/her application will be cancelled and in that case course fees will not be refunded.

13. Date of Submission of Form: 14th September, 2018 to 1st October, 2018

14. Migration and Registration of Students from other universities:

Students of other universities seeking for admission in M.A/M.Sc./M.Com. Courses must get themselves registered under this University **by November, 2018 for M.A. in Mathematics & M.Sc. in Computer Science**, and **by February 2019 for M.Com & other subjects of M.A.** at the latest, failing which their admission is liable to be cancelled. After obtaining the Enrolment Number from the Directorate they will also be required to submit application, through prescribed form (one for Inward Migration and the other for regular Registration) , to be downloaded from the Directorate Website for registration along with self-signed documents like –

- A. Photocopy of the Marksheet of the last examination passed i.e., B.A./B.Sc /B.Com. / Bridge course/M.A.etc. (as the case may be),
- B. photocopy of the Admit Card of Madhyamik/Secondary Examination,
- C. photocopy of the Enrolment Card of the Directorate,
- D. a self-signed attested passport size photograph to be affixed on the space provided in the form,
- E. Photo copy of the challan (Student copy) of course fee as proof of deposit of the requisite fee of Rs.200 Candidates will be required to furnish migration certificate in original from the university last attended. Candidates must submit the forms completed in all respects personally at the Directorate or Study Centres. Submission of forms by post to the Directorate is not allowed.



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15. Restoration of Registration number of former B.U. students:

Student of Burdwan University, who meanwhile migrated to any other University for academic reasons, must get their original B.U Registration Number **restored by November, 2018 for M.A. in Mathematics & M.Sc. in Computer Science**, and **by February 2019 for M.Com & other subjects of M.A.Courses** in the manner as stipulated in the relevant University rules. However, they will be required to submit the Restoration form to be downloaded from the Directorate website for Restoration furnishing Migration Certificate in original from the University last attended along with original B.U. Registration Certificate. They must submit the attested Photocopy of the Registration certificate to the Directorate as soon as they receive it in the 'Restored' form.

16. Medium of Instruction:

Except for English, Commerce, Mathematics, Computer Science the study material of other subject will be supplied in Bengali.

17. Medium of Examination:

Medium of examination shall, however, be as follows:



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WEST BENGAL – 713104

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| <u>Subject</u> | <u>Medium of Examination</u> |
|------------------|--------------------------------|
| Bengali | Bengali |
| History | Bengali/English |
| Philosophy | Bengali/English |
| Pol.Science | Bengali/English |
| English | English |
| Sanskrit | Bengali/Sanskrit/English/Hindi |
| Mathematics | English |
| Computer Science | English |
| Commerce | English |

18. Study Materials:

Printed study materials are prepared by experts and eminent scholars in the subjects and will be supplied personally to the candidates at the time of admission. While these Self Learning Materials (SLMs) should give the students the required academic guidance, they are advised to supplement their reading at home by thoroughly going through the prescribed text at least. Wherever available, they should also consult the suggested reference books.

19. Cancellation of admission on other grounds:

Apart from the non-fulfilment of basic eligibility criteria, admission of a student may be cancelled by the University (**without refund of the**



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BARDHAMAN

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course fee deposited) on any of the grounds mentioned below:

- i) if there is any suppression of information or detection of false information supplied at any stage after admission ;
- ii) for gross misconduct / indiscipline ; and
- iii) for adoption of unfair means at the examination hall,

Candidates themselves may, however, choose to discontinue their studies at any point of time for private reason apply for withdrawal or cancellation of their admission / enrolment. While the University may not object to granting any such prayer, no claim for refund of course fee will be entertained in any case as per University rules.

20. **Assignments:**

Wherever felt necessary, assignments on lessons / units may be sent to students. They may send answers to such assignments to the Directorate. These assignments will be checked and marked by subject teachers with a view to assessing the progress of the students in their self-study. These Tutor-Marked Assessments will be sent to them in due course. However, the marks thus obtained will not count towards the results of the term-end Examinations of the students.

21. **Personal Contact Programmes:**

Strictly need-based Personal Contact Programmes (PCPs) may be arranged by the Directorate to principally facilitate face-to-face interaction between the students and our subject teachers who give due academic counselling to the students. These face-to-face contact sessions will be arranged at our all centre. The duration of these sessions may vary from subject



THE UNIVERSITY OF BURDWAN

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BARDHAMAN

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to subject. Students will be duly informed of the formalities to be completed by them.

22. Admission to Part-II /Sem-III & IV Course:

Admission to Part-II / Sem-III & IV courses is compulsory after the Part-I / Sem-II examinations are over. There is no scope for the students to wait for the results of their Part-I / Sem-II examinations. Irrespective of whether Part-I / Sem-II results are declared, or they fail to obtain the qualifying marks in it, or they fail to appear at the examination, they would require to submit the Part-II / Sem-III & IV forms along with the prescribed fees and other documents for continuation studentship under the distance mode. The Part-II / Sem-III&IV forms are not priced and these will be supplied to them in due course. Admission will have to be completed within the period stipulated by the Directorate.

