



DIRECTORATE OF DISTANCE EDUCATION THE UNIVERSITY OF BURDWAN

Instructions regarding Online Admission to MBA Semester – III (Session: July 2016 – June 2018)

&

Semester-IV (Session: Jan, 2016 – Dec, 2017) programmes.

- 1) Candidates are directed to login his / her student profile.
- 2) Candidates have to click on the Semester- III (Session: Jul, 2016 – June, 2018) or Semester-IV (Session: Jan, 16- Dec, 2017) admission button which is applicable.
- 3) Candidates will fill-up the admission form.

IN CASE OF SEMESTER-III

Candidates have to choose only one specialization from the followings:

1. **Financial Management.**
2. **Marketing Management.**
3. **Human Resource Management.**
4. **System & Operations Management.**
5. **Insurance & Risk Management.**

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 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 or wrong insertion of the Journal No. given by the bank after making payment of the requisite fees. Requisite fees are given below:-

For MBA Semester-III or Semester-IV

1. **Course Fee ₹ 15000/-**
2. **Examination Fee ₹ 1000/-**
3. **Late Fee: ₹ 200/-**

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, B.U. Administrative Office, Vidyasagar Bhavan, Golapbag, Bardhaman** with the application form along with the following documents –

a) Original Bank Challan (University Copy & Student Copy)

b) Self signed photocopy of Enrolment Card

c) Self signed photocopy copy of Semester-I /Semester-II Admit Card (for Semester-II/Semester-III Admission).

d) Original and self-signed photocopy 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 Semester-III & Semester-IV application forms but RA candidates are not submitted Semester-III & Semester-IV application forms before the decision of the disciplinary committee of the Dept. of the Controller of Examinations, BU.

Schedule of Online Form Fill up

Without Late Fee (Form fill up) : 14.01.2019 to 18.01.2019

Late fee will be applicable on & from 19.01.2019 to 20 days before commencement of Examination.

Date of form submission at DDE, B.U : 25.01.2019

Time : 12 noon to 2 pm

Director