EXPLANATION:

A student admitted to 1st year M.A/M.Com. Class during the session 2018-2020 shall get the consecutive chances to appear at the Part-I Examination of 2019, 2020, and 2021 and at the Part-II Examination of 2020, 2021 and 2022.

PROPOSED ELIGIBILITY CRITERIA

| Name of the Courses: <u>M.A. in BENGALI, ENGLISH, HISTORY, PHILOSOPHY, POLITICAL SCIENCE & SANSKRIT</u> | |
|---|--|
| Eligibility: | <ul style="list-style-type: none">• A minimum 2nd class Hons. (Regular or Special) graduate in the relevant subject having pursued the course in the 10+2+3 pattern from any recognized University, or• An unsuccessful Hons. Graduate of the above pattern (i) who after having pursued the Hons. course at both the Part-I, Part-II and Part-III stages obtained Pass Degree certificate of 3 year course securing at least 35% marks in aggregate (in concerned Hons. subject), or |



THE UNIVERSITY OF BURDWAN

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BARDHAMAN

WEST BENGAL – 713104

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| | <ul style="list-style-type: none">• A minimum 2nd class Hons. (Regular or Special) graduate in the relevant subject having pursued the course of the old 11+3 pattern, or• A pass graduate in the 10+2+3 pattern having offered the relevant subject as a combination / elective one (of not less than 300 marks at the degree stage) securing at least 30% marks in it, or• B.Sc. / B.Com. / B.A. Pass Graduates who subsequently passed Special B.A. (of not less than 300 marks in the relevant subject) securing at least 30% marks in it, or• A pass graduate in the 10+2+2 / 10+1+3 / 11+3 pattern from any recognized institute who subsequently passed 1 year Bridge Course in the relevant subject (of not less than 300 marks at the degree level) and thus became equivalent to a pass graduate of 10+2+3 pattern securing at least 40% marks in it, or• An M.A. in a subject willing to do M.A. in any other subject offered through Distance Mode irrespective of whether or not that subject was offered by him / her at the degree stage, provided that no M.A. in any professional subject like Music, Drama, Film Studies, Physical Education (M.P.Ed.), General Education (M.Ed.) etc. is entitled to this special provision. Provided further that no M.A. in “Islamic History and Culture” or “Ancient History and Culture” from any University is entitled to do M.A. again in History from this University. |
| Duration: | 2 Years |
| Pattern: | Yearly (Term-end Examination) |



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| Name of the Course: <u>M.A. in MATHEMATICS</u> | |
| Eligibility: | <ul style="list-style-type: none">• A minimum 2nd Class B.A. Hons. (Regular or Special) graduate in Mathematics having pursued the course in the 10+2+3 pattern from any recognized University, or• An unsuccessful B.A. Hons. Candidate of the above pattern (i) but who after having pursued the Hons. course at both the Part-I, Part-II and Part-III stages obtained Pass Degree certificate of 3 year course securing at least 35% marks in aggregate in Hons. subject, or• A minimum 2nd class B.A. Hons. (Regular or special) graduate in Mathematics having pursued the course of the old 11+3 pattern, or• B.A. graduate in the 10+2+3 pattern having offered Mathematics as combination / elective one (of not less than 300 marks at the degree stage) securing at least 30% marks in it, or• B.A. graduate in the 10+2+2 / 10+1+3 / 11+3 pattern from any recognized institute, who subsequently passed 1 year bridge course in Mathematics securing at least 40% marks in it. |
| Duration: | 2 Years |
| Pattern: | Semester (4 Semesters) |
| Course Name: <u>M.Com.</u> | |
| Eligibility: | <ul style="list-style-type: none">• A minimum 2nd Class Hons. (Regular or Special) graduate in Commerce having pursued the course in the 10+2+3 pattern from any recognized University, or• An unsuccessful Hons. Candidate of the above pattern (i) but who after having pursued the Hons. course at both the Part-I, Part-II and Part-III stages obtained Pass Degree certificate of 3 year |



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| | <p>course securing at least 35% marks in aggregate in Hons. subject, or</p> <ul style="list-style-type: none">• A minimum 2nd class Hons. (Regular or special) graduate in Commerce of the old 11+3 pattern, or• A pass commerce graduate in the pattern securing a minimum of 30% marks in aggregate, or• A pass commerce graduate in the 10+2+2 / 10+1+3 / 11+3 pattern from any recognized institute, who subsequently passed 1 year bridge course in commerce and thus became equivalent to a pass graduate of 10+2+3 pattern securing at least 40% marks in it. |
| Duration: | 2 Years |
| Pattern: | Yearly (Term-end Examination) |
| Name of the Course: <u>M.Sc. in COMPUTER SCIENCE</u> | |
| Eligibility: | <ul style="list-style-type: none">• B.Sc. (Hons.) in Computer Science; or• Bachelor of Computer Applications (BCA); or• B.E. or equivalent; or• B.Sc. (Hons.) in Mathematics / Statistics / Electronics / Physics / Chemistry with Computer Science as one of the combination subject; or• DOEACC A-Level or its equivalent; or• PGDCA from State Council of Technical Education of Govt. of West Bengal. |
| Duration: | 2 Years |
| Pattern: | Semester (4 Semesters) |

Director (Addl. Charge